Friday, November 30, 2012
Chancellor's Consultation Council

Ventura County Community College District
Consultation Council
District Administrative Center
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
9:00 a.m.

1. Call to Order

1.01 Call to Order

2. Review of Consultation Council Notes

2.01 Review of the November 2, 2012 Consultation Council Notes

3. Board Meeting Agenda Review

3.01 Review and discuss Board of Trustees December 11, 2012 Board Meeting

4. Other Items

4.01 Educational Master Plan and Timeline.

4.02 Future Agenda Items

4.03 Future Meetings

5. Adjourn Meeting

5.01 Adjourn meeting

Ventura County Community College District
Consultation Council Notes
November 2, 2012
8:30 a.m.

Present: Handel Evans, Pam Eddinger, Riley Dwyer, Karen Bulger, Peder Nielsen, Peter Sezzi, Steve Hall, Linda Kama'ila, Laura Brower, Karla Banks, Robin Calote, Dan Casey, Patricia Parham, Laurie Nelson-Nusser
Chair: Jamillah Moore, Chancellor
Recorder: Patti Blair
Absent: Sue Johnson, Clare Geisen, Ramiro Sanchez, Richard Duran

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Dr. Moore welcomed everyone to the meeting and announced future Consultation Council meetings will begin at 9:00 a.m.	N/A	N/A	Jamillah Moore
Review of Consultation Council Notes from August 31, 2012	The notes from the September 28, 2012 Consultation Council were reviewed and approved, with no changes.	N/A	N/A	Jamillah Moore
Board Agenda	Dr. Moore led a review of the November 13, 2012 Board of Trustees Agenda. Ms. Dwyer requested Item 12.16 Action to Approve Board Policy (BP) 7211 Minimum Qualifications and Equivalencies be pulled and return to DCHR. Dr. Hall requested that an AFT Rep be added to the committee composition in Item 12.02 Action to Reaffirm Board Policy (BP) 2431 CEO Selection. Academic Senate Presidents expressed concern regarding Consent Calendar Student Learning items and indicated Academic Senates were not provided a review of the curriculum prior to being placed on the Board agenda. Chancellor Moore pulled all Student Learning items for review at the November 29, 2012 DCAA meeting.		N/A	Jamillah Moore

DRAFT

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	There were no constituent objections to the November 13, 2012 Board of Trustees agenda.			
Master Plan	Dr. Eddinger distributed and discussed the *VCCCD Integrated Planning Manual, November 2, 2012 Draft Version 1.*	Consultation Council formally accepted the *VCCCD Integrated Planning Manual, November 2, 2012 Draft Version 1.* DCAP will be developing a planning timeline and forward a recommendation to Consultation Council.	N/A	Pam Eddinger
Accreditation Updates	Dr. Moore indicated the accreditation teams will attend the November 13, 2012 Board of Trustees meeting. Teams will be visiting colleges and the District Office on November 13-14, 2012.	TBD	N/A	Jamillah Moore Presidents
Future Agenda Items	Dr. Moore acknowledged the Participatory Governance Handbook will return to Consultation Council for the annual review.	Spring 2013	N/A	Jamillah Moore
Future Meetings	**Future Meetings** November 30 Agenda Review			

DRAFT

Tuesday, December 11, 2012
Board of Trustees Annual Organizational Meeting

Order of the Agenda
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Thomas G. Lakin Board Room
Ventura, CA
Call to Order: 5:30 p.m.
Open Session 7:00 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 September 11, 2012.

1.04 Association of Community College Trustees: Code of Ethics

1.05 Ventura County Community College Governance Roles

2. Call to Order 5:30 p.m.

2.01 In absence of elected officers, the Secretary of the Board will call the meeting to order at 5:30 p.m.

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

3.01 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 December 11, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action.

3.02 Changes to the Agenda

4. Public Comments

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

5. Trustees/Chancellor's Office

5.01 CEREMONIAL ADMINISTRATION OF THE OATH OF OFFICE AND SEATING OF TRUSTEES

5.02 ACTION TO ELECT CHAIR OF BOARD OF TRUSTEES. This item presents for approval the election of the Chair of the Board of Trustees.

5.03 ACTION TO ELECT VICE CHAIR OF BOARD OF TRUSTEES. This item presents for approval the election of the Vice Chair of the Board of Trustees.

5.04 ACTION TO APPOINT SECRETARY TO THE BOARD OF TRUSTEES. This item presents for approval the appointment of the Secretary to the Board of Trustees.

5.05 ACTION TO APPROVE BOARD POLICY BP 2220: COMMITTEES OF THE BOARD.

5.06 STUDY SESSION: BOARD OF TRUSTEE COMMITTEE APPOINTMENTS TO SERVE FOR 2013 AND COMMITTEE MEETING SCHEDULE. This item presents for discussion of appointments to serve on the 2013 Board of Trustees committees and the 2013 committee meeting schedule.

5.07 ACTION FOR CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE TO VOTE IN ELECTION FOR MEMBERS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION. This item presents for approval the selection of a Board of Trustee representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization, at its annual meeting.

6. Recess to Closed Session

6.01 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, sec. 54957)

6.02 CONFERENCE WITH LABOR NEGOTIATOR: SEIU AND AFT (Gov. Code, sec. 54957.6)

7. Reconvene in Open Session and Closed Session Report 7:00 p.m.

7.01 Chair will reconvene and provide a closed session report.

8. Pledge to the Flag

8.01 Pledge to the Flag

9. Acknowledgement of Guests, Special Recognitions, and Brief Reception

9.01 CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS "STATE OF THE UNIVERSITY" PRESENTATION BY DR. RICHARD RUSH, PRESIDENT.

9.02 ACTION TO APPROVE CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS 10th ANNIVERSARY PROCLAMATION.

9.03 CERTIFICATE OF APPRECIATION: PATRICIA PARHAM, VICE CHANCELLOR, HUMAN RESOURCES

10. Public Comments

10.01 PUBLIC COMMENTS. 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 Dr. Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

11. Associated Student Government Reports

11.01 Associated Student Government

12. Senate President Business Report

12.01 Academic Senate

12.02 Classified Senate

13. Board Policy

13.01 The Board Policy Committee did not meet and there are no items.

14. Trustees/Chancellor's Office

14.01 STUDY SESSION. Accountability Reporting for the California Community College (ARCC 2012).

14.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE November 13, 2012 REGULAR BOARD OF TRUSTEES MEETING. This item presents for review a Board meeting assessment for the November 13, 2012

Regular Board of Trustees meeting.

14.03 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE October 9, 2012 CITIZENS ADVISORY BODY MEETING. This item presents for review a meeting assessment for the October 9, 2012 Citizens Advisory Body meeting.

14.04 ACTION TO APPROVE RESOLUTION IN SUPPORT OF VETERANS ASSISTANCE IMPROVEMENT ACT.

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

15. Human Resources

15.01 ACTION TO CHOOSE SELECTION METHOD FOR SUCCESSOR VENTURA COLLEGE PRESIDENT: This item presents for approval the selection method for the successor Ventura College President.

16. Action: Business Services

16.01 Audit and Budget Committee November 29, 2012 Report.

16.02 ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2012: This item presents for acceptance the audited financial statements for the fiscal year ending June 30, 2012.

16.03 ACCEPTANCE OF THE AUDITED REPORTS OF THE BOND CONSTRUCTION FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2012: MEASURE S FINANCIAL AUDIT/MEASURE S PERFORMANCE AUDIT: This item presents for acceptance the Financial Audit report and the Performance Audit report for the Bond Construction Fund/Measure S Bond Program, for the fiscal year ending June 30, 2012.

16.04 ACCEPTANCE OF THE ANNUAL AUDITED REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2012 FOR THE MOORPARK, OXNARD, AND VENTURA COLLEGE FOUNDATIONS: This item presents for acceptance the annual audited reports for Fiscal Year ending June 30, 2012 for the Moorpark, Oxnard, and Ventura College Foundations.

16.05 APPROVAL TO AMEND THE GENERAL FUND UNRESTRICTED RESERVE AND EXPENDITURE ACCOUNTS, AND USE OF GENERAL FUND UNRESTRICTED RESERVES FOR THE DISTRICT PERSONNEL SEARCH (REQUIRES 2/3 VOTE): This item requests approval to amend the General Fund Unrestricted Reserve and Expenditure Accounts, and use the Reserves in an amount not to exceed $70,000 for the costs associated with District personnel search needs.

17. Capital Planning

17.01 Capital Planning & Facilities Committee Meeting November 13, 2012 Report.

18. Student Learning

18.01 There are no items.

19. Consent Calendar

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

20. Consent Calendar: Approval of Minutes

20.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING November 13, 2012. This item presents for approval the minutes of the November 13, 2012 Regular Meeting of the Board of Trustees.

21. Consent Calendar: Business Services

21.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF OCTOBER 16, 2012 TO NOVEMBER 13, 2012: This item presents for ratification Accounts Payable and Payroll for the period of October 16, 2012 to November 13, 2012.

21.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #07 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #07, for FY 2012-2013 from October 29, 2012 to November 26, 2012.

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

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

21.05 AUTHORIZATION FOR DESTRUCTION OF RECORDS: This item presents for approval the authorization for destruction of records pursuant to provisions of "Regulations for Destruction of Records" (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976, as amended, that the following list of records be approved for destruction.

21.06 ACCEPTANCE OF COMPLETION OF BID 432, PARKING AREA IMPROVEMENTS DISTRICT-WIDE: This item presents for approval the acceptance of completion of Bid 432, Parking Area Improvements District Wide.

21.07 APPROVAL OF Bid 444, OXNARD COLLEGE ROSE AVE CORRIDOR LANDSCAPE PROJECT: This item presents for approval the award of Bid 444, Oxnard College Rose Avenue Corridor Landscape Project to the lowest responsible bidder, Santa Barbara Plumbing Company, Inc., in the amount of $172,000.

21.08 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the month of October 2012.

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

22. Consent Calendar: Human Resources

22.01 There are no items.

23. Consent Calendar: Capital Planning & Facilities

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

23.02 ACCEPTANCE OF COMPLETION OF CONTRACT WITH JL HAWK CONSTRUCTION FOR THE OXNARD COLLEGE STUDENT SERVICES CENTER STRUCTURAL UPGRADES PROJECT #29026. This item presents for approval the acceptance of completion of the contract with JL Hawk Construction, Oxnard College Student Services Center Structural Upgrades Project.

23.03 ACCEPTANCE OF COMPLETION OF CONTRACT WITH STANDARD INDUSTRIES FOR THE OXNARD COLLEGE STUDENT SERVICES CENTER SECONDARY EFFECTS POLICE AND CAFETERIA DEMOLITION PROJECT #29120.This item presents for approval the acceptance of completion of the contract with Standard Industries, Oxnard College Student Services Center Secondary Effects Police and Cafeteria Demolition Project.

23.04 APPROVAL TO ISSUE A CONTRACT ADDENDUM TO PAUL MURDOCH ARCHITECTS, FOR THE LEARNING RESOURCE CENTER RENOVATION AND SEISMIC UPGRADE PROJECT #29127. This item presents for approval a contract addendum for additional design drawing work in the amount of $142,000.00 to Paul Murdoch Architects for the Learning Resource Center Renovation and Seismic Upgrade.

23.05 ACCEPTANCE OF COMPLETION OF CONTRACT WITH CLAUSS CONSTRUCTION FOR THE DEMOLITION AND UTILITY RELOCATION FOR THE APPLIED SCIENCE CENTER AT VENTURA COLLEGE, PROJECT #39110. This item presents for approval the acceptance of completion of the contract with Clauss Construction for the demolition and utility relocation for the Applied Science Center at Ventura College, Project #39110.

23.06 ACCEPTANCE OF COMPLETION OF CONTRACT WITH VIOLA CONSTRUCTORS FOR THE G BUILDING (THEATER) RENOVATION AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval the acceptance of completion of the contract with Viola Constructors for the G Building (Theater) Renovation at Ventura College, Project #39117.

23.07 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE: This item presents for approval the appointment of a member to the Citizens Oversight Committee for the Measure S Bond Program

23.08 APPROVAL OF THE 2012-2013 SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM PRIORITY LIST: This item presents for approval the 2013-2014 Scheduled Maintenance and Special Repairs Program project

priority list as shown on the attached.

24. Consent Calendar: Student Learning

24.01 FALL 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT MOORPARK COLLEGE: This item presents for approval the Fall 2012 candidates for graduation and certificates at Moorpark College.

24.02 FALL 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT OXNARD COLLEGE: This item presents for approval the Fall 2012 candidates for graduation and certificates at Oxnard College.

24.03 FALL 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT VENTURA COLLEGE. This item presents for approval the Fall 2012 Candidates for Graduation and Certificates at Ventura College.

24.04 MOORPARK COLLEGE DELETED ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATES OF ACHIEVEMENT: This item presents for approval deleted Associate in Science Degrees and Certificates of Achievement at Moorpark College.

24.05 OXNARD COLLEGE NEW, REVISED, AND/OR DELETED CURRICULUM APPROVAL: This item presents for approval new, revised, or deleted curriculum at Oxnard College.

24.06 VENTURA COLLEGE NEW/REVISED/DELETED PROGRAMS AND NEW AND REVISED COURSES FOR APPROVAL: This item presents for approval new/revised/deleted programs and new and revised courses at Ventiura College.

25. Informational Items

25.01 There are no items.

26. Reports

26.01 Academic Senates

26.02 Trustees

26.03 Legislative Meeting December 6, 2012 Report.

26.04 Planning, Accreditation, and Communication Meeting December 6, 2012 Report.

26.05 Chancellor

27. Adjournment

27.01 Chair will adjourn the meeting.

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	1. Ventura County Community College District
Subject	1.03 Ventura County Community College District Board Objectives, adopted September 11, 2012.
Access	Public
Type	Information

Public Content

BOARD GOAL ONE: PROVIDE ACCESS AND STUDENT SUCCESS

- Strategic Objective 1-A: Students are served more efficiently by expedited movement through District Programs resulting associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Establish a Districtwide General Education subcommittee to develop ideas and strategies to improve commonality among courses at each college. Responsible Parties: District Council for Academic Affairs (DCAA)
- Strategic Objective 1-B: Review collegiate level English and Science courses to ensure comparability in units and learning objectives with equivalent courses at four-year CSUs or transfer model curriculum. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Science Faculty
- Strategic Objective 1-C: Review English and Mathematics objectives for pre-collegiate courses to ensure comparability among District colleges. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty
- Strategic Objective 1-D: Participate in the SB 1440 (TMC - Transfer Model Curriculum) and C-ID (Course Identification Number System) initiative to ensure college courses are comparable District-wide and within the California Community College system. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committees

BOARD GOAL TWO: MAINTAIN INSTRUCTIONAL QUALITY WITHIN BUDGETARY LIMITS

- Strategic Objective 2-A: Technical and vocational college courses and programs are aligned with employer and market needs. Responsible Parties: Local Curriculum Committees, Local Program Review Committees
- Strategic Objective 2-B: Professional development activities for faculty and staff promote organizational best practices and technological activities that empower employees to work smarter allowing greater time to be expended on activities linked to student access, persistence, and success. Responsible Party: Local Professional Development Committees, Human Resources Department

BOARD GOAL THREE: PRUDENT FISCAL STEWARDSHIP

- Strategic Objective 3-A: The link between discretionary budgeting and strategic planning is strengthened. Responsible Parties: District Committee for Accreditation and Planning (DCAP), Consultation Council
- Strategic Objective 3-B: Expenditures linked to District Planning are reviewed on an annual basis. Responsible Party: District Council for Administrative Services (DCAS)

- Strategic Objective 3-C: The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support. Responsible Parties: Program Review Committees, Management, All Constituencies
- Strategic Objective 3-D: District long-term retirement obligations (GASB45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures. Responsible Party: District Council for Administrative Services (DCAS)
- Strategic Objective 3-E: Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support. Responsible Parties: Employee Health Benefits Committees, Risk Management, Human Resources Department
- Strategic Objective 3-F: The state's financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs. Responsible Parties: Vice Chancellor of Finance, District Council for Administrative Services (DCAS)

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	2. Call to Order 5:30 p.m.
Subject	2.01 In absence of elected officers, the Secretary of the Board will call the meeting to order at 5:30 p.m.
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	3. Chancellor's Recommendation of the Board of Trustees Agenda
Subject	3.01 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 December 11, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action.
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 December 13, 2011, have been reviewed within the District's Consultation Council on December 2, 2011, without constituent objection, and are hereby presented to the Trustees for action.

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	3. Chancellor's Recommendation of the Board of Trustees Agenda
Subject	3.02 Changes to the Agenda
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	4. Public Comments
Subject	4.01 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, Dr. Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	Information

Public Content

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 beforean 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 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 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. 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 agendized item is addressed by the Board. Public speakers are required to address unagendized topics during Public Comments.
- 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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.01 CEREMONIAL ADMINISTRATION OF THE OATH OF OFFICE AND SEATING OF TRUSTEES
Access	Public
Type	Information

Public Content

Chancellor Jamillah Moore will administer the Oath of Office to newly elected Trustees:

- Larry Kennedy, Area 3
- Bernardo Perez, Area 4

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.02 ACTION TO ELECT CHAIR OF BOARD OF TRUSTEES. This item presents for approval the election of the Chair of the Board of Trustees.
Access	Public
Type	Action
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board of Trustees elect a Chair of the Board of Trustees.

Public Content

BP 2135 Board Officer Rotation states:

At the annual organizational meeting, the Board shall elect from among its members a Chair and Vice-Chair of the Board.

The terms of Chair and Vice Chair shall be for one (1) year. The duties of the Chair of the Board are as follows:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Speak on behalf of the Board regarding its actions and positions.
- Participate in the orientation process for new board members;
- Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;
- Represent the Board at official events or ensure board representation.

The terms of officers shall be for one (1) year; the duties of the Vice Chair of the Board are as follows:

- In the absence of the Chair, the Vice-Chair shall serve in his or her stead.
- Participate in the Board's agenda setting process.

The Board does not have an official system of rotation of officers; it elects the officers every year from among all its members.

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.03 ACTION TO ELECT VICE CHAIR OF BOARD OF TRUSTEES. This item presents for approval the election of the Vice Chair of the Board of Trustees.
Access	Public
Type	Action
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board of Trustees elect a Vice Chair of the Board of Trustees.

Public Content

BP 2135 Board Officer Rotation states:

At the annual organizational meeting, the Board shall elect from among its members a Chair and Vice-Chair of the Board.

The terms of Chair and Vice Chair shall be for one (1) year. The duties of the Chair of the Board are as follows:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Speak on behalf of the Board regarding its actions and positions.
- Participate in the orientation process for new board members;
- Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;
- Represent the Board at official events or ensure board representation.

The terms of officers shall be for one (1) year; the duties of the Vice Chair of the Board are as follows:

- In the absence of the Chair, the Vice-Chair shall serve in his or her stead.
- Participate in the Board's agenda setting process.

The Board does not have an official system of rotation of officers; it elects the officers every year from among all its members.

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.04 ACTION TO APPOINT SECRETARY TO THE BOARD OF TRUSTEES. This item presents for approval the appointment of the Secretary to the Board of Trustees.
Access	Public
Type	Action
Fiscal Impact	No
Budgeted	No
Recommended Action	That the Board of Trustees appoint a Secretary to the Board of Trustees.

Public Content

BP 2135 Board Officer Rotation states:

At the annual organizational meeting, the Board shall elect from among its members a Chair and Vice-Chair of the Board.

The Chancellor shall serve as Secretary to the Board. The duties of the Secretary are 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;
- Consult with the Chancellor on board meeting agendas;
- 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;
- 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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.05 ACTION TO APPROVE BOARD POLICY BP 2220: COMMITTEES OF THE BOARD.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees approve BP 2220: Committees of the Board.

Public Content

Administrative Content

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2220 COMMITTEES OF THE BOARD
Number	BP 2220
Status	Active
Legal	California Government Code, Section 54952
Adopted	April 14, 2009
Last Reviewed	April 12, 2011

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board do not have authority that may lawfully be exercised by the Board itself.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Committees

1. Audit and Budget Committee

The Audit and Budget Committee is responsible for the oversight of the District-wide budget development process through a review of Board priorities, budget assumptions, allocation model and the annual budget development calendar.

The Committee recommends to the Board the selection of the District independent auditor, meets periodically with the auditor to ensure appropriate financial controls are in place and the annual financial reports are prepared timely and in accordance with State regulations.

This committee meets quarterly or on an as-needed basis.

2. Capital Planning and Facilities Committee

The Capital Planning and Facilities Committee examines the relationship of the campus facilities master plans to submitted proposals for the design and construction of buildings or other facilities or improvements, and reviews the fiduciary viability of any architectural or construction management firms recommended for Board approval. This committee meets monthly or on an as-needed basis (at least quarterly).

3. Legislative Committee

The Legislative Committee discusses responses to pending local, statewide, and federal legislative issues that may affect the Community College District. This committee meets monthly or on an as-needed basis (at least quarterly).

4. Planning, Accreditation, and Communication

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 practices and activities for alignment with Accrediting Commission Standards and receives reports on College progress toward meeting Accrediting Commission Standards. The Planning, Accreditation, and Communication Committee ensures that the Board is informed regarding all accreditation matters within the District. 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).

5. Policy Committee

The Policy Committee provides recommendations to the Board regarding policy for the Ventura County Community College District. This committee meets monthly or on an as-needed basis (at least quarterly).

No administrative procedure is required.

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.06 STUDY SESSION: BOARD OF TRUSTEE COMMITTEE APPOINTMENTS TO SERVE FOR 2013 AND COMMITTEE MEETING SCHEDULE. This item presents for discussion of appointments to serve on the 2013 Board of Trustees committees and the 2013 committee meeting schedule.
Access	Public
Type	Discussion

Public Content

Background

The term of office on a governing board committee is for a period of one year. Membership shall be voluntary on the part of Trustees and Trustees are encouraged to rotate their service on any one committee.

Committees

Audit & Budget

Capital Planning and Facilities

Legislative

Planning, Accreditation, and Communication

Policy

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		

Further Information	Jamillah Moore

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	5. Trustees/Chancellor's Office
Subject	5.07 ACTION FOR CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE TO VOTE IN ELECTION FOR MEMBERS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION. This item presents for approval the selection of a Board of Trustee representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization, at its annual meeting.
Access	Public
Type	Action
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board of Trustees elect a representative to vote in the election for members of the County Committee on School District Organization.

Public Content

Background

In compliance with the requirements of Education Code Sections 4005 and 72403 the Ventura County Superintendent of Schools has asked that the Board of Trustees select a representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization at its annual meeting.

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	6. Recess to Closed Session 5:45 p.m.
Subject	6.01 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, sec. 54957)
Access	Public
Type	Discussion

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	6. Recess to Closed Session 5:45 p.m.
Subject	6.02 CONFERENCE WITH LABOR NEGOTIATOR: SEIU AND AFT (Gov. Code, sec. 54957.6)
Access	Public
Type	Report

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	7. Reconvene in Open Session and Closed Session Report 7:00 p.m.
Subject	7.01 Chair will reconvene and provide a closed session report.
Access	Public
Type	Report

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	8. Pledge to the Flag
Subject	8.01 Pledge to the Flag
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	9. Acknowledgement of Guests, Special Recognitions, and Brief Reception
Subject	9.01 CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS "STATE OF THE UNIVERSITY" PRESENTATION BY DR. RICHARD RUSH, PRESIDENT.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board approve this item.

Public Content

Presentation by Dr. Richard Rush, CSUCI President; followed by Proclamation presentation.

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	9. Acknowledgement of Guests, Special Recognitions, and Brief Reception
Subject	9.02 ACTION TO APPROVE CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS 10th ANNIVERSARY PROCLAMATION.
Access	Public
Type	

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	9. Acknowledgement of Guests, Special Recognitions, and Brief Reception
Subject	9.03 CERTIFICATE OF APPRECIATION: PATRICIA PARHAM, VICE CHANCELLOR, HUMAN RESOURCES
Access	Public
Type	

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	10. Public Comments
Subject	10.01 PUBLIC COMMENTS. 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 Dr. Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	Report

Public Content

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 beforean item is addressed and voted on.

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- 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.
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- No member of the public may speak without being recognized by the Chair of the Board.
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- 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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	11. Associated Student Government Reports
Subject	11.01 Associated Student Government
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	12. Senate President Business Report
Subject	12.01 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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	12. Senate President Business Report
Subject	12.02 Classified Senate
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	13. Board Policy
Subject	13.01 The Board Policy Committee did not meet and there are no items.
Access	Public
Type	

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	14. Trustees/Chancellor's Office
Subject	14.01 STUDY SESSION. Accountability Reporting for the California Community College (ARCC 2012).
Access	Public
Type	Report

Public Content

Accountability Reporting for the California Community College (ARCC 2012)

- Moorpark College
- Oxnard College
- Ventura College

ARCC 2012 Moorpark College March FINAL.pdf (37 KB)

ARCC 2012 Oxnard College March FINAL.pdf (44 KB)

ARCC 2012 Ventura College March FINAL.pdf (39 KB)

Administrative Content

Moorpark College

Ventura County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1: Student Progress and Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Student Progress and Achievement Rate	66.9%	66.8%	68.8%

Table 1.1a: Percent of Students Who Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System.
(See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Percent of Students Who Earned at Least 30 Units	77.5%	77.6%	78.1%

Table 1.2: Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009	Fall 2009 to Fall 2010
Persistence Rate	78.1%	80.0%	76.4%

Moorpark College

Ventura County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3: Annual Successful Course Completion Rate for Credit Vocational Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Vocational Courses	77.5%	75.2%	74.8%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Basic Skills Courses	54.2%	49.6%	55.6%

Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
ESL Improvement Rate	48.9%	33.3%	33.3%
Basic Skills Improvement Rate	51.4%	50.4%	51.0%

Table 1.6: Career Development and College Preparation (CDCP) Progress and Achievement Rate

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
CDCP Progress and Achievement Rate	.%	.%	.%

Moorpark College
Ventura County Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2008-2009	2009-2010	2010-2011
Annual Unduplicated Headcount	24,491	24,073	22,232
Full-Time Equivalent Students (FTES)	12,801	12,808	11,812

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2008-2009	2009-2010	2010-2011
19 or less	39.0%	37.9%	37.2 %
20 - 24	32.9%	34.9%	36.2 %
25 - 49	23.8%	23.4%	23.0 %
Over 49	4.3%	3.9%	3.5 %
Unknown	.%	.%	. %

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2008-2009	2009-2010	2010-2011
Male	45.2%	45.4%	46.1%
Unknown	0.5%	0.4%	0.2%
Female	54.3%	54.2%	53.7%

Source: Chancellor's Office, Management Information System

Moorpark College
Ventura County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2008-2009	2009-2010	2010-2011
African American	2.4%	2.0%	2.1%
American Indian/Alaskan Native	0.7%	0.5%	0.5%
Asian	7.9%	7.1%	7.4%
Filipino	2.6%	2.3%	2.3%
Hispanic	18.8%	21.4%	23.4%
Pacific Islander	0.6%	0.4%	0.3%
Two or More Races	1.1%	3.4%	3.5%
Unknown/Non-Respondent	7.4%	3.2%	2.3%
White Non-Hispanic	58.5%	59.7%	58.2%

Source: Chancellor's Office, Management Information System

Moorpark College

Ventura County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	68.8	61.0	49.8	68.8	*A2*
B	Percent of Students Who Earned at Least 30 Units	78.1	76.0	70.8	85.9	*B4*
C	Persistence Rate	76.4	74.2	62.7	83.4	*C6*
D	Annual Successful Course Completion Rate for Credit Vocational Courses	74.8	73.3	62.6	81.3	*D2*
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	55.6	63.8	52.3	72.6	*E1*
F	Improvement Rate for Credit Basic Skills Courses	51.0	58.4	38.8	76.9	*F2*
G	Improvement Rate for Credit ESL Courses	33.3	48.8	10.1	67.5	*G2*

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.

ARCC 2012 Report: College Level Indicators

Moorpark College

Ventura County Community College District

College Self-Assessment

Moorpark College is one of three colleges in the Ventura County Community College District. Our student profile has remained constant, with 73% of our students under the age of 25, a majority declaring transfer as their goal. 23% are between the ages of 25 and 49. Minority enrollment reflects the demographics of residents in our service area.

The college has lowered enrollment by 1,841 students in 2010-11 in effort to manage unfunded FTES in a time of budget constraints. Programs strategically reduced course sections while maintaining core curriculum offerings that enable students to complete degrees, certificates, and transfer requirements.

Moorpark College performed above average in 4 out of 7 ARCC categories (Categories A-D). The college has improved its rates in Student Progress and Achievement and in the percentage of Students Who Earn at Least 30 Units.

The Annual Course Completion Rates for Basic Skills Courses and its Basic Skills Improvement Rate have shown improvement. The 6 percent increase in the Basic Skills Completion Rate is a direct result of the work plan of the Basic Skills Committee. Continuing with the strategies that have been in place for basic skills curriculum and service delivery since fall 2008, the college anticipates further improvement in these areas.

The College continues to monitor the Improvement Rate for ESL. The college's service area does not generate high enrollments in ESL courses; student enrollments are fewer than 125 in any given year. Of those enrolled, one-third opts to take the next level course.

As with last year, the current ARCC data validate the Strategic Objectives that emerge from the college's annual planning sessions each fall semester:

Objective: Improve Student Access: The college excels in preparing traditional students for transfer. There is opportunity for expansion in services to adult learners. We continue to build our distance education and evening/weekend options to provide access for adults returning to college.

Objective: Improve Student Retention and Success: A cross-functional Basic Skills workgroup has established performance indicators matching the ARCC Categories of E and F. Strategies in curriculum and learning support services continue to be refined, seeking an increase in higher student success.

Objective: Respond to the Marketplace through Career Training: The Vocational Education Course Completion Rate remains consistent with our peer average. Moorpark College is committed to providing appropriate vocational education to meet the needs of its student population. The college is participating in a statewide Career Technical Education Outcomes Survey and Research Project during spring 2012. Survey results will be utilized in vocational program and curriculum planning.

Oxnard College

Ventura County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1: Student Progress and Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Student Progress and Achievement Rate	48.2%	49.9%	50.7%

Table 1.1a: Percent of Students Who Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Percent of Students Who Earned at Least 30 Units	68.2%	72.4%	71.2%

Table 1.2: Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009	Fall 2009 to Fall 2010
Persistence Rate	64.6%	68.7%	61.5%

Oxnard College

Ventura County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3: Annual Successful Course Completion Rate for Credit Vocational Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Vocational Courses	77.1%	76.5%	77.2%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Basic Skills Courses	61.8%	61.6%	66.1%

Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
ESL Improvement Rate	46.0%	56.1%	52.5%
Basic Skills Improvement Rate	58.1%	52.0%	58.4%

Table 1.6: Career Development and College Preparation (CDCP) Progress and Achievement Rate

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
CDCP Progress and Achievement Rate	.%	.%	.%

Oxnard College
Ventura County Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2008-2009	2009-2010	2010-2011
Annual Unduplicated Headcount	12,310	12,924	10,618
Full-Time Equivalent Students (FTES)	5,405	5,482	4,816

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2008-2009	2009-2010	2010-2011
19 or less	31.8%	31.0%	26.4 %
20 - 24	29.6%	30.8%	34.1 %
25 - 49	33.7%	33.6%	34.7 %
Over 49	4.9%	4.6%	4.7 %
Unknown	0.0%	0.0%	. %

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2008-2009	2009-2010	2010-2011
Female	56.7%	56.1%	54.5%
Male	42.3%	43.6%	45.3%
Unknown	1.0%	0.3%	0.2%

Source: Chancellor's Office, Management Information System

Oxnard College
Ventura County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2008-2009	2009-2010	2010-2011
African American	3.8%	3.5%	3.5%
American Indian/Alaskan Native	0.7%	0.5%	0.4%
Asian	3.1%	2.8%	2.5%
Filipino	4.7%	4.4%	4.3%
Hispanic	64.0%	65.2%	66.0%
Pacific Islander	0.8%	0.5%	0.5%
Two or More Races	0.5%	1.9%	2.3%
Unknown/Non-Respondent	4.2%	2.0%	1.2%
White Non-Hispanic	18.2%	19.3%	19.3%

Source: Chancellor's Office, Management Information System

Oxnard College

Ventura County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	50.7	49.9	38.0	60.5	*A1*
B	Percent of Students Who Earned at Least 30 Units	71.2	69.7	57.8	80.0	*B1*
C	Persistence Rate	61.5	69.1	60.4	79.7	*C5*
D	Annual Successful Course Completion Rate for Credit Vocational Courses	77.2	73.3	62.6	81.3	*D2*
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	66.1	63.8	52.3	72.6	*E1*
F	Improvement Rate for Credit Basic Skills Courses	58.4	58.4	38.8	76.9	*F2*
G	Improvement Rate for Credit ESL Courses	52.5	48.8	10.1	67.5	*G2*

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.

ARCC 2012 Report: College Level Indicators

Oxnard College

Ventura County Community College District

College Self-Assessment

Oxnard College is one of three colleges in the Ventura County Community College District. The college serves a diverse population of students primarily from the Oxnard Plain, located in the southwest area of Ventura County. Nearly 80% of our students are from ethnic minority groups most of which are Hispanic. This diversity is reflective of our service area.

Oxnard College rates are higher than peer averages in five of seven areas and is equal to the average in another. Oxnard College's student progress and achievement rate is slightly above our peer average and continues to increase although just over 50% of first-time students show progress in obtaining associate's degrees or certificates, becoming transfer prepared, or transferring to a four-year institution. Of greater concern are drops in the percentage of students completing 30+ units and fall to fall persistence rate which fell seven percentage points. It may be that this phenomenon is a consequence of budget constraints and reduction in offerings and requires further review.

The Student Success Committee brings together key campus stakeholders from instruction, student services, and academic support. In response to accreditation recommendations, the committee will be focusing on benchmarking and the review and utilization of data to identify gaps and engage in ongoing dialogue to increase student success for all students by addressing those roadblocks. We see that students receiving special support services, through programs such as STEM, EOPS, DSPS and CalWORKs tend to yield higher persistence and achievement rates.

The successful course completion rate for vocational courses remains high (77.2%) and the successful completion of Basic Skills courses has jumped. Improvement rates in Basic Skills and ESL are areas that Oxnard College continues to address to better serve students. While the overall percentage of students in basic skills courses (reading, writing, math) going on to take higher level courses increased, the improvement rate for ESL fell this past year. The Transitional Studies Advisory Committee is aware of these trends and is working with departments to facilitate better alignment of entry/exit skills, tracking student learning outcomes, and innovative approaches, including community partnerships and professional development, to foster improvement.

Two Hispanic-Serving Institution cooperative grants (Title V, CCRAA) have been instrumental in cultivating partnerships with CSU Channel Islands and UC Santa Barbara and cooperative programs with local high schools to better serve students from admittance through transfer. Enhancements of many academic and student services designed to help students succeed at Oxnard College and transfer to the university have been developed and institutionalized. While the focus of these grants is on basic skills and STEM, the initiatives have ultimately contributed to identifying models of success for all students.

Although enrollment at Oxnard College has declined due to budget reductions we continue to implement facility and classroom technology improvements which, along with programs already mentioned, have greatly enhanced the student experience. The college remains committed to continual improvement of instruction, academic support, and student services to fully serve its diverse student population and increase graduation rates.

Ventura College

Ventura County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1: Student Progress and Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Student Progress and Achievement Rate	55.8%	55.9%	56.4%

Table 1.1a: Percent of Students Who Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Percent of Students Who Earned at Least 30 Units	71.6%	71.5%	71.2%

Table 1.2: Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009	Fall 2009 to Fall 2010
Persistence Rate	70.6%	71.1%	70.0%

Ventura College

Ventura County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3: Annual Successful Course Completion Rate for Credit Vocational Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Vocational Courses	69.3%	68.9%	71.3%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Basic Skills Courses	65.9%	67.7%	69.9%

Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
ESL Improvement Rate	5.3%	9.6%	10.1%
Basic Skills Improvement Rate	61.5%	56.0%	59.9%

Table 1.6: Career Development and College Preparation (CDCP) Progress and Achievement Rate

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
CDCP Progress and Achievement Rate	.%	.%	.%

Ventura College

Ventura County Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2008-2009	2009-2010	2010-2011
Annual Unduplicated Headcount	23,060	22,602	20,755
Full-Time Equivalent Students (FTES)	11,141	10,928	10,705

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2008-2009	2009-2010	2010-2011
19 or less	35.3%	36.7%	33.3 %
20 - 24	27.3%	28.9%	32.0 %
25 - 49	30.1%	28.3%	29.1 %
Over 49	7.2%	6.0%	5.6 %
Unknown	0.0%	0.0%	. %

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2008-2009	2009-2010	2010-2011
Female	56.5%	56.0%	55.6%
Male	42.6%	43.2%	44.0%
Unknown	0.9%	0.9%	0.3%

Source: Chancellor's Office, Management Information System

Ventura College

Ventura County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2008-2009	2009-2010	2010-2011
African American	2.8%	2.6%	2.6%
American Indian/Alaskan Native	1.1%	0.7%	0.7%
Asian	3.4%	3.1%	2.9%
Filipino	2.7%	2.6%	2.6%
Hispanic	42.6%	45.2%	47.3%
Pacific Islander	0.6%	0.5%	0.4%
Two or More Races	0.9%	2.5%	3.1%
Unknown/Non-Respondent	5.8%	3.0%	1.9%
White Non-Hispanic	40.1%	39.8%	38.4%

Source: Chancellor's Office, Management Information System

Ventura College

Ventura County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	56.4	61.0	49.8	68.8	*A2*
B	Percent of Students Who Earned at Least 30 Units	71.2	73.3	65.7	81.4	*B2*
C	Persistence Rate	70.0	69.1	60.4	79.7	*C5*
D	Annual Successful Course Completion Rate for Credit Vocational Courses	71.3	73.3	62.6	81.3	*D2*
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	69.9	63.8	52.3	72.6	*E1*
F	Improvement Rate for Credit Basic Skills Courses	59.9	52.8	32.6	67.3	*F1*
G	Improvement Rate for Credit ESL Courses	10.1	48.8	10.1	67.5	*G2*

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.

ARCC 2012 Report: College Level Indicators

Ventura College

Ventura County Community College District

College Self-Assessment

Ventura College, the oldest of the three colleges in the Ventura County Community College District, serves a diverse population of students. While enrollment and course offerings are down due to the current budget situation, VC still generates over 10,000 FTES and continues to be classified as a medium-sized college. Over 47% of our students are Hispanic, an increase of 2.1 points.

We currently have two five-year U.S. Department of Education Hispanic Serving Institution grants: an individual grant for basic skills and a cooperative grant for student services redesign, enhancement of professional development, and improvement of services via technology, including distance education.

Over the past year, we have increased our research capacity significantly through continued assessment of student learning outcomes, a new institutional effectiveness report, and new program review and integrated planning processes. Our efforts in these areas will increase our knowledge of student performance and student need as well as assist us in making improvements in instruction and services. We anticipate that the decisions and initiatives created through analysis of research will help the institution improve in the areas noted in this report, among others.

For this past year in the area of Student Progress and Achievement, there have been small improvements in two categories. Our Student Progress and Achievement Rate increased by .5 point, and the Annual Successful Course Completion Rate for Credit Vocational Courses increased by 2.4 points. The Percent of Students Who Earned at Least 30 units was approximately the same, and the Persistence Rate went down by 1.1 points although we are .9 point ahead of our peer group in this area. Efforts to enhance these rates are associated with our Title V grants and our increased focus on institutional effectiveness.

We continue to improve in the area of basic skills. Our Annual Successful Course Completion Rate for Basic Skills Courses increased by 2.2 points. For this indicator, we are also 6.1 points ahead of our peer group. In the Improvement Rate for Credit Basic Skills Courses, we are 7.1 points ahead of our peer group. We attribute our success in these areas to the initiatives from our Title V Grant for Basic Skills (including ESL) and from state Basic Skills Initiative funding. These initiatives include supplemental instruction, a Reading/Writing Center, themed classes, accelerated instruction for basic skills Math and English, and learning communities. The Improvement Rate for Credit ESL Courses, which shows the college to be substantially lower than the peer group average, is incorrect due to CB21 coding errors. These errors have been corrected but will take some time to be reflected accurately in the report.

A comparison of the seven indicators in the College Peer Grouping shows VC with higher percentages in three of the seven areas.

The college remains committed to providing a supportive and accessible learning environment that is responsive to the needs of our highly diverse student body. We are also committed to continuous self improvement in all instructional and service areas.

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	14. Trustees/Chancellor's Office
Subject	14.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE November 13, 2012 REGULAR BOARD OF TRUSTEES MEETING. This item presents for review a Board meeting assessment for the November 13, 2012 Regular Board of Trustees meeting.
Access	Public
Type	Discussion

Public Content

11.13.12 BoT Meeting Assessment.pdf (38 KB)

Administrative Content

11.13.12 Board of Trustees Meeting Assessment

SurveyMonkey

1. I was present for the November 13, 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, electronically or in paper copy.

	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?		0
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	**66.7%**	**4**
Disagree	16.7%	1
Don't Know (please comment below)	0.0%	0
Comments and recommendations for improvement:		0
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	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**

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 committee reports 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.		1
answered question		**6**
skipped question		**0**

7. Economic Development and Community Partnerships study session was informative and beneficial.

	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 your recommendations for future professional development.		1
answered question		**6**
skipped question		**0**

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

	Response Percent	Response Count
N/A	0.0%	0
Yes	**100.0%**	**6**
No	0.0%	0
If no, please provide detailed comments below related to unaddressed questions/concerns.		0
answered question		**6**
skipped question		**0**

9. The Board of Trustees conducted themselves in accordance with its Code of Ethics/Standards of Practice (e.g., was prepared, read materials and raised questions prior to public meeting, respected divergent opinions and avoided the perception of conflicts of interest and involvement in institutional operations, and took actions in the best interest of the entire community. See Board Policy BP 2715 Code of Ethics/Standards of Practice).

	Response Percent	Response Count
Agree	**100.0%**	**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**

10. 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**

11. 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:	0
	answered question	**6**
	skipped question	**0**

12. 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**

13. 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:		0
answered question		**6**
skipped question		**0**

14. 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	**83.3%**	**5**
Disagree	16.7%	1
Don't Know (please comment below)	0.0%	0
Comments and recommendations for improvement:		3
answered question		**6**
skipped question		**0**

15. 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

16. I completed the November 13, 2012 Board of Trustees Meeting Assessment.

		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

Q6. Trustee committee reports were explained and supported by clear and concise detail.		
1	PAC needs an agenda spot for reporting.	

Q7. Economic Development and Community Partnerships study session was informative and beneficial.		
1	This report was timely as well.	

Q14. 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.		
1	There were a lot of policies to review, but it was handled effectively with time for questions and discussion.	
2	The various verbal reports by the student groups and senates were way to detailed and long.	
3	Meeting went very smoothly. This has become the norm.	

Q15. 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	The board meetings have been very smooth. The improvement has been sustainable and consistent.	

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	14. Trustees/Chancellor's Office
Subject	14.03 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE October 9, 2012 CITIZENS ADVISORY BODY MEETING. This item presents for review a meeting assessment for the October 9, 2012 Citizens Advisory Body meeting.
Access	Public
Type	

Public Content

10.09.12 BoT Meeting Assessment.pdf (38 KB)

Administrative Content

10.09.12 Board of Trustees Meeting Assessment

SurveyMonkey

1. I was present for the October 9, 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, electronically or in paper copy.

	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?		0
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:		0
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	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**

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 committee reports 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**

7. Trustee professional development related to the role of the Board Chair and CEO/Board Chair relationship will contribute to enhancing and improving the demonstration of the Board's primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District Colleges.

	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 your recommendations for future professional development.		1
answered question		**6**
skipped question		**0**

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

	Response Percent	Response Count
N/A	0.0%	0
Yes	**100.0%**	**6**
No	0.0%	0
If no, please provide detailed comments below related to unaddressed questions/concerns.		0
answered question		**6**
skipped question		**0**

9. 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:		0
answered question		**6**
skipped question		**0**

10. 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**

11. 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:	0
	answered question	**6**
	skipped question	**0**

12. 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**

13. 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:		0
answered question		**6**
skipped question		**0**

14. 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**

15. To increase the effectiveness of the Board of Trustees in strengthening its activities in relation to its policy-making role, please provide any additional comments or recommendations.

	Response Count
	3
answered question	3
skipped question	3

16. I completed the October 9, 2012 Board of Trustees Meeting Assessment.

		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

Q7. Trustee professional development related to the role of the Board Chair and CEO/Board Chair relationship will contribute to enhancing and improving the demonstration of the Board's primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and s...		
1	Good review.	

Q15. 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	none	
2	I believe the Board should go back and revisit the 75 unit cap, because there were students who did not know about Priority Enrollment changes during the summer, and I am not sure if the colleges are promoting these restrictions to students unless they are going to see a counselor, which not all do.	
3	The board has made very good improvement over the last year. We need to sustain the improvement. I am confident we will.	

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	14. Trustees/Chancellor's Office
Subject	14.04 ACTION TO APPROVE RESOLUTION IN SUPPORT OF VETERANS ASSISTANCE IMPROVEMENT ACT.
Access	Public
Type	

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	14. Trustees/Chancellor's Office
Subject	14.05 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member.
Access	Public
Type	Action
Fiscal Impact	No
Budgeted	No
Recommended Action	That the Board of Trustees approve the absence of the Trustee(s) identified below.

Public Content

Background

In accordance with Education Code Section 72024(d):

"A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board."

The Board of Trustees is to approve the absence of _____ who is absent from the _____ meeting due to the specified reason.

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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	15. Human Resources
Subject	15.01 ACTION TO CHOOSE SELECTION METHOD FOR SUCCESSOR VENTURA COLLEGE PRESIDENT: This item presents for approval the selection method for the successor Ventura College President.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approval of this item.

Public Content

Background/Analysis

The Board of Trustees received the resignation of Ventura College President Robin Calote on November 16, 2012, to be effective June 2013. AP 7120-C Recruitment and Hiring: College President, requires that upon receipt of the President's resignation, the Board of Trustees must deliberate in public session regarding the approach it wishes to use for the selection of a successor President. By formal action, the Board must determine whether is wishes to contract for an external recruitment firm, use the District's Human Resources Department, or a combination of consultant and internal HR support services.

Selection Procedures for PRESIDENTS

Notification of Vacancy/Recruitment Strategy

Upon formal notification of a presidential vacancy, the Chancellor will inform the Board of Trustees of the need to secure new college leadership. Vacancy notification shall be provided in the form of Board acceptance of a presidential resignation, retirement, contract buyout, or the receipt of information regarding death, or departure for special circumstances. At the following Board meeting, the Board will consider, as part of its public deliberations, the approach it wishes to use for the section of a successor president. The Board, by formal action, will determine whether it wishes to contract for an external recruitment firm, to utilize the District's Human Resources Department (HR), or a combination of consultant and internal HR support services. Should the Board choose to contract for external search services exclusively, the Chancellor or his designees shall serve as the Board's liaison to the firm.

External Searches

In the event that an external search firm is contracted by the Board of Trustees, the procedures, timelines, and activities supporting the search will be determined by the Board, through the Chancellor, in consultation with their consultant firm. The Board is committed to broad community and college participation in its searches, as well as providing equal employment opportunity to qualified candidates.

District Conducted Searches

Should the Board determine it wishes to conduct a district-supported search, the following practices shall be

observed.

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	15. Human Resources
Subject	15.01 ACTION TO CHOOSE SELECTION METHOD FOR SUCCESSOR VENTURA COLLEGE PRESIDENT: This item presents for approval the selection method for the successor Ventura College President.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approval of this item.

Public Content

Background/Analysis

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District Conducted Searches

Should the Board determine it wishes to conduct a district-supported search, the following practices shall be observed.

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	16. Action: Business Services
Subject	16.01 Audit and Budget Committee November 29, 2012 Report.
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	16. Action: Business Services
Subject	16.02 ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2012: This item presents for acceptance the audited financial statements for the fiscal year ending June 30, 2012.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees accept the audited financial statements for Ventura County Community College District for the fiscal year ending June 30, 2012 as presented by the audit firm of Vavrinek, Trine, Day & Co. (Copies are available for review in the office of the Vice Chancellor, Business and Administrative Services)

Public Content

Background/Analysis

The District's financial statements are presented in accordance with Governmental Accounting Standards Board (GASB) Statements No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments and No. 35, Basic financial Statements – and Management Discussion and Analysis – for Public College and Universities.

The Board of Trustee's Audit & Budget Committee reviewed the audit reports, the management letter comments, and related recommendations with representatives from the audit firm, Vavrinek, Trine, Day & Co., on November 29, 2012.

The committee is recommending this item go to the full Board for approval.

Fiscal Impact

N/A

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

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	16. Action: Business Services
Subject	16.03 ACCEPTANCE OF THE AUDITED REPORTS OF THE BOND CONSTRUCTION FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2012: MEASURE S FINANCIAL AUDIT/MEASURE S PERFORMANCE AUDIT: This item presents for acceptance the Financial Audit report and the Performance Audit report for the Bond Construction Fund/Measure S Bond Program, for the fiscal year ending June 30, 2012.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees accept the Financial Audit report and the Performance Audit report for the Bond Construction Fund for the Ventura County Community College District for the fiscal year ending June 30, 2012, as presented by the firm of Vicenti, Lloyd & Stutzman LLP. (Copies are available for review in the office of the Vice Chancellor, Business and Administrative Services)

Public Content

Background/Analysis

Proposition 39 (55% School Construction Bond Vote) mandates that the District conduct an annual, independent financial audit of the proceeds from the sale of the Measure S bonds, until all of the proceeds have been expended for facilities projects, as well as an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed on the ballot.

There were no questioned costs reported in the Financial Audit and there were no findings of unauthorized bond project or unallowable administrative expenditures reported in the Performance Audit.

This item was presented to the Audit & Budget Committee on November 29, 2012. The committee is recommending this item go to the full Board for approval.

Fiscal Impact

N/A

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

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	16. Action: Business Services
Subject	16.04 ACCEPTANCE OF THE ANNUAL AUDITED REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2012 FOR THE MOORPARK, OXNARD, AND VENTURA COLLEGE FOUNDATIONS: This item presents for acceptance the annual audited reports for Fiscal Year ending June 30, 2012 for the Moorpark, Oxnard, and Ventura College Foundations.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees accept the annual audited reports for the Moorpark, Oxnard, and Ventura College Foundations for the fiscal year ending June 30, 2012. (Copies are available for review in the office of the Vice Chancellor, Business and Administrative Services.)

Public Content

Background/Analysis

Education Code 84040.3 requires all Foundations submit audited financial statements to the Board of Trustees of the District. The Board of Trustee's Audit & Budget Committee reviewed Moorpark, Oxnard, and Ventura College Foundation audit reports and management letter comments and related recommendations on November 29, 2012. The Committee recommends acceptance of these reports.

Moorpark, Oxnard and Ventura College Foundation audited reports have been accepted by their respective Foundation Boards.

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	16. Action: Business Services
Subject	16.05 APPROVAL TO AMEND THE GENERAL FUND UNRESTRICTED RESERVE AND EXPENDITURE ACCOUNTS, AND USE OF GENERAL FUND UNRESTRICTED RESERVES FOR THE DISTRICT PERSONNEL SEARCH (REQUIRES 2/3 VOTE): This item requests approval to amend the General Fund Unrestricted Reserve and Expenditure Accounts, and use the Reserves in an amount not to exceed $70,000 for the costs associated with District personnel search needs.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends acceptance of this amendment to the General Fund-Unrestricted budget in the amounts indicated and use of reserves (requires 2/3 vote).

Public Content

Background/Analysis

The District received notice that two executive management positions, the Vice Chancellor of Human Resources and President of Ventura College, would be vacated by the current incumbents effective December 2012 and June 2013, respectively. An interim Human Resources administrator will be hired to meet immediate District needs, and pending Board approval, the District will conduct a search for the Ventura College President position. It is estimated that the cost for the search will not exceed $50,000.

In addition, it is the intent of the Chancellor to hire an Interim Vice Chancellor, Human Resources prior to the exhaustion of the paid leave of the current incumbent. It is estimated that the additional cost will not exceed $20,000

Fiscal Impact

Use of Unallocated Reserves

District Wide Services - Executive Search (General Fund)		
5000	Operating Expenses	$50,000
District Administrative Center (General Fund)		
2000/3000	Salaries/Benefits	$20,000

Analysis of General Fund Reserves		
2012-13 Adoption Budget GF Unrestricted Reserve - Unallocated		$1,301,605
September Budget Amendment		(40,000)
Proposed Budget Amendment		(50,000)
Proposed Budget Amendment		(20,000)
2012-13 General Fund Unrestricted Reserve - Unallocated		* $1,191,605

* This amount is in addition to the reserve for revenue shortfall contingency ($6 million) and the required 5%.

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	17. Capital Planning
Subject	17.01 Capital Planning & Facilities Committee Meeting November 13, 2012 Report.
Access	Public
Type	Report

Public Content

Trustees: Capital Planning & Facilities Committee met on November 13, 2012.

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	18. Student Learning
Subject	18.01 There are no items.
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	19. Consent Calendar
Subject	19.01 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	Dr. Jamillah Moore/Patti Blair		

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	20. Consent Calendar: Approval of Minutes
Subject	20.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING November 13, 2012. This item presents for approval the minutes of the November 13, 2012 Regular Meeting of the Board of Trustees.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends the Board of Trustees approve this item.

Public Content

This item presents for approval the minutes of the November 13, 2012 Board of Trustees Meeting.

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

Administrative Content

Ventura County Community College District
Board of Trustees Regular Meeting Minutes
District Administrative Center
255 West Stanley Avenue, Suite 150, Ventura, CA 93001
Tuesday, November 13, 2012

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

In attendance:
Jamillah Moore, Chancellor
Robin Calote, Ventura College President
Richard Duran, Oxnard College President
Pam Eddinger, Moorpark College President
Patricia Parham, Vice Chancellor, Human Resources
Sue Johnson, Vice Chancellor, Business and Administrative Services
Dave Fuhrmann, Assistant Vice Chancellor, Information Technology
Erika Endrijonas, Executive Vice President
Ramiro Sanchez, Executive Vice President
Jane Harmon, Interim Executive Vice President
Mike Bush, Vice President, Business Services
Dave Keebler, Vice President, Business Services
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Terry Cobos, Director
Sharon Dwyer, Project Manager
Clare Geisen, Director
Mary Anne McNeil, Director
Terry Schukart, Project Manager
Linda Kama'ila, 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
Peder Nielsen, Ventura College Classified Senate President
Carlos Gonzalez, Oxnard College Associated Student Government Interim President
Samantha Murphy, Moorpark College Associated Director of Student Organizations

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

1. District Mission and Governance Roles.
The District Mission and Governance Roles are standing agenda items for informational purposes only. There was no action taken.

2. Call to Order
Chair Blum called the meeting to order at 5:32 p.m.

3. Public Comments Regarding Closed Session Agenda Items
Public comments were made by Scott Green and Marion Hack.

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

- **Discussion: 4.01 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation (Gov. Code, section 54956.9, subd. (b)); Claim Against Public Entity - 7 claims**

- **Discussion: 4.02 PULLED - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, section 54957)**

- **Report: 4.03 CONFERENCE WITH LABOR NEGOTIATOR: SEIU AND AFT (Gov. Code, sec. 54957.6)**

- **Discussion: 4.04 CONFERENCE WITH LEGAL COUNSEL: Pending Litigation (Gov. Code, section 54956.9, subd. (b)); One (1) case**

5. Reconvene in Open Session and Closed Session Report

- Chair Blum reconvened the meeting at 6:35 p.m. and provided the following Closed Session report:
- It was moved by Trustee Perez and seconded by Trustee McKay, and carried on a 5-0 vote, that the Board reject all five (5) claims in the matter of Jonathan Foote against Ventura County Community College District.
- It was moved by Trustee Hernandez and seconded by Trustee McKay, and carried on a 5-0 vote, that the Board reject the claim in the matter of Patricia Farrugia against Ventura County Community College District.
- It was moved by Trustee Perez and seconded by Trustee McKay, and carried on a 5-0 vote, that the Board reject the claim in the matter of Estephany Vasquez against Ventura County Community College District.

6. Pledge to the Flag
Trustee Miller led the pledge to the flag.

7. Board of Trustees Agenda
Information: 7.01 CHANCELLOR'S RECOMMENDATION OF THE AGENDA. 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 November 13, 2012, were reviewed within the District's Consultation Council, and were presented to the Trustees for action, without constituent objection.

Information: 7.02 Changes to the Agenda –
Item 4.02 was being pulled and Trustee Miller was added under 8.0 Special Recognition.

8. Acknowledgement of Guests and Special Recognitions
The Board of Trustees presented Trustee Miller with a Certificate of Recognition and thanked him for his many years of dedication to education and serving the public.

9. Public Comments
Public comment was made by Steve Hall, at Item 15.01.

10. Associated Student Government Reports
Report: 10.01 Associated Student Government

- Daniel Chavez, Ventura College Student Government President, commented on the student government conference in Florida, financial aid, expansion of events to the Santa Paula campus, Proposition 30, acknowledged the work of Information Technology, thanked Trustee Miller for his service and tireless efforts with foster youth, and asked the Board of Trustees to reconsider the restrictiveness of AP 2860, Alcoholic Beverages.

- Carlos Santos, Oxnard College Associated Student Government Interim President, welcomed Dr. Moore to the District, commented on voter registration, fundraising, charitable activities, *March in March*, financial aid, and other club activities, invited Dr. Moore to a Student Government meeting, acknowledged Trustee Miller, and thanked Student Trustee Valenzuela for his leadership.

- Samantha Murphy, Moorpark College Associated Student Director of Student Organizations, commented on *Breast Cancer Awareness Month*, fundraising activities, *Civics Day, Holiday Lights, Toys for Tots,* and club activities.

- Student Trustee Valenzuela commented on recent conference and statewide student government activities, the Oxnard College visiting Chinese Delegation, Student Portal Taskforce, the 75-unit limit, financial aid, and thanked Dr. Duran and Linda Robison for providing information related to student success

11. Senate President Business Report
Academic Senate

- Peter Sezzi, Ventura College Academic Senate President, commented on Ventura College program review, SB 1440 transfer degrees, Fall Plenary, three Academic Senate adopted resolutions, thanked Dr. Miller for his 40 years of dedication to the District, and thanked Ms. Johnson for her work in support of shared governance.

- Riley Dwyer, Moorpark College Academic Senate President, commented on Moorpark College Budget forum and thanked Trustee McKay and Student Trustee Valenzuela for attending, Academic Senate resolution, transfer model curriculum, Statewide Senate general education in CID project, program review process, District policy and PAC Board committees, policies presented in the November 13, 2012 Board agenda, Board Code of Conduct and fair and equitable treatment of all three colleges, annual review of budget assumptions, thanked Trustee Miller for his service, and thanked Ms. Johnson for her work in the District's shared governance.

- Linda Kama'ila, Oxnard College Academic Senate President, commented on the program discontinuance process, athletics, transfer model curriculum, budget cuts, State Plenary session, program evaluation, suggested the creation of a VCCCD acronym glossary, thanked Trustee Miller for his years of service, and expressed appreciation to voters for passing Proposition 30.

Classified Senate

- Karla Banks, Oxnard College Classified Senate President, commented on the review of constitution by-laws, committee reports, encouraged classified senate to apply for professional development funds, fundraising activities, and congratulated Rae Duval on receiving a Classified Award.

- Peder Nielson, Ventura College Classified Senate President, thanked Dr. Miller for his years of service, congratulated Mr. Perez on his successful Trustee election, thanked Dr. Calote for her support of classified employees, and commented on Proposition 30, classified activities, Ventura College athletics, and the election of officers.

12. Board Policy
Information: 12.01 The Policy Committee met on October 17, 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: 12.02 ACTION TO APPROVE BOARD POLICY (BP) 2710 CONFLICT OF INTEREST. This item presents for approval BP 2710 Conflict of Interest and provides revised Administrative Procedure (AP) 2710 Conflict of Interest and revised AP 2712 Conflict of Interest: Form 700: Statement of Economic Interests for information. The Chancellor recommends the Board of Trustees approve revised BP 2710 Conflict of Interest as presented. Revised Administrative Procedure (AP) 2710 Conflict of Interest and revised AP 2712 Conflict of Interest: Form 700: Statement of Economic Interests are provided for information and are consistent with BP 2710. 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: 12.03 ACTION TO APPROVE BOARD POLICY (BP) 3410 NONDISCRIMINATION. This item presents for approval BP 3410 Nondiscrimination and provides proposed Administrative Procedure (AP) 3410 Nondiscrimination for information. The Chancellor recommends the Board of Trustees approve BP 3410 Nondiscrimination as presented. Proposed AP 3410 Nondiscrimination is provided for information and is consistent with BP 3410. 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: 12.04 ACTION TO APPROVE BOARD POLICY (BP) 3420 EQUAL EMPLOYMENT OPPORTUNITY. This item presents for approval BP 3420 Equal Opportunity Employment and provides revised Administrative Procedure (AP) 3420 (formerly AP 7800) Equal Opportunity Employment Plan for information. The Chancellor recommends the Board of Trustees approve revised BP 3420 Equal Opportunity Employment as presented. Revised AP 3420 Equal Opportunity Employment Plan is provided for information and is consistent with BP 3420. 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: 12.05 ACTION TO APPROVE BOARD POLICY (BP) 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION. This item presents for approval BP 3430 Prohibition of Harassment and Discrimination and provides revised Administrative Procedure (AP) 3430 Prohibition of Harassment and Discrimination for information. The Chancellor recommends the Board of Trustees approve BP 3430 Prohibition of Harassment and Discrimination as presented. Revised AP BP 3430 Prohibition of Harassment and Discrimination is provided for information and is consistent with BP 3430. 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: 12.06 ACTION TO REAFFIRM BOARD POLICY (BP) 3560 ALCOHOLIC BEVERAGES. This item presents for reaffirmation BP 3560 Alcoholic Beverages and provides proposed Administrative Procedure (AP) 3560 Alcoholic Beverages for information. The Chancellor recommends the Board of Trustees reaffirm BP 3560 Alcoholic Beverages as presented. Proposed AP 3560 Alcoholic Beverages is provided for information and is consistent with BP 3560. 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: 12.07 ACTION TO APPROVE BOARD POLICY (BP) 6200 BUDGET PREPARATION. This item presents for approval BP 6200 Budget Preparation and provides revised Administrative Procedure (AP) 6200 Budget Preparation for information. The Chancellor recommends the Board of Trustees approve BP 6200 Budget Preparation as presented. Revised AP 6200 Budget Preparation is provided for information and is consistent with BP 6200. 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: 12.08 ACTION TO REAFFIRM BOARD POLICY (BP) 6250 BUDGET MANAGEMENT. This item presents for reaffirmation BP 6250 Budget Management and provides revised Administrative Procedure (AP) 6250 Budget Management for information. The Chancellor recommends the Board of Trustees reaffirm BP 6250 Budget Management as presented. Revised AP 6250 Budget Management is provided for information and is consistent with BP 6250. 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: 12.09 ACTION TO REAFFIRM BOARD POLICY (BP) 6330 PURCHASING. This item presents for reaffirmation BP 6330 Purchasing and provides revised Administrative Procedure (AP) 6330 Purchasing for information. The Chancellor recommends the Board of Trustees reaffirm BP 6330 Purchasing as presented. Revised AP 6330 Purchasing is provided for information and is consistent with BP 6330. 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: 12.10 ACTION TO APPROVE BOARD POLICY (BP) 7100 COMMITMENT TO DIVERSITY. This item presents for approval BP 7100 Commitment to Diversity. No administrative procedure is required. The Chancellor recommends the Board of Trustees approve revised BP 7100 Commitment to Diversity as presented. No administrative procedure is required. 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: 12.11 ACTION TO REAFFIRM BOARD POLICY (BP) 7130 COMPENSATION. This item presents for reaffirmation BP 7130 Compensation. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7130 Compensation as presented. No administrative procedure is required. 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: 12.12 ACTION TO REAFFIRM BOARD POLICY (BP) 7140 COLLECTIVE BARGAINING. This item presents for reaffirmation BP 7140 Collective Bargaining. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7140 Collective Bargaining as presented. No administrative procedure is required. 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: 12.13 ACTION TO REAFFIRM BOARD POLICY (BP) 7205 EMPLOYEE CODE OF ETHICS. This item presents for reaffirmation BP 7205 Employee Code of Ethics and provides existing Administrative Procedure (AP) 7205 for information. The Chancellor recommends the Board of Trustees

reaffirm BP 7205 Employee Code of Ethics as presented and provides existing AP 7205 Employee Code of Ethics for information. 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: 12.14 ACTION TO REAFFIRM BOARD POLICY (BP) 7210 ACADEMIC EMPLOYEES. This item presents for reaffirmation BP 7210 Academic Employees. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7210 Academic Employees as presented. No administrative procedure is required. 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: 12.15 ACTION TO REAFFIRM BOARD POLICY (BP) 7220 ACADEMIC EMPLOYEES: HONORIFIC ACADEMIC TITLE. This item presents for reaffirmation BP 7220 Academic Employees: Honorific Academic Title and provides existing Administrative Procedure (AP) 7220 Academic Employees: Honorific Academic Title for information. The Chancellor recommends the Board of Trustees reaffirm BP 7220 Academic Employees: Honorific Academic Title as presented. Existing AP 7220 Academic Employees: Honorific Academic Title is provided for information and is consistent with BP 7220. 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: 12.16 ACTION TO REAFFIRM BOARD POLICY (BP) 7230 CLASSIFIED EMPLOYEES. This item presents for reaffirmation BP 7230 Classified Employees. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7230 Classified Employees as presented. No administrative procedure is required. 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: 12.17 ACTION TO REAFFIRM BOARD POLICY (BP) 7240 CONFIDENTIAL EMPLOYEES. This item presents for reaffirmation BP 7240 Confidential Employees. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7240 Confidential Employees as presented. No administrative procedure is required. 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: 12.18 ACTION TO APPROVE BOARD POLICY (BP) 7250 EDUCATIONAL ADMINISTRATORS. This item presents for approval BP 7250 Educational Administrators. No administrative procedure is required. The Chancellor recommends the Board of Trustees approve BP 7250 Educational Administrators as presented. No administrative procedure is required. 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: 12.19 ACTION TO APPROVE BOARD POLICY (BP) 7260 CLASSIFIED SUPERVISORS AND MANAGERS. This item presents for approval BP 7260 Classified Supervisors and Managers. No administrative procedure is required. The Chancellor recommends the Board of Trustees approve BP 7260 Classified Supervisors and Managers as presented. No administrative procedure is required. 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: 12.20 ACTION TO APPROVE BOARD POLICY (BP) 7270 STUDENT WORKERS. This item presents for approval BP 7270 Student Workers and provides revised Administrative Procedure (AP) 7270 Student Workers for information. The Chancellor recommends the Board of Trustees approve BP 7270 Student Workers as presented and provides revised AP 7270 Student Workers. 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: 12.21 ACTION TO REAFFIRM BOARD POLICY (BP) 7335 HEALTH EXAMINATIONS. This item presents for reaffirmation BP 7335 Health Examinations. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7335 Health Examinations as presented. No administrative procedure is required. 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: 12.22 ACTION TO REAFFIRM BOARD POLICY (BP) 7340 LEAVES. This item presents for reaffirmation BP 7340 Leaves. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7340 Leaves as presented. No administrative procedure is required. 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: 12.23 ACTION TO REAFFIRM BOARD POLICY (BP) 7345 CATASTROPHIC LEAVE PROGRAM. This item presents for reaffirmation BP 7345 Catastrophic Leave Program. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7345 Catastrophic Leave Program as presented. No administrative procedure is required. 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: 12.24 ACTION TO REAFFIRM BOARD POLICY (BP) 7350 RESIGNATIONS. This item presents for reaffirmation BP 7350 Resignations and provides revised Administrative Procedure (AP) 7350 Resignations for information. The Chancellor recommends the Board of Trustees reaffirm BP 7350 Resignations as presented. AP 7350 Resignations has been revised, is provided for information, and is consistent with BP 7350. 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: 12.25 ACTION TO REAFFIRM BOARD POLICY (BP) 7360 DISCIPLINE AND DISMISSALS - ACADEMIC EMPLOYEES. This item presents for reaffirmation BP 7360 Discipline and Dismissals - Academic Employees. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7360 Discipline and Dismissals - Academic Employees as presented. No administrative procedure is required. 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: 12.26 ACTION TO REAFFIRM BOARD POLICY (BP) 7365 DISCIPLINE AND DISMISSALS - CLASSIFIED EMPLOYEES. This item presents for reaffirmation BP 7365 Discipline and Dismissals. No administrative procedure is required. (not specified). 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: 12.27 ACTION TO REAFFIRM BOARD POLICY (BP) 7367 EMPLOYEE REHIRING PROHIBITION. This item presents for reaffirmation BP 7367 Employee Rehiring Prohibition and provides existing Administrative Procedure (AP) 7367 Employee Rehiring Prohibition for information. The Chancellor recommends the Board of Trustees reaffirm BP 7367 Employee Rehiring Prohibition as presented. Existing AP 7367 Employee Rehiring Prohibition is provided for information and is consistent with BP 7367. 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: 12.28 ACTION TO REAFFIRM BOARD POLICY (BP) 7380 UNREPRESENTED EMPLOYEES. This item presents for reaffirmation BP 7380 Unrepresented Employees. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm7380 Unrepresented Employees as presented. No administrative procedure is required. 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: 12.29 ACTION TO REAFFIRM BOARD POLICY (BP) 7385 SALARY DEDUCTIONS. This item presents for reaffirmation BP 7385 Salary Deductions. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP7385 Salary Deductions as presented. No administrative procedure is required. 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: 12.30 ACTION TO REAFFIRM BOARD POLICY (BP) 7510 DOMESTIC PARTNERS. This item presents for reaffirmation BP 7510 Domestic Partners. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 7510 Domestic Partners as presented. No administrative procedure is required. 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: 12.31 ACTION TO REAFFIRM BOARD POLICY (BP) 7700 WHISTLEBLOWER PROTECTION. This item presents for reaffirmation BP 7700 Whistleblower Protection and provides revised Administrative Procedure (AP) 7700 Whistleblower Protection for information. The Chancellor recommends the Board of Trustees reaffirm BP 7700 Whistleblower Protection as presented. Revised AP 7700 Whistleblower Protection is provided for information and is consistent with BP 7700. 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.

13. Trustees/Chancellor's Office
Report: 13.01 STUDY SESSION. ECONOMIC DEVELOPMENT AND COMMUNITY PARTNERSHIPS. Economic Development Project Managers Sharon Dwyer and Terry Schukart presented *Linking Education to Industry.*

Discussion: 13.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE October 9, 2012 REGULAR BOARD OF TRUSTEES MEETING. This item presents for review an assessment for the October 9, 2012 Regular Board of Trustees meeting. Trustees reviewed the October 9, 2012 Regular Board of Trustees meeting assessment and acknowledged continual Trustee improvement.

Action: 13.03 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. There was no action taken.

14. Business Services
The Audit and Budget Committee did not meet.

15. Human Resources
Action, Information: 15.01 APPROVAL OF THE PROPOSED INSTRUCTIONAL CALENDAR FOR THE 2013-2014 ACADEMIC YEAR. This item presents for approval the Proposed Instructional Calendar for the 2013-2014 Academic Year. The Chancellor recommends that the Board of Trustees approve the attached Proposed Instructional Calendar for the 2013-2014 Academic Year. Motion by Trustee Bernardo Perez, 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. Capital Planning

Report: 16.01 Trustees: Capital Planning & Facilities Committee met on October 17, 2012.

17. Student Learning
There are no items.

18. Consent Calendar
Action (Consent): 18.01 APPROVAL OF CONSENT CALENDAR. This item presents for approval the Consent Calendar. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

19. Consent Calendar: Approval of Minutes
Action (Consent), Minutes: 19.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES BOARD RETREAT September 21, 2012. This item presents for approval the minutes of the Board of Trustees Board Retreat of September 21, 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent), Minutes: 19.02 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING October 9, 2012. This item presents for approval the minutes of the October 9, 2012 Regular Meeting of the Board of Trustees. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent), Minutes: 19.03 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES CITIZENS ADVISORY BODY MEETING October 9, 2012. This item presents for approval the minutes of the October 9, 2012 Citizens Advisory Body Meeting. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

20. Consent Calendar: Business Services
Action (Consent): 20.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF SEPTEMBER 12, 2012 TO OCTOBER 15, 2012: This item presents for ratification Accounts Payable and Payroll for the period of September 12, 2012 to October 15, 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #06 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #06, for FY 2012-2013 from September 25, 2012 to October 29, 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.03 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.04 SURPLUS/DISPOSAL OF EQUIPMENT: This item presents for approval the surplus/disposal of equipment and materials. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.05 RATIFICATION OF CHANGE ORDER 2 FOR BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for ratification Change Order 2 for Bid 428, Moorpark College Physical Science Building HVAC Retrofit. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.06 RATIFICATION OF CHANGE ORDER 1 FOR BID 440, MOORPARK COLLEGE VENDING AREA RECONSTRUCTION: This item presents for ratification Change Order 1 for Bid 440, Moorpark College Vending Area Reconstruction. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.07 ACCEPTANCE OF COMPLETION OF BID 440, MOORPARK COLLEGE VENDING AREA RECONSTRUCTION: This item presents for approval the acceptance of completion of Bid 440, Moorpark College Vending Area Reconstruction. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.08 APPROVAL OF BID 446, MOORPARK COLLEGE GYMNASIUM UV-3 HVAC EQUIPMENT REPLACEMENT: This item presents for approval award of Bid 446 Moorpark College Gymnasium UV-3 HVAC Equipment Replacement to the lowest responsible bidder, Bon Air Inc., in the amount of $72,000. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.09 APPROVAL TO ENTER INTO A THREE-YEAR AGREEMENT WITH LYNDA.COM FOR ONLINE TRAINING SERVICES: This item requests approval to enter into a three-year agreement with Lynda.com for online training services for faculty and staff. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.10 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the months of July – September 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 20.11 QUARTERLY FINANCIAL STATUS REPORT, GENERAL FUND – UNRESTRICTED (CCFS-311Q): This item requests acceptance of the quarterly financial status report (CCFS-311Q) for the General Fund-Unrestricted as required by law. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action: 20.12 APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH INSTITUTE FOR EVIDENCE-BASED CHANGE: This item presents for approval a Memorandum of Understanding (MOU) between Ventura County Community College District (VCCCD) and Institute for Evidence-Based Change (IEBC) for the purpose of collecting, analyzing, and sharing student data to track performance and improve student success from elementary school through college. The Chancellor recommends the Board of Trustees approve the MOU between Ventura County Community College District (VCCCD) and IEBC through the period August 31, 2017. Motion by Trustee Bernardo Perez, 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.

21. Consent Calendar: Human Resources

Action (Consent): 21.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF A POSITION: This item presents for approval the establishment of an Office Assistant position. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 21.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT: This item presents for approval the separation of employment for an employee. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

22. Consent Calendar: Capital Planning & Facilities

Action (Consent): 22.01 ACCEPTANCE OF CHANGE ORDER SUMMARY REPORTS FOR CAPITAL PROJECTS: This item presents for approval the Change Order Summary Reports for Capital Projects. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 22.02 APPROVAL OF CONTRACT WITH SUNBELT CONTROLS TO REPLACE VARIABLE FREQUENCY DRIVES IN THE S BUILDING (WAM BUILDING) AT VENTURA COLLEGE, PROJECT #39082. This item presents for approval a contract with Sunbelt Controls in the amount of $27,875 to install new Variable Frequency Drives in the S Building (now the WAM Building) at Ventura College, Project #39082. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 22.03 AUTHORIZATION FOR USE OF MEASURE S INTEREST REVENUE TO SUPPLEMENT MEASURE 'S' BOND BUDGET AT REGIONAL FIRE, SHERIFF AND POLICE EDUCTION AND TRAINING ACADEMY PROJECT #89106. This item requests authorization to use $64,680.04 of Measure 'S' Bond allocable Interest Revenue for the Regional Fire, Sheriff and Police Education and Training Academy at Oxnard College. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 22.04 APPROVAL OF MEASURE S BUDGET TRANSFERS AND REVENUE INTEREST SUPPLEMENT AT MOORPARK COLLEGE FOR PARKING PROJECT STRUCTURE, PROJECT #19125. This item presents for approval budget transfers between the Measure S funded projects at Moorpark College described below. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final

Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 22.05 APPROVAL OF SUBCONTRACTOR SUBSTITUTION FOR PROJECT #19125: PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the substitution of Rodriquez Brothers Engineering, Inc. as the listed subcontractor for Site Utilities on Project #19125 parking Structure project at Moorpark College. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 22.06 APPROVAL OF PROPOSAL TO PROVIDE MATERIALTESTING AND SPECIAL INSPECTIONS TO: CONSTRUCTION TESTING & ENGINEERING, INC. FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the award of a contract to Construction Testing & Engineering, Inc., in the amount of $175,975 for the most qualified proposal received for Material Testing and Inspection for Project #19125 parking Structure at Moorpark College. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

23. Consent Calendar: Student Learning
There are no items.

24. Informational Items
There were no items.

25. Reports
Report: 25.01 Academic Senates
Peter Sezzi, Ventura College Academic Senate President, congratulated the Ventura College Football Team, commented on the *Clothesline Project*, Moorpark College EATM tour, and Ventura College Academic Senate elections.

Linda Kama'ila, Oxnard College Academic Senate President, congratulated Steve Hall for his successful win, and commented on Oxnard College athletics, the Chinese Delegation, and other campus activities.

Riley Dwyer, Moorpark College Academic Senate President, commented on the 2nd Annual Holiday of Lights event, Statewide Senate Committee, and other campus activities.

Report: 25.02 Trustees
Student Trustee Valenzuela offered congratulations to Dr. Hall and Trustee Perez for their successful elections, thanked Trustee Miller for his dedication to students, thanked Dr. Bush for his assistance to student government, and commented on Student Trustee benefits.

Trustees offered congratulations to election winders, commented on the passage of Proposition 30, commented on VCEDA economic development panel, thanked Trustee Miller for his dedication to students and the entire District, and thanked District staff and faculty for their ongoing work on behalf of students.

Report: 25.03 Legislative Update
Trustee Perez commented on recent legislative matters.

Report: 25.04 Chancellor
Dr. Moore thanked the Accreditation Follow-Up Visit Team, acknowledged Mr. Schukart and Ms. Dwyer for their economic development presentation, commented on Proposition 30, congratulated Dr. Hall, thanked the VCCCD team for support of the shared governance process, thanked students, staff, and

faculty for their participation in the accreditation process, commented on athletics and students, and acknowledged Trustee Miller's dedication and support.

26. Adjournment
Chair Blum adjourned the meeting at 9:30 a.m. in honor of Trustee Miller.

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF OCTOBER 16, 2012 TO NOVEMBER 13, 2012: This item presents for ratification Accounts Payable and Payroll for the period of October 16, 2012 to November 13, 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	$6,056,204.78
Payroll	$7,714,901.23
TOTAL	$13,771,106.01

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #07 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #07, for FY 2012-2013 from October 29, 2012 to November 26, 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

BPO = Blanket Purchase Order (Blanket purchase orders are issued to selected vendors, on a fiscal year basis for use by District employees to procure repetitive, high volume, low dollar value items or services on a continuing basis. The use of an established blanket purchase order is limited to the dollar value of the written purchase order issued).

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		

PO Board Report #7.pdf (21 KB)

Administrative Content

PO Board Report

December 11, 2012

PO NUMBER P0085875 **PO AMOUNT:** $10,000

VENDOR NAME: United Parcel Service

PO REASON BPO - Bookstore Freight

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/5/2012	$10,000.00	Moorpark College	511	$10,000.00

PO NUMBER P0086087 **PO AMOUNT:** $60,000

VENDOR NAME: ABF Freight System Inc

PO REASON BPO - Bookstore Freight

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/26/2012	$25,000.00	Ventura College	513	$60,000.00
7/1/2012	$35,000.00			

PO NUMBER P0086111 **PO AMOUNT:** $28,000

VENDOR NAME: United Parcel Service

PO REASON BPO - Bookstore Freight

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/26/2012	$10,000.00	Ventura College	513	$28,000.00
7/1/2012	$18,000.00			

PO NUMBER P0086205 **PO AMOUNT:** $15,000

VENDOR NAME: Midwest Library Service

PO REASON BPO - Books for Library

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/5/2012	$15,000.00	Moorpark College	111	$15,000.00

PO NUMBER P0086547 **PO AMOUNT:** $12,000

VENDOR NAME: MWI Veterinary Supply Co

PO REASON BPO - Medical Supplies for EATM Animals

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/20/2012	$5,000.00	Moorpark College	111	$12,000.00
8/28/2012	$5,000.00			
7/1/2012	$2,000.00			

PO Board Report

December 11, 2012

PO NUMBER P0087179 **PO AMOUNT:** $14,000

VENDOR NAME: Wisotsky, Procter & Shyer

PO REASON BPO - Legal Services for the District

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/30/2012	$5,000.00	DistrictWide	111	$14,000.00
9/28/2012	($1,000.00)			
9/27/2012	$5,000.00			
7/17/2012	$5,000.00			

PO NUMBER P0087405 **PO AMOUNT:** $10,000

VENDOR NAME: Airgas USA LLC

PO REASON BPO - Supplies for Welding Classes

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/16/2012	$5,000.00	Ventura College	111	$3,000.00
7/19/2012	$5,000.00	Ventura College	12803	$7,000.00

PO NUMBER P0088095 **PO AMOUNT:** $31,802

VENDOR NAME: AEGIS RapidText Inc

PO REASON BPO - Captioning Services, Pricing per Foundation for California Community Colleges Agreement CB09-105

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/18/2012	$31,802.00	Oxnard College	792	$31,802.00

PO NUMBER P0088513 **PO AMOUNT:** $16,792

VENDOR NAME: Rite Count

PO REASON Change Machines for Vending Machine Areas

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/29/2012	$16,792.00	Moorpark College	111	$4,201.00
		Oxnard College	522	$4,219.00
		Ventura College	523	$8,372.00

PO NUMBER P0088514 **PO AMOUNT:** $32,412

VENDOR NAME: Damballa Inc

PO REASON Hardware and Software to Diagnose and Prevent Malware/Virus

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/29/2012	$32,412.00	Moorpark College	441	$8,103.00
		Oxnard College	443	$8,103.00
		Ventura College	445	$8,103.00
		District Office	447	$8,103.00

PO NUMBER P0088515 **PO AMOUNT:** $19,175

VENDOR NAME: Sandy's Communications

PO REASON New Police Radios

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/30/2012	$19,175.00	District Office	447	$19,175.00

PO NUMBER P0088526 **PO AMOUNT:** $36,586

VENDOR NAME: Tegile Systems Inc

PO REASON Storage Upgrades to Support Growth for Banner and Email Servers

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/30/2012	$36,585.00	District Office	447	$18,293.00
		DistrictWide	114	$18,293.00

PO NUMBER P0088528 **PO AMOUNT:** $10,189

VENDOR NAME: Roadtrip Nation.org, Ltd.

PO REASON Online Curriculum Subscription

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/31/2012	$10,189.00	Ventura College	125	$10,189.00

PO NUMBER P0088583 **PO AMOUNT:** $17,400

VENDOR NAME: Integrated Access Solutions Inc

PO REASON Technical Assistance to Install Gateways for Microsoft Lync Deployment

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/5/2012	$17,400.00	Moorpark College	419	$3,480.00
		Oxnard College	419	$3,480.00
		Ventura College	419	$10,440.00

December 11, 2012

PO NUMBER P0088593 **PO AMOUNT:** $11,550

VENDOR NAME: Dell Computer Corporation

PO REASON Non Instructional Computers, Pricing per Western States Contracting Alliance B27160

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/6/2012	$11,550.00	Ventura College	125	$11,550.00

PO NUMBER P0088595 **PO AMOUNT:** $12,000

VENDOR NAME: Envoy Plan Services Inc

PO REASON Third Party Administrative Services

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/6/2012	$12,000.00	DistrictWide	111	$12,000.00

PO NUMBER P0088603 **PO AMOUNT:** $26,741

VENDOR NAME: BKM Office Environments

PO REASON Office Furniture and Cabinets for Student Government and Campus Clubs. Pricing per California State University Contract #10Z04814

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/7/2012	$26,741.00	Ventura College	419	$26,741.00

PO NUMBER P0088670 **PO AMOUNT:** $11,686

VENDOR NAME: Johnstone Supply of Ventura

PO REASON Boiler for Cafeteria Building

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/16/2012	$11,686.00	Ventura College	412	$11,686.00

PO NUMBER P0088672 **PO AMOUNT:** $85,126

VENDOR NAME: Downtown Ford

PO REASON Police Vehicles (3 each) to Replace Surplus Vehicles

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/19/2012	$85,126.00	DistrictWide	124	$85,126.00

PO Board Report

December 11, 2012

PO NUMBER P0088673 **PO AMOUNT:** $30,000

VENDOR NAME: County of Ventura

PO REASON Upgrade Equipment for 3 New Police Vehicles (Lights, Radios, Communication Systems, and Sirens)

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/19/2012	$30,000.00	DistrictWide	124	$30,000.00

PO NUMBER P0088690 **PO AMOUNT:** $34,950

VENDOR NAME: PeopleAdmin

PO REASON Renewal of Maintenance Contract for Online Employee Applicants

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/19/2012	$34,950.00	DistrictWide	111	$34,950.00

PO NUMBER PS000433 **PO AMOUNT:** $38,000

VENDOR NAME: Kristin Nugent, MD

PO REASON Patient Care Services for Student Health Center

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
11/1/2012	$38,000.00	Ventura College	133	$38,000.00

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.03 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:

Donation of a 1992 Fire Engine
To be used by the Oxnard College Fire Academy
Donated by: Ventura County Fire Academy

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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.04 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:

Ford Crown Victoria Police Vehicles (4 total)
- 2000 VIN 2FAFP71484X202525
- 2001 VIN 2FAFP71W6YX202510
- 2002 VIN 2FAFP71W42X128284
- 2004 VIN 2FAFP71WX4X118538

Fiscal Impact

N/A

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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.05 AUTHORIZATION FOR DESTRUCTION OF RECORDS: This item presents for approval the authorization for destruction of records pursuant to provisions of "Regulations for Destruction of Records" (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976, as amended, that the following list of records be approved for destruction.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Governing Board approve the authorization for destruction of records as listed below.

Public Content

Background/Analysis

The records listed below are considered class 3, Disposable Records, and includes copies of miscellaneous contracts and grants, files and reports for Business Services, Payroll, Accounting, Accounts Payable, and Purchasing, with all related documentation for the fiscal years listed below:

Fiscal years: 2008-2009

Fiscal Impact

N/A

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.06 ACCEPTANCE OF COMPLETION OF BID 432, PARKING AREA IMPROVEMENTS DISTRICT-WIDE: This item presents for approval the acceptance of completion of Bid 432, Parking Area Improvements District Wide.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Board of Trustees approve the acceptance of completion of Bid 432, Parking Area Improvements District Wide.

Public Content

Background/Analysis

This bid included projects for parking area improvements throughout the District and was awarded by section to three contractors, Mission Paving, Quality Paving, and Heathcoat Geotechnical. The contractors have each completed their portions of work as awarded.
The project was completed on time and within budget.

Fiscal Impact

Project was funded from Parking Lot Maintenance Funds ($451,201), and CPAT Funds ($21,610).

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Sue Johnson/Richard Duran/ Robin Calote/Pam Eddinger		

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.07 APPROVAL OF Bid 444, OXNARD COLLEGE ROSE AVE CORRIDOR LANDSCAPE PROJECT: This item presents for approval the award of Bid 444, Oxnard College Rose Avenue Corridor Landscape Project to the lowest responsible bidder, Santa Barbara Plumbing Company, Inc., in the amount of $172,000.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Board of Trustees approve the award of Bid 444, Oxnard College Rose Avenue Corridor Landscape Project to the lowest responsible bidder, Santa Barbara Plumbing Company, Inc., in the amount of $172,000.

Public Content

Background and Analysis

The purpose of this bid is to complete the unfinished landscape along Rose Avenue at Oxnard College.

As required by Education Code 81641, the bid was advertised in the local Ventura County Star newspaper for two consecutive weeks. The Purchasing Department posted the bid on the VCCCD website and sent notification to licensed contractors. Nine vendors attended the job walk, and four bid responses were received.

BIDDER	AMOUNT
Santa Barbara Plumbing Co, Inc.	$172,000
Ardalan Construction Company, Inc	$176,000
R. Brothers, Inc	$249,900
GRD Construction	$253,352

Recommendation of award is to the lowest responsible bidder, Santa Barbara Plumbing Co, Inc, in the amount of $172,000. The award shall be subject to final agreement on terms, conditions and scope of work between VCCCD and the Bidder.

Fiscal Impact

This project is being funded from Internal Capital Projects Funds.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		

Further Information	Sue Johnson/Richard Duran

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.08 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the month of October 2012.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends ratification of the monthly budget transfers as presented.

Public Content

Background/Analysis

It is the intent of the Board to have the budget as accurate as possible throughout the year. To accomplish this, budget transfers will be utilized when necessary.

Pursuant to Board Policy BP 6250, the budget transfer summary below illustrates the resources that have been redistributed within existing budgets to meet current obligations.

Description	Location	Account	Amount
To redistribute ESL/Basic Skills budget from Direct Exp/Other outgo	Moorpark	1xxx-3xxx	$13,000
accounts to Salary and Benefit accounts		4xxx-7xxx	($13,000)
To redistribute CTE budget from Direct Exp/Other outgo	Ventura	1xxx-3xxx	$14,579
accounts to Salary and Benefit accounts		4xxx-7xxx	($14,579)
To redistribute BFAP budget from Salary and	Ventura	1xxx-3xxx	($81,115)
Benefits accounts to Direct Expenditure accounts		4xxx-7xxx	$81,115
To redistribute Police budget from Salary and	DWS	1xxx-3xxx	($39,980)
Benefits accounts to Direct Expenditure accounts		4xxx-7xxx	$39,980
To redistribute Student Health Center budget from Salary and	Oxnard	1xxx-3xxx	($12,300)
Benefits accounts to Direct Exp/Other outgo accounts		4xxx-7xxx	$12,300

Increase revenue and expense budget for CalWORKS/TANF	Oxnard	1xxx	$ 4,488
		2xxx	$ 6,800
		3xxx	$ 881
		8xxx	$ 22,169
Increase revenue and expense budget for CARE	Oxnard	2xxx	$ 745
		3xxx	$ 13
		4xxx	$ 924
		5xxx	$ 100
		7xxx	$ 6,000
		8xxx	$ 7,782
Increase revenue and expense budget for CARE	Ventura	7xxx	$ 2,361
		8xxx	$ 2,361
Increase revenue and expense budget for EOPS	Oxnard	1xxx	$ 8,599
		3xxx	$ 7,331
		4xxx	$ 1,400
		5xxx	$ 1,537
		7xxx	$ 10,610
		8xxx	$ 29,477
Increase revenue and expense budget for EOPS	Ventura	1xxx	$ 22,139
		3xxx	$ 2,639
		8xxx	$ 24,778
Increase revenue and expense budget for CalWORKS/TANF	Ventura	1xxx	$ 7,434
		3xxx	$ 7,858
		4xxx	$6,147
		5xxx	$ 400
		8xxx	$ 21,839
Increase revenue and expense budget for NAVSEA	Econ Dev	1xxx	$ 8,572
		3xxx	$ 1,252
		7xxx	$ 25,166
		8xxx	$ 34,990

Fiscal Impact
Net of $0

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

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	21. Consent Calendar: Business Services
Subject	21.09 APPROVAL OF NEW CONTRACT 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 contract for fiscal year 2012-13.

Public Content

Background/Analysis

Ventura College:
California Department of Corrections & Rehabilitation, Division of Juvenile Justice, Ventura Youth Correctional Facility Contract: The California Department of Corrections & Rehabilitation has proposed a multi-year renewal contract to provide college level courses for wards of the state sent to the Ventura Youth Correctional Facility for treatment and training.

All courses, beginning with the Spring 2013 semester through the Spring 2014 semester, will be conducted at the Ventura Youth Correctional Facility in Camarillo.

The contract budget provides for instructional hourly salaries and benefits, clerical support and indirect cost reimbursements. The State will provide and furnish all tests, books and supplies required for the courses.

This continuing contract with the State of California Youth Correctional Facility directly supports the District's mission to produce student learning in lower division level academic transfer courses based on need and available resources. This contract also supports the College's mission to provide an accessible learning environment that is responsive to the needs of a highly diverse student body. For Wards at VYCF, this contract allows them the opportunity to begin their post-secondary education, which would otherwise not be possible. This contract addresses the College's Strategic Goal #2 – "Continuously improve educational programs and services in order to enhance opportunities for all students to succeed."

The total amount of the multi-year contract is $240,000; the first year amount is $120,000. The term of Year 1 will be January 1, 2013 through June 30, 2013 (Spring 2013 semester). The term of Year 2 will be July 1, 2013 (Fall 2013 semester) through June 30, 2014 (Spring 2014 semester).

Org #37050 - Fund 127		
1000	Academic Salaries	95,321
2000	Classified Salaries	4,975

3000	Employee Benefits	9,295
5000	Indirect cost reimbursements	10,409
		$120,000

Fiscal Impact
Increase to General Fund – Restricted (Contracts) 127 - FY 13 $120,000; FY 14 $120,000

Future Fiscal Impact
There is no requirement for institutionalization of program, or retention of staff or services after the contract funding expires.

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

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	22. Consent Calendar: Human Resources
Subject	22.01 There are no items.
Access	Public
Type	

Public Content

Administrative Content

Ventura County Community College District
Oxnard College
Learning Resource Center Renovation/ New Construction

VCCCD Project #29124 / Exhibit B Ref. #26

CHANGE ORDER #30 CONTINGENCY REPORT

[GRD Construction]
December 11, 2012

Original Construction Contract		$ 11,920,000.00
Previously Approved Change Orders	$ 711,173.35	
Change Order #30	$ 5,827.00	
Total Increase to Construction Contract		$ 717,000.35
Revised Construction Contract Amount		$ 12,637,000.35

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		$ 125,000.00
07/31/12 Transfer from Project Contingencies		$ 75,683.60
08/31/12 Transfer from Project Contingencies		$ 6,000.00
09/30/12 Transfer from Project Contingencies		$ 50,000.00
Revised Construction Contingency		$ 799,346.60
Approved Change Orders to Date	< $ 711,173.35>	
GRD Const. Change Order #30	<$ 5,827.00>	
Santa Barbara Plumbing Contingency	<$ 50,000.00>	
Total Change Orders to this Project to Date		<$ 767,000.35>
Construction Contingency Balance		$ 32,346.25

Project Complete: 98% as of Sept. 2012
Project Budget: $22,229,000.00
Contingency utilized to-date: 96%

CHANGE ORDER #30 EXPLANATION REPORT

1. Owner requested the installation of a book gate screen to help prevent book theft. (COR #183) $ 2,863.00

2. Owner requested that three HVAC wall thermostats be relocated inside office room areas to more effectively cool office areas throughout the day. (COR #184) $ 2,964.00

TOTAL CHANGE ORDER #30: $ 5,827.00

Ventura County Community College District
Ventura College – G Building Renovation

VCCCD Project #39117 / Exhibit B Ref. #43

CHANGE ORDER #26 CONTINGENCY REPORT

[Viola Constructors]
Dec. 11, 2012

Original Construction Contract		$ 9,989,000.00
Previously Approved Change Orders thru #25	$ 582,285.00	
Change Order #26	$ 3,629.00	
Total Increase to Construction Contract		$ 585,914.00
Revised Construction Contract Amount		$ 10,574,914.00

Original Construction Contingency	$ 998,900.00
Increase/ <decrease> Construction Contingency	<$ 458,729.00>
07/2012 Transfer from Project Contingency	$ 30,000.00
08/2012 Transfer from Project Contingency	$ 10,000.00
09/2012 Transfer from Project Contingency	$ 3,000.00
11/2012 Transfer from Project Contingency	$ 2,743.00
Revised Construction Contingency	$ 585,914.00

Approved Change Orders to Date: #1-25	< $ 582,285.00 >
Viola CO #26	< $ 3,629.00>
Total Change Orders to this Project to Date	<$ 585,914.00>
Construction Contingency Balance	$ 0.00

Project Complete: 100% as of Sep. 2012
Project Budget: $16,381,995.00
<$ 165,943.00> Funding for re-roofing project at Bldg G
<$ 150,000.00> Funding for Landscaping project at Bldg G
Contingency utilized to-date: 100%

CHANGE ORDER #26 EXPLANATION REPORT

1. The LinkLift system (orchestra pit lift) was not adequately designed, and electrical changes were necessary to make the system work properly.
   (COR # 260) $ 3,629.00

Total Change Order #26: $ 3,629.00

Ventura County Community College District
Ventura College – G Building Landscaping

VCCCD Project #39117 / Exhibit B Ref. #43

CHANGE ORDER #1 CONTINGENCY REPORT

[Venco Western, Inc.]
Dec. 11, 2012

Original Construction Contract		$ 84,184.00
Previously Approved Change Orders	$ 0.00	
Change Order #1	$ 7,887.00	
Total Increase to Construction Contract		$ 7,887.00
Revised Construction Contract Amount		$ 92,071.00

Original Construction Contingency	$ 15,000.00
Increase/ <decrease> Construction Contingency	<$ 0.00>
Revised Construction Contingency	$ 15,000.00

Approved Change Orders to Date:	< $ 0.00 >	
Venco Western CO #1	<$ 7,887.00>	
Total Change Orders to this Project to Date		<$ 7,887.00>
Construction Contingency Balance		$ 7,113.00

Project Complete: 74% as of Oct. 2012
Project Budget: $150,000.00
Contingency utilized to-date: 53 %

CHANGE ORDER #1 EXPLANATION REPORT

1. Extra grading and dirt removal was necessary to complete proper landscape drainage. (COR # 1) $ 4,087.00

2. The college requested additional sidewalks on the site. (COR # 2) $ 3,800.00

Total Change Order #1: $ 7,887.00

Ventura County Community College District
Moorpark College
Parking Structure
VCCCD Project #19125 / Exhibit B Ref. #19

CHANGE ORDER #01 CONTINGENCY REPORT
ARB Construction. Inc.
December 11, 2012

Original Construction Contract		$ 12,125,125.00
Previously Approved Change Orders thru #00	$ 00.00	
Change Order #01	< $ 4,495.48>	
Total Increase to Construction Contract		< $ 4,495.48>
Revised Construction Contract Amount		$ 12,120,629.52

Original Construction Contingency	$ 600,000.00
12/2012 Increase/ <decrease> Construction Contingency	$ 17,280.00
Revised Construction Contingency	$ 617,280.00

Approved Change Orders to Date: Thru 00	$ 0.00	
ARB Construction Inc. C0# 01	< $ 12,785.00>	
Total Change Orders to this Project to Date		<$ 12,785.00>
Construction Contingency Balance		$ 604,495.00

Project Complete: 0% as of Nov. 2012
Project Budget: $16,390,412.00
Contingency utilized to-date: 2%

CHANGE ORDER #01 EXPLANATION
[ARB Construction, Inc.]
December 11, 2012

PCO	CHANGE ORDER # 01	
001	Bulletin 2.1 issued changing Point of Connect of new storm line To existing storm drain system. Decreased length of new storm line and need to intersect in street which eliminated asphalt removal and replacement and traffic watch. Credit	<$17,280.48>
006	Bulletin #3 issued to relocate 4160 Volt electrical service serving Elevator transformer from location within the building over excavation requirement to outside the over excavation area. Location of existing was determined by ground penetration instrument.	$12,785.00
	Total Change Order # 01	**<$4,495.48>**

Ventura County Community College District
Oxnard College
Student Services Center Project—Secondary Effects
Police and Cafeteria Demolition
VCCCD Project #29120 / Exhibit B Ref. #32

CHANGE ORDER # 2 CONTINGENCY EPORT

[Standard Industries]
December 11, 2012

Original Construction Contract		$215,500.00
Previously Approved Change Orders	$ 17,877.00	
Change Order #2	$ 1,182.00	
Total Increase to Construction Contract		$ 19,059.00
Revised Construction Contract Amount		$234,559.00

Original Construction Contingency	$ 50,000.00
12/2012 Increase/ <decrease> Construction Contingency	<$ 30,941.00>
Revised Construction Contingency	$ 19,059.00

Approved Change Orders to Date	< $ 17,877.00 >	
Standard Industries Change Order #2	<$ 1,182.00>	
Total Change Orders to this Project to Date		<$ 19,059.00>
Construction Contingency Balance		$ 0.00

Project Complete: 100% as of November 2012
Project Budget: $500,000.00
Contingency utilized to-date: 100%

CHANGE ORDER #2 EXPLATION REPORT

1.	The power for the irrigation controller was located at the Police building, which was demolished, and needed to be relocated. (COR #6)	$ 896.00
2.	Owner requested that two existing leaking irrigation valves be replaced. (COR #7)	$ 286.00
	Total Change Order #2:	$1,182.00

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.01 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 and recommended for approval.

Attached #	Project # Exhibit B #	Change Order	Contractor	College/Project	Total Amount	Reason
23.01.01	29124 26	30	GRD Construction	OC - LRC Renovation/New Construction	$5,827.00	See attached
23.01.02	39117 43	26	Viola Construction	VC- Theatre "G" Building	$3,629.00	See attached
23.01.03	39117 43	01	Venco Western	VC- Theatre "G" Building	$7,887.00	See attached
23.01.04	19125 19	01	ARB Construction Inc.	MC-Parking Garage	<$4,495.00>	See attached
23.01.05	29120 26	02	Standard Industries	VC-Police and Cafeteria Demolition	$1,182.00	See attached

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

23.01.01.pdf (11 KB) 23.01.03.pdf (29 KB) 23.01.04.pdf (13 KB) 23.01.05.pdf (29 KB) 23.01.02.pdf (29 KB)

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.02 ACCEPTANCE OF COMPLETION OF CONTRACT WITH JL HAWK CONSTRUCTION FOR THE OXNARD COLLEGE STUDENT SERVICES CENTER STRUCTURAL UPGRADES PROJECT #29026. This item presents for approval the acceptance of completion of the contract with JL Hawk Construction, Oxnard College Student Services Center Structural Upgrades Project.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	Yes
Budget Source	Funding for this contract provided through Measure S Bond funds
Recommended Action	The Chancellor recommends that the Board of Trustees approve the acceptance of completion of the contract with JL Hawk Construction, Oxnard College Student Services Center Structural Upgrades Project.

Public Content

Background and Analysis

This contract awarded to JL Hawk Construction is now complete. The contract was completed on time and within budget, based on the final construction cost of $34,300.00.

This item was discussed at the Capital Planning & Facilities committee meeting and recommended for approval.

Exhibit B Reference #26: Construct additional classrooms, labs, lecture halls; replace old portables (Buildings A, B and C)

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.03 ACCEPTANCE OF COMPLETION OF CONTRACT WITH STANDARD INDUSTRIES FOR THE OXNARD COLLEGE STUDENT SERVICES CENTER SECONDARY EFFECTS POLICE AND CAFETERIA DEMOLITION PROJECT #29120.This item presents for approval the acceptance of completion of the contract with Standard Industries, Oxnard College Student Services Center Secondary Effects Police and Cafeteria Demolition Project.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	Yes
Budget Source	Funding for this contract provided through Measure S Bond funds
Recommended Action	The Chancellor recommends that the Board of Trustees approve the acceptance of completion of the contract with Standard Industries, Oxnard College Student Services Center Secondary Effects Police and Cafeteria Demolition Project.

Public Content

Background and Analysis

This contract awarded to Standard Industries is now complete. The contract was completed on time and within budget, based on the final construction cost of $234,559.00.

This item was discussed at the Capital Planning and Facilities subcommittee meeting and recommended for approval.

Exhibit B reference #32: Construct Student Services Building to address overcrowding

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.04 APPROVAL TO ISSUE A CONTRACT ADDENDUM TO PAUL MURDOCH ARCHITECTS, FOR THE LEARNING RESOURCE CENTER RENOVATION AND SEISMIC UPGRADE PROJECT #29127. This item presents for approval a contract addendum for additional design drawing work in the amount of $142,000.00 to Paul Murdoch Architects for the Learning Resource Center Renovation and Seismic Upgrade.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	Yes
Budget Source	APPROVAL TO ISSUE A CONTRACT ADDENDUM TO PAUL MURDOCH ARCHITECTS, FOR THE LEARNING RESOURCE CENTER RENOVATION AND SEISMIC UPGRADE PROJECT #29127. This item presents for approval a contract addendum for additional design drawing work in the amount of $142,000.00 to Paul Murdoch Architects for the Learning Resource Center Renovation and Seismic Upgrade.
Recommended Action	The Chancellor recommends that the Board of Trustees approve a contract addendum in the amount of $142,000.00 with Paul Murdoch Architects for additional design drawing services for the Learning Resource Center Renovation and Seismic Upgrade Project #29127.

Public Content

Background and Analysis

Paul Murdoch Architects has been working on additional design drawings for the Learning Resource Center Renovation and Seismic Upgrade Project. The additional design drawings include classrooms and new office space.

Exhibit B reference #27: Renovate Library and Learning Resource Center to bring library to current state standards.

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	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.05 ACCEPTANCE OF COMPLETION OF CONTRACT WITH CLAUSS CONSTRUCTION FOR THE DEMOLITION AND UTILITY RELOCATION FOR THE APPLIED SCIENCE CENTER AT VENTURA COLLEGE, PROJECT #39110. This item presents for approval the acceptance of completion of the contract with Clauss Construction for the demolition and utility relocation for the Applied Science Center at Ventura College, Project #39110.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	Yes
Budget Source	Funding for this contract provided through Measure S funds
Recommended Action	The Chancellor recommends that the Board of Trustees approve the acceptance of completion of the contract with Clauss Construction for the demolition and utility relocation for the Applied Science Center at Ventura College, Project #391107.

Public Content

Background and Analysis

This contract awarded to Clauss Construction is now complete. The contract was completed on time and within budget, based on the final construction cost of $619,998.00.

Exhibit B reference #47: Construct and upgrade science classrooms and labs.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel			X
Further Information	Handel Evans/Leslie Dickey		

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.06 ACCEPTANCE OF COMPLETION OF CONTRACT WITH VIOLA CONSTRUCTORS FOR THE G BUILDING (THEATER) RENOVATION AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval the acceptance of completion of the contract with Viola Constructors for the G Building (Theater) Renovation at Ventura College, Project #39117.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	Yes
Budget Source	Funding for this contract provided through Measure S Bond funds
Recommended Action	The Chancellor recommends that the Board of Trustees approve the acceptance of completion of the contract with Viola Constructors for the G Building (Theater) Renovation at Ventura College, Project #39117.

Public Content

Background and Analysis

This contract awarded to Viola Constructors is now complete. The contract was completed on time and within budget, based on the final construction cost of $10,574,914.00.

This item was discussed at the Capital Planning and Facilities subcommittee meeting and recommended for approval.

Exhibit B reference #43: Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.07 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE: This item presents for approval the appointment of a member to the Citizens Oversight Committee for the Measure S Bond Program
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budget Source	N/A
Recommended Action	The Chancellor recommends that the Board of Trustees approve the appointment of David Fowble to the Citizens Oversight Committee for the Measure S Bond Program.

Public Content

Background and Anlysis

California Education Code §15282 states that the Citizens Oversight Committee shall consist of at least seven members. Position A was held by Mr. David Fowble whose first term expired on 09/30/2012. Mr. Fowble has applied to serve a second term.

Other active members are as follows:

- Position A (someone active in a business organization representing the business community located within the district) filled by David Fowble, whose 1st term expired 9/30/12
- Position B (someone active in a senior citizens' organization) is currently filled by Henry Lacayo, whose 2nd term expires 9/30/13
- Position C (someone active in a bona fide taxpayers organization), is currently filled by Dick Thomson, whose 2st term expires 9/30/14
- Position D (a currently enrolled District student) is currently filled by Daniel Chavez, whose 1st term expires 9/30/14
- Position E (a member of a Foundation affiliated with the District) is currently filled by Michael Wesner, whose 2nd term expires 9/30/13
- Position F, which has no restrictions, is currently filled by Barbara Thorpe, whose 1st term expires 9/30/14
- Position G, which has no restrictions, is currently filled by Bonnie Weigel, whose 1st term expires 9/30/13

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamela Moore, Handel Evans		

Administrative Content

Ventura County Community College District
2013/2014 Scheduled Maintenance Projects

Project Title	Campus	Problem Existed	Project Type	Facility Type	Totals Funds
Campuswide FIre Alarm Repair/Replacement, Phase 1	Moorpark College	2-5 yrs.	Utility	Campuswide	$399,998
Campuswide Gas Service Replacement - Phase 1	Moorpark College	2-5 yrs.	Utility	Campuswide	$399,168
Concrete Walkway Replacement- Phase 2	Moorpark College	2-5 yrs.	Other	Campuswide	$396,500
EMS Upgrade Bldg 1, 3, 5, 6, 8, 11, 12, 19, 25, 27 Phase 1	Moorpark College	2-5 yrs.	Mechanical	Classroom/Laboratory	$399,400
Storm Drain	Moorpark College	2-5 yrs.	Utility	Campuswide	$399,997
Campus - EMS SYS Phase 2	Moorpark College	2-5 yrs.	Mechanical	Campuswide	$244,000
Campus - EMS System Phase 3	Moorpark College	2-5 yrs.	Mechanical	Campuswide	$97,952
Exterior Painting Bldc #5 - Maintenance	Moorpark College	1-2 yrs.	Exterior	Support Services	$38,887
Gas Service Replacement Phase 2 Campus Wide	Moorpark College	2-5 yrs.	Utility	Campuswide	$399,998
Gas Service replacement Phase 3 - Campus Wide	Moorpark College	2-5 yrs.	Utility	Campuswide	$399,998
Replace Theater Lighting Phase 2	Moorpark College	6 mo. - 1yrs.	Utility	Theater/Performing Arts	$178,500
Bldg #27 - PA - Replace Floor Covering & Safety Upgrades	Moorpark College	1-2 yrs.	Other	Theater/Performing Arts	$60,500
Ansul System Replacement Bldg #7 & #52 Campus Center & Snack Shack	Moorpark College	2-5 yrs.	Mechanical	Cafeteria	$14,480
Auxiliary A Parking Lot Repairs	Moorpark College	6 mo. - 1yrs.	Other	Other	$34,987
Replace Water Lines Bldg #7 - Campus Center	Moorpark College	2-5 yrs.	Utility	Cafeteria	$90,000
Bldg. #27 Performing Arts HVAC R&R	Moorpark College	6 mo. - 1yrs.	Mechanical	Classroom/Laboratory	$349,031
Bidg. #1, #2 - Admin, Tech	Moorpark College	2-5 yrs.	Utility	Classroom/Laboratory	$259,204
Bldg. #11 - HSS Photo Lab	Moorpark College	2-5 yrs.	Utility	Classroom/Laboratory	$349,450
Bldg. #3 -Gym HVAC R&R	Moorpark College	2-5 yrs.	Mechanical	Physical Education	$250,000
Replace Door & Lock Hardware Campuswide Phase 1	Moorpark College	2-5 yrs.	Other	Campuswide	$399,998
Gas Service Replacement Phase 4	Moorpark College	2-5 yrs.	Utility	Classroom/Laboratory	$399,998
Bldg. #27 Performing Arts Emergency Lighting System Replacement	Moorpark College	6 mo. - 1yrs.	Utility	Theater/Performing Arts	$300,000
Replace PA Stage & Theater Curtains	Moorpark College	1-2 yrs.	Other	Theater/Performing Arts	$90,000
Replace Stadium Lighting	Moorpark College	1-2 yrs.	Utility	Physical Education	$370,880
Gym Exhaust Fan Replacement	Oxnard College	2-5 yrs.	Mechanical	Physical Education	$35,500
Renovate/Repair Restrooms	Oxnard College	2-5 yrs.	Other	Campuswide	$200,000
Replace Boiler in LA Building	Oxnard College	2-5 yrs.	Mechanical	Classroom/Laboratory	$78,000
Replace Ceiling Tiles in Buildings 4 and 5/Liberal Arts and Student Services	Oxnard College	2-5 yrs.	Other	Classroom/Laboratory	$89,500
Replace Street Lighting	Oxnard College	2-5 yrs.	Utility	Campuswide	$105,000
Sidewalk Repair/Replacement	Oxnard College	2-5 yrs.	Other	Campuswide	$150,000
Repair Fencing Windscreen Campus-wide	Oxnard College	2-5 yrs.	Other	Classroom/Laboratory	$47,500

2013/2014 Scheduled Maintenance Projects

Project Title	Campus	Problem Existed	Project Type	Facility Type	Totals Funds
Recondition hallways-Bldg. 3,4,5	Oxnard College	2-5 yrs.	Other	Classroom/Laboratory	$53,900
Install HVAC - Bldg. 4	Oxnard College	Always	Mechanical	Classroom/Laboratory	$390,000
Replace Campus Clocks	Oxnard College	2-5 yrs.	Utility	Campuswide	$150,000
Replace Irrigation PH 2 Campus-wide	Oxnard College	2-5 yrs.	Utility	Campuswide	$95,000
Re-roof Bldg. 5	Oxnard College	2-5 yrs.	Roof	Classroom/Laboratory	$56,000
Roofing	Oxnard College	2-5 yrs.	Roof	Classroom/Laboratory	$57,500
Roofing	Oxnard College	2-5 yrs.	Roof	Classroom/Laboratory	$57,500
Roofing Std Ser Bldg	Oxnard College	2-5 yrs.	Roof	Classroom/Laboratory	$74,000
Repair roof CDC	Oxnard College	2-5 yrs.	Roof	Child Care	$90,500
Replace Boiler in Small Gym Building	Ventura College	2-5 yrs.	Mechanical	Classroom/Laboratory	$50,000
Replace Door Cylinders, Science Building	Ventura College	Always	Other	Classroom/Laboratory	$125,000
Replace Roof, Admin Bldg	Ventura College	2-5 yrs.	Roof	Faculty/Administration Office	$160,000
Renovate Fire Alarm System, Campuswide	Ventura College	2-5 yrs.	Utility	Campuswide	$160,000
Replace 2 Electrial Transformers, Theater	Ventura College	2-5 yrs.	Utility	Theater/Performing Arts	$170,000
Replumb Toilets	Ventura College	2-5 yrs.	Utility	Campuswide	$120,000
Replace Science Bldg Waterproof Deck Surface	Ventura College	2-5 yrs.	Roof	Classroom/Laboratory	$190,000
Replace HVAC in Athletic Center	Ventura College	Always	Mechanical	Physical Education	$190,000
Replace HVAC in the Cafeteria / Campus Center	Ventura College	2-5 yrs.	Mechanical	Cafeteria	$190,000
Replace HVAC in the Small Gym	Ventura College	2-5 yrs.	Mechanical	Physical Education	$190,000
Replace Maintenance Shop Doors	Ventura College	Always	Other	Warehouse/Maintenance	$190,000
Replace Seating in UV Lecture Hall	Ventura College		Other	Classroom/Laboratory	$120,000
Renovate Loading Dock	Ventura College	1-2 yrs.	Other	Support Services	$120,000
Concrete Walkway Replacement	Ventura College	2-5 yrs.	Other	Campuswide	$120,000
Replace Classroom Doors Campuswide	Ventura College	2-5 yrs.	Other	Classroom/Laboratory	$42,000
Replace Campus Walkway and Road Lighting	Ventura College	2-5 yrs.	Utility	Campuswide	$212,000
Replace HVAC in the Science Building	Ventura College	2-5 yrs.	Mechanical	Classroom/Laboratory	$240,000
Replace Roof on DP Bldg (Bldg #10)	Ventura College	1-2 yrs.	Roof	Classroom/Laboratory	$65,200
Recommission Utilities/Bldg Systems	Ventura College	2-5 yrs.	Mechanical	Classroom/Laboratory	$90,527
				Fund Total:	**$10,797,553**

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	23. Consent Calendar: Capital Planning & Facilities
Subject	23.08 APPROVAL OF THE 2012-2013 SCHEDULED MAINTENANCE AND SPECIAL REPAIRS PROGRAM PRIORITY LIST: This item presents for approval the 2013-2014 Scheduled Maintenance and Special Repairs Program project priority list as shown on the attached.
Access	Public
Type	Action (Consent)
Budget Source	N/A
Recommended Action	The Chancellor recommends that the Board of Trustees approve the 2013-2014 Scheduled Maintenance and Special Repairs Program priority list.

Public Content

Background and Analysis

The District's 2013-2014 Scheduled Maintenance and Special Repairs Program project priority list was due to the State Chancellor's Office in December. After collaboration with the three campuses and the District, the attached prioritized list was developed.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

23.08.01.pdf (34 KB)

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	24. Consent Calendar: Student Learning
Subject	24.01 FALL 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT MOORPARK COLLEGE: This item presents for approval the Fall 2012 candidates for graduation and certificates at Moorpark College.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board of Trustees approve the Fall 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	Jamillah Moore, Pam Eddinger		

Grad List Fall 2012 MC.pdf (210 KB) Certs List Fall 2012 MC.pdf (179 KB)

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	24. Consent Calendar: Student Learning
Subject	24.02 FALL 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT OXNARD COLLEGE: This item presents for approval the Fall 2012 candidates for graduation and certificates at Oxnard College.
Access	Public
Type	Action (Consent)
Preferred Date	Dec 11, 2012
Absolute Date	Dec 11, 2012
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board of Trustees approve the Fall 2012 candidates for graduation and certificates at Oxnard College.

Public Content

Issue
This item presents for approval the Fall 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			

ocFall2012grads.pdf (138 KB) ocFall2012certs.pdf (136 KB)

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	24. Consent Calendar: Student Learning
Subject	24.03 FALL 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT VENTURA COLLEGE. This item presents for approval the Fall 2012 Candidates for Graduation and Certificates at Ventura College.
Access	Public
Type	Action (Consent)
Preferred Date	Dec 12, 2012
Absolute Date	Dec 12, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The Chancellor recommends that the Board of Trustees approve the list of graduates and certificates for Fall 2012 at Ventura College.

Public Content

Staff Position Review	N/A	Primary	Advisory
President		X	
Academic		X	
Legal Council	X		
Further Information	Robin Calote		

VC Grad List Fall 2012.pdf (184 KB) VC Certificates Fall 2012.pdf (49 KB)

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	24. Consent Calendar: Student Learning
Subject	24.04 MOORPARK COLLEGE DELETED ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATES OF ACHIEVEMENT: This item presents for approval deleted Associate in Science Degrees and Certificates of Achievement at Moorpark College.
Access	Public
Type	Action (Consent)
Preferred Date	Dec 12, 2012
Absolute Date	Dec 12, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The deleted Associate in Science Degrees and Certificates of Achievement have been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup and DCAA. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

DELETED DEGREES/PROGRAMS

Deleted Degree: Certificate of Achievement in Editing (FTVM)
Deleted Degree: Certificate of Achievement in On-Air Performance (FTVM)
Deleted Degree: Certificate of Achievement in Film Production (FTVM)

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses.
President			X	Reviewed and recommend.
Executive Vice President			X	Reviewed and recommended. Program is out of date and therefore has been deleted.
Dean			X	Reviewed and recommend.
Academic Senate President		X		Reviewed and recommend.
Legal Counsel	X			
Further Information	Jamillah Moore, Pam Eddinger			

Deleted Degree: Associate in Science in Geography (AS)
Deleted Degree: Associate in Science in Journalism (AS)

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses.
President			X	Reviewed and recommend.
Executive Vice President			X	Reviewed and recommended. Degree has been replaced by a TMC.
Dean			X	Reviewed and recommend.
Academic Senate President		X		Reviewed and recommend.
Legal Counsel	X			
Further Information	Jamillah Moore, Pam Eddinger			

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	24. Consent Calendar: Student Learning
Subject	24.05 OXNARD COLLEGE NEW, REVISED, AND/OR DELETED CURRICULUM APPROVAL: This item presents for approval new, revised, or deleted curriculum at Oxnard College.
Access	Public
Type	Action (Consent)
Preferred Date	Dec 12, 2012
Absolute Date	Dec 12, 2012
Fiscal Impact	No
Budgeted	No
Recommended Action	The presented curriculum has been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup and DCAA. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

Background

The attached curriculum has been approved by the Oxnard College Curriculum Committee and reviewed by the District Technical Review Workgroup-Instruction. The program meets the standards and requirements established by Title 5, the campus Curriculum Committee, and the District Technical Review Workgroup-Instruction.

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Reviewed and recommended.
President			X	Reviewed and recommended.
Executive Vice President			X	Reviewed and recommended.
Dean			X	Reviewed and recommended.
Academic Senate President		X		Reviewed and recommended.
Legal Counsel	X			
Further Information	Jamillah Moore, Erika Endrijonas			

Oxnard College Curriculum December 2012.pdf (141 KB)

OXNARD COLLEGE

New Courses

ART R175	Digital Concepts and Techniques in Art	3
ASL R110	Introduction to Deaf Studies	3
CAOT R004	Microsoft Outlook	1.5
CRM R113	Bar and Beverage Management	3
CRM R116	Accounting for the Hospitality Industry	3
DA R009	Office Procedures	3
DA R101	Dental Assisting	9
DA R101L	Dental Assisting Laboratory	5
ENGL R189C	Argumentation and Critical Thinking Module	1
GEOL R130	Environmental Geology	3
MATH R001	Transitional Mathematics I	4
MATH R002	Transitional Mathematics II	4
MATH R134	Linear Algebra	3
MATH R143	Differential Equations	3
PG R100B	Student Success: Strategies for Academic Success	1
TV R107	History of Film	3
TV R110	Introduction to Audio	3
TV R112	Introduction to Storyboarding	3
TV R160	Introduction to Digital Photography	3
TV R175	Digital Concepts and Techniques in Art	3

ART R175	Digital Concepts and Techniques in Art	3 Units
Hours:	1.5 lecture, 4.5 lab	
Prerequisite:	None	

An overview of vector based and pixel based computer applications, and how they are used in a creative environment. Understanding of the underlying logic of computer software will be taught with an emphasis on the role of the computer in all forms of modern art-making. Students will learn how to use the computer as a tool effectively while developing their own method of creating digital artwork. Cross-platform issues will be addressed, as well as file preparation for various output media. Field trips may be required. (Same as TV R175) *Transfer credit: CSU*

ASL R110	Introduction to Deaf Studies	3 Units
Hours:	3.0 lecture	
Prerequisite:	ASL R101	

This interdisciplinary course introduces a range of issues that are developed within Deaf Studies: ASL linguistics, Deaf education, sociology of Deaf culture, and ASL interpreting. Field trips may be required. *Transfer credit: CSU*

CAOT R004	Microsoft Outlook	1.5 Units
Hours:	1.0 lecture, 1.5 lab	
Prerequisite:	None	

This course provides a solid foundation in the use of e-mail and personal information management software using Microsoft Outlook for professional, personal, and home use. This course is for students who have no experience or limited experience using e-mail and personal information management software. E-mail and personal information management software skills are fundamental to the success of students attempting to enter the job market and for students to succeed in their educational pursuits. Topics covered include e-mail, calendar, contacts, tasks, notes and journal. Field trips may be required. Pass/No Pass at Student's Option.

CRM R113	Bar and Beverage Management	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course covers all facets of bar and beverage management including balancing marketing and control objectives, business planning, and employee management and training. Course also covers alcohol service responsibility, and essential information on a wide range of beverage products, including non-alcoholic beverages. This course is required for National Restaurant Management (NRA) Certification. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R116	Accounting for the Hospitality Industry	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course covers the accounting cycle as it applies to the hospitality industry. Emphasis is placed on merchandising operations, inventories, cost of goods sold, payroll and accounting for receivables and payables. Also included is the preparation of financial statements. This course is required for certification by the National Restaurant Association (NRA). Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

DA R009	Office Procedures	3 Units
Hours:	3.0 lecture	
Advisories:	CAOT R001B or CAOT R002 and CAOT R003C	

This course provides instruction and practical applications in current office techniques. Students will learn about the workplace environment, communication skills, technology basics, workforce behaviors, correspondence, meetings and travel, and job search and advancement among other related topics essential for employment in office positions. Field trips may be required. (Same as CAOT R009) Pass/No Pass at Student's Option.

DA R101	Dental Assisting	9 Units
Hours:	9.0 lecture	
Corequisites:	DA R101L	
Advisories:	ENGL R101	
Limitations:	Physical/clinical examination (within the last 12 months) with CBC and urinalysis; non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity.	

This course is an A to Z lecture on all things dental assisting. Topics will include dental terminology, basic anatomy of the oral cavity, dental anatomy and physiology, oral embryology, tooth morphology, classifications of restorations, preliminary oral inspection, charting existing conditions of the hard and soft tissues, taking and recording vital signs, and the introduction to systemic conditions which may affect dental care. Dental radiology/radiography, dental materials, occupational health, and dental specialties will also be discussed. Field trips may be required. *Transfer credit: CSU*

DA R101L	Dental Assisting Laboratory	5 Units
Hours:	15.0 lab	
Corequisites:	DA R101	

Limitations: Physical/clinical examination (within the last 12 months) with CBC and urinalysis; non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity.

This class is a hands-on introduction to the primary dental assistant duties. Topics include preparing the patient for dental treatment, positioning of the patient and dental team, and four-handed and six-handed dentistry. Students will learn how to obtain patient health history and vital signs, treatment planning, and data gathering. In addition, instrument grasp/transfer, triplex syringe use, oral evacuation, and retraction will be taught. Identification and use of hand instruments, equipment maintenance, tub, tray and cassette set-ups of the basic general dental procedures will be covered. Dental radiology/radiography techniques, dental materials uses and techniques will also be practiced. Field trips may be required. *Transfer credit: CSU*

ENGL R189C	Argumentation and Critical Thinking Module	1 Unit
Hours:	1.0 lecture	
Prerequisite:	ENGL R102	

This one-unit course provides additional instruction in critical thinking and argumentative writing, analytical evaluation of texts and research strategies. It is intended primarily for those students who have previously completed ENGL R102 or its equivalent prior to Fall 2013 and who need the additional unit in critical thinking in order to satisfy the requirements of the Associate in Arts for Transfer in English. *Transfer credit: CSU*

GEOL R130	Environmental Geology	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

Environmental Geology is an introduction to the geologic fundamentals of the interactions between the impacts of humans with the environment in a geologic context. This course emphasizes the Earth systems and connections between the geosphere, biosphere, atmosphere, and hydrosphere. Field trips may be required. *Transfer credit: CSU*

MATH R001	Transitional Mathematics I	4 Units
Hours:	1.0 lecture, 9.0 lab	
Prerequisite:	None	

This course is the first of a two-course Algebra sequence covering Pre-Algebra and Elementary Algebra topics. An interactive, mastery-based technology model allows students to accelerate through pre-collegiate mathematics. Topics include ratios, rates, percents, geometry, operations on real numbers, variables, algebraic expressions, and solving and graphing linear equations and inequalities. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R002	Transitional Mathematics II	4 Units
Hours:	1.0 lecture, 9.0 lab	
Prerequisite:	MATH R001	

This course is the second of a two-course Algebra sequence covering Pre-Algebra and Elementary Algebra topics. An interactive, mastery-based technology model allows students to accelerate through pre-collegiate mathematics. Topics include the slope and the equation of a line, functions, systems of linear equations, operations on polynomials, factoring polynomials, and rational expressions/equations. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R134	Linear Algebra	3 Units
Hours:	3.0 lecture	
Prerequisite:	MATH R121	

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Students will investigate the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. *Transfer credit: CSU*

MATH R143	Differential Equations	3 Units
Hours:	3.0 lecture	
Prerequisite:	MATH R121	

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. The course introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems. *Transfer credit: CSU*

PG R100B	Student Success: Strategies for Academic Success	1 Units
Hours:	1.0 lecture	
Prerequisite:	None	

This course will provide students with academic success strategies and resources designed to assist them in succeeding in college. Topics include counseling services, using the college catalog, study skills, time management, academic probation and dismissal, financial aid, tutoring and other support services available. Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only. *Transfer credit: CSU*

TV R107	History of Film	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course surveys both U.S. and international motion pictures from 1895 to present day. Students examine developments and innovations in film as an art form and as a distinctive medium of communication. Screenings of important films, discussions of these films and their directors and the critical reactions of the students are the major focus of class activities. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

TV R110	Introduction to Audio	3 Units
Hours:	2.0 lecture, 3.0 lab	
Prerequisite:	None	

This course introduces the theoretical and practical fundamentals of audio production, technology, and terminology. This may include exercises using available equipment, an introduction to the lexicon of audio production, and an understanding of the selection and use of audio tools that support, radio, television, video, film, and multimedia production. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

TV R112	Introduction to Storyboarding	3 Units
Hours:	1.5 lecture, 4.5 lab	
Advisories:	TV R101	

This course covers in-depth exploration of storyboarding: characterization, points of view, guidance of the eye through the sequence of the storyboard, and montage sequences. Storyboarding focuses on techniques of visual storytelling for the moving image, including work in traditional and computer animation, motion pictures, multimedia, time-based imagery and video game design. Emphasis is placed on technique, process of refinement and the visual development of the story. Field trips may be required. *Transfer credit: CSU*

TV R160	Introduction to Digital Photography	3 Units
Hours:	1.5 lecture, 4.5 lab	
Prerequisites:	None	

The history, theory and aesthetics of digital photography will be explored in this course. Students will learn the fundamentals of digital photography with emphasis in the operation of a digital camera, scanning and basic image manipulation and printing. Field trips may be required. (Same as ART R160) *Transfer credit: CSU*

TV R175	Digital Concepts and Techniques in Art	3 Units
Hours:	1.5 lecture, 4.5 lab	
Prerequisites:	None	

An overview of vector based and pixel based computer applications, and how they are used in a creative environment. Understanding of the underlying logic of computer software will be taught with an emphasis on the role of the computer in all forms of modern art-making. Students will learn how to use the computer as a tool effectively while developing their own method of creating digital artwork. Cross-platform issues will be addressed, as well as file preparation for various output media. Field trips may be required. (Same as ART R175) *Transfer credit: CSU*

OXNARD COLLEGE

Revised Courses

ANTH R101	Introduction to Biological Anthropology	3
ANTH R102	Introduction to Cultural Anthropology	3
ANTH R103	Introduction to Archaeology	3
ART R160	Introduction to Digital Photography	3
ASL R103	American Sign Language 3	**4** ~~3~~
ASL R104	American Sign Language 4	**4** ~~3~~
CAOT R001~~A~~	Keyboarding **(Alpha and Numeric)** ~~I~~	**1.5** ~~1~~
CAOT R009	Office Procedures	3
CRM R100	Introduction to the Hospitality Industry	**3** ~~2~~
CRM R102A	Quantity Food Preparation	7
CRM R102E	CRM Foods Laboratory	2
CRM R106	Nutrition in Food Service	**3** ~~2~~
CRM R107	Dining Room Service	3.5
ENGL R102	Critical Thinking through Composition and Literature	**4** ~~3~~
SPAN R102	Elementary Spanish 2	5

ANTH R101 Introduction to Biological Anthropology 3 Units
Hours: 3.0 lecture
Prerequisite: None

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. ~~Biological anthropology presents human biology and variation in its evolutionary context. It includes the study of the human genome, comparative anatomy, the biophysical contexts in which humans lived, the rise of human language, cognition, and technology. The coevolution of biology and culture is presented in light of recent evidence, using methods and data from archaeology, the fossil record and molecular anthropology. Field trips may be required. Pass/No Pass at Student's Option.~~ *Transfer credit: UC, CSU*

ANTH R102 Introduction to Cultural Anthropology 3 Units
Hours: 3.0 lecture
Prerequisite: None

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. ~~Humans have always been dependent upon culture for survival. Culture is the entire system of beliefs, behaviors, traditions, language, and cognition that is transmitted among humans. Different basic aspects of human culture are examined. Topics will include: biocultural change, how culture is transmitted from one generation to the next, kinship, human universals and the rise of modern peoples, including various post-modern subcultures, including pop culture and ethnic culture.~~ ~~Field trips may be required. Pass/No Pass at Student's Option.~~ *Transfer credit: UC, CSU*

ANTH R103	Introduction to Archaeology	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. ~~Anthropological study of world prehistory and evolution of culture from its earliest known origins through the appearance of civilizations as revealed by archaeological record; nature of archaeological evidence and its analysis.~~ **Field trips may be required.** ~~Pass/No Pass at Student's Option.~~ *Transfer credit: UC, CSU*

ART R160	Introduction to Digital Photography	3 Units
Hours:	1.5 lecture, 4.5 lab	
Prerequisite:	None	

The history, theory and aesthetics of digital photography will be explored in this course. Students will learn the fundamentals of digital photography with emphasis in the operation of a digital camera, scanning and basic **image** manipulation and printing. Field trips may be required. ~~A materials fee is required. Course may be taken two times.~~ **(Same as TV R160)** ~~Pass/No Pass at Student's Option.~~ *Transfer credit: UC, CSU*

ASL R103	American Sign Language 3	**4** ~~3~~ Units
Hours:	**4.0** ~~3.0~~ lecture	
Prerequisite:	ASL R102	

Course will continue the study of conversational American Sign Language with expanded information on ASL grammar, syntax, spatial referencing, and vocabulary development. Dialogues, short stories, and narratives will incorporate discussion of Deaf culture and detailed descriptions of people and surroundings. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

ASL R104	American Sign Language 4	**4** ~~3~~ Units
Hours:	**4.0** ~~3.0~~ lecture	
Prerequisite:	ASL R103	

This course will build on skills acquired in ASL R103, and includes more complex ASL grammatical features, vocabulary building in context, and comprehension and development of medium-length stories, narratives and dialogues. Discussion material will include topics which are culturally significant to the deaf community. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

CAOT R001~~A~~	Keyboarding **(Alpha and Numeric)** ~~I~~	**1.5** ~~1~~ Units
Hours:	**1.0 lecture** ~~0.5 lecture~~, 1.5 lab	
Prerequisite:	None	

This course is for the beginning student. This course provides instruction **and development** of fundamental skills in the operation of the keyboard including ~~on~~ letter, number, symbol, ~~and~~ special keys, **and the numeric keypad.** ~~develops fundamental skills in the operation of the keyboard~~. ~~May be taken two times for credit.~~ Pass/No Pass at Student's Option.

CAOT R009	Office Procedures	3 Units
Hours:	3.0 lecture	
Advisories:	CAOT R001B or CAOT R002 and CAOT R003C	

This course provides instruction and practical applications in current office techniques. Students will learn about the workplace environment, communication skills, technology basics, workforce behaviors, correspondence, meetings and travel, and job search and advancement among other related topics essential for employment in office positions. Field trips may be required. ~~Formerly CIS R009.~~ **(Same as DA R009)** Pass/No Pass at Student's Option.

CRM R100	Introduction to the Hospitality Industry	**3** ~~2~~ Units
Hours:	**3.0** ~~2.0~~ lecture	
Prerequisite:	None	

The course will provide an overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, leisure industries, **and introduce math concept application in the culinary field**. Students will also learn the importance of economic and social influences of leisure. Emphasis is on the attitude required of a person seeking a position in the industry. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R102A	Quantity Food Preparation	7 Units
Hours:	3.0 lecture, 12.0 lab	
Prerequisite:	**CRM R104 or concurrent enrollment** ~~Negative TB test~~	
Limitation:	**Negative TB test**	

This course provides the study and laboratory experience of quantity food preparation (i.e. school food service CRM kitchen). Students will receive an introduction and application of principles and procedures of basic food preparation with the emphasis on equipment tools and the proper utilization of time and use of leftovers. Student lab hours will be assigned at a four-hour orientation meeting before the beginning of the semester. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R102E	CRM Food Laboratory	2 Units
Hours:	6.0 lab	
Prerequisites:	**CRM R102A, and CRM R104 or concurrent enrollment** ~~Negative TB test~~	
Limitation:	**Negative TB test**	

This course provides supervised practice in the college-operated food service and CRM kitchen. Students will practice food preparation in areas: range, pantry, bakery, and short order. Kitchen maintenance and care stressed. ~~Course may be taken four times.~~ Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R106	Nutrition in Food Service	**3** ~~2~~ Units
Hours:	**3.0** ~~2.0~~ lecture	
Prerequisite:	None	

This course focuses on nutrition as it relates to personal health, foods and food preparation. Students will learn menu planning and recipe modification, and marketing of food products for use in hotels, restaurants, and institutions. **Students will also complete the nutrition competencies required by the National Restaurant Association Educational Foundation.** Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R107	Dining Room Service	3.5 Units
Hours:	2.0 lecture, 4.5 lab	
Prerequisite:	**CRM R100, and CRM R104 or concurrent enrollment**	
Limitation:	**Negative TB test**	

This course provides proper methods of service in all types of eating establishments from mom and pop operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service is also reviewed. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

ENGL R102	Critical Thinking through Composition and Literature	**4** ~~3~~ Units
Hours:	**4.0** ~~3.0~~ lecture	
Prerequisite:	ENGL R101	

This course provides study of literature combined with instruction in critical thinking and composition. The course emphasizes understanding and writing about literature using principles of logical analysis, criticism, advocacy of ideas, and inductive and deductive reasoning. Students will examine assumptions upon which conclusions are based and recognize common logical errors of language and thought. Instruction is offered in advanced elements of style and organization. Application of critical thinking skills and logical methodology to the various literary genres will achieve a disciplined understanding of the material. Field trips may be required. *Transfer Credit: UC, CSU*

SPAN R102	Elementary Spanish 2	5 Units
Hours:	5.0 lecture	
Prerequisites:	SPAN R101, **or SPAN R101B, or 2 yrs. High school Spanish**	

This is a first year, second semester Spanish course for non-native speakers. It provides an introduction to the language and culture of the Spanish-speaking world. The course emphasizes oral communication and vocabulary development through reading and writing. Students study basic vocabulary and grammar, as well as various aspects of the Spanish culture. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

OXNARD COLLEGE

New Programs

Associate in Science in Early Childhood Education for Transfer
Associate in Science in Dental Assisting
Certificate of Achievement in Dental Assisting
Associate in Arts in History for Transfer
Associate in Arts in Kinesiology for Transfer
Associate in Science in Math for Transfer
Associate in Science in Physics for Transfer
Certificate of Achievement in TV, Filmmaking, and Media Arts

Associate in Science in Early Childhood Education for Transfer

Required Courses:		Units
CD R100	Introduction to Curriculum for the Young Child	3
CD R102	Human Development	3
CD R103	Programs for Young Children	3
CD R106	Child, Family, and Community	3
CD R107	Teaching in a Diverse Society	3
CD R111	Observation and Assessment	3
CD R112	Practicum in Early Childhood Education	3
CD R129	Child Nutrition, Health and Safety	3
	Total Required Units	24

Associate in Science in Dental Assisting
Certificate of Achievement in Dental Assisting

Required Courses:		Units
DA R101	Introduction to Dental Assisting	9
DA R101L	Introduction to Dental Assisting Lab	5
Required Additional Courses (complete 3 courses from the following):		
COMM R101	Introduction to Oral Communication	3
OR		
COMM R110	Small Group Communication	3
OR		
COMM R111	Interpersonal Communication	3
OR		
COMM R113	Intercultural Communication	3
AND		
DA R009	Office Procedures	3
OR		
CAOT R122	Microsoft Office	3
OR		
CIS R020A	Introduction to Microcomputers	3
AND		
DA R105	First Aid/Personal Safety	3
OR		
HED R101	Health and Society	3
OR		
HED R104	Family & Personal Health	3
	Total Required Units	23

Associate in Arts in History for Transfer

Required Core Courses (6 Units):		Units
HIST R102	History of the United States I	3
HIST R103	History of the United States II	3
List A - Required Additional Courses (6 Units):		
HIST R100A	History of World Civilizations I	3
HIST R100B	History of World Civilizations II	3
List B1 - Select one of the following courses (3 Units):		
HIST R110	History of the Middle East	3
HIST R113	Classical Asia	3
HIST R114	Modern Asia	3
List B2 - Select one of the following courses (3 Units):		
HIST R104	History of California	3
HIST R107	History of Mexicans in the United States	3
HIST R108	African-American History	3
HIST R109	History of Mexico	3
HIST R115	History of the Americas I	3
HIST R116	History of the Americas II	3
HIST R117	History of American Women	3
	Total Required Units	18

Associate in Arts in Kinesiology for Transfer

Required Core Courses (14 Units):		Units
HED R110	Introduction to Kinesiology	3
ANAT R101	General Human Anatomy	4
PHSO R101	Human Physiology	4 (5)
Movement Based Courses: Select a maximum of one course from any three of the following areas for a minimum of three units.		3

Combatives: PE R130, PE R131A, PE R131B, PE R133A, PE R133B, PE R134A
Team Sports: ICA R120, ICA R140, ICA R170, ICA R180
Individual Sports: ICA R110, ICA R160
Fitness: PE R143, PE R148, PE R150
Dance: DANC R102A, DANC R102B, DANC R104A, DANC R104B, DANC R110

List A: Select two courses (minimum 6 units) from the following:		
MATH R105	Introductory Statistics	5
OR		
SOC R125	Introduction to Statistics in Sociology	3
CHEM R104	General, Organic, and Biological Chemistry	5
OR		
CHEM R120	General Chemistry I	5
PHYS R101	College Physics 1	4
OR		
PHYS R131	Physics for Scientists and Engineers 1	5
HED R105	First Aid/Personal Safety	3

Total Required Units	20-24

Associate in Science in Math for Transfer

Required Core Courses		Units
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
MATH R122	Calculus with Analytic Geometry III	5

Select a minimum of two courses from below with at least one course from Group A

Group A - Provides depth of understanding in subject major		
MATH R134	Linear Algebra	3
MATH R143	Differential Equations	3

Group B - Expands application of discipline		
MATH R105	Introductory Statistics	4
PHYS R131	Physics for Scientists and Engineers 1	5

Total Required Units 21-23

Associate in Science in Physics for Transfer

Required Core Physics Courses		Units
PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5
PHYS R133	Physics for Scientists and Engineers 3	5
Required Core Mathematics Courses		
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
MATH R122	Calculus with Analytic Geometry III	5
	Total Required Units	30

Certificate of Achievement in TV, Filmmaking, and Media Arts

Required Courses:		Units
TV R101	Introduction to Digital Film and Video Production	3
TV R102	Introduction to Live Production in Video	3
TV R103	Digital Filmmaking	3
TV R106	Digital Editing	3
TV R110	Introduction to Audio	3
TV/ART R160	Introduction to Digital Photography	3
TV/ART R175	Digital Concepts and Techniques in Art	3
	Total Required Units	21

OXNARD COLLEGE

Revised Programs

Associate in Science in Administrative Assistant
Certificate of Achievement in Administrative Assistant
Associate in Science in Computer Networking/IT
Certificate of Achievement in Computer Networking/IT
Associate in Science in Culinary Arts
Certificate of Achievement in Culinary Arts
Associate in Arts in English for Transfer
Associate in Science in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~
Certificate of Achievement in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~
Associate in Science in Fire Technology
Certificate of Achievement in Fire Technology
Office **Technologies** ~~Occupations Preparation~~ Proficiency Award
Associate in Science in ~~Legal Assisting/~~Paralegal Studies
Certificate of Achievement in ~~Legal Assisting/~~Paralegal Studies
Associate in Science in Restaurant Management
Certificate of Achievement in Restaurant Management
Associate in Arts in **TV, Filmmaking, and Media Arts** ~~Communications – Radio, Motion Picture and Television~~

Associate in Science in Administrative Assistant
Certificate of Achievement in Administrative Assistant

Required Courses:		Units
~~BUS R030~~	~~Concepts in Business Math~~	~~3~~
BUS R104	Business English	3
CAOT R001	**Keyboarding (Alpha and Numeric)**	**1.5**
~~CAOT R001A~~	~~Keyboarding I~~	~~1~~
~~CAOT R001B~~	~~Keyboarding II~~	~~1~~
CAOT R002	Keyboarding Speed and Accuracy	1.5
~~CAOT R003A~~	~~Filing~~	~~1~~
~~CAOT R003B~~	~~Ten-Key Calculators~~	~~1~~
~~CAOT R003C~~	~~Proofreading Skills~~	~~2~~
CAOT R004	**Microsoft Outlook**	**1.5**
CAOT R009	Office Procedures	3
CAOT R123	Microsoft Excel	3
~~CAOT R129~~	~~Microsoft PowerPoint~~	~~3~~
CAOT R130	Microsoft Word	3
~~CIS R021A~~	~~Introduction to Windows Concepts~~	~~1~~
~~CIS R126~~	~~Introduction to the Internet/WWW~~	~~3~~

Required Additional Courses:
Complete a minimum of three units from the following courses:

~~ACCT~~ **BUS** R001	Preparation for Accounting	3
~~ACCT R003~~	~~Computerized Accounting~~	~~3~~
~~ACCT R101~~	~~Principles of Financial Accounting~~	~~3~~
BUS R120	Introduction to Business	3
CAOT R124	Microsoft Access	3
CAOT R129	**Microsoft PowerPoint**	**3**

Total Required Units **19.5** ~~32.5~~

Associate in Science in Computer Networking/IT
Certificate of Achievement in Computer Networking/IT

Required Courses		Units
CNIT R101	**IT Essentials**	**3**
CNIT ~~ENGT~~ R120	Cisco CCNA Computer Networking **I** ~~1 & 2~~	4
CNIT ~~ENGT~~ R121	Cisco CCNA Computer Networking **II** ~~3 & 4~~	4
CNIT ~~ENGT~~ R130	Administer~~ing~~ Microsoft Windows ~~Desktop~~ Operating System	3
CNIT ~~ENGT~~ R142	**CompTIA** A+ ~~Computer~~ Technician and Certification Prep	4
CNIT ~~ENGT~~ R145	CompTIA Security+ Certification Preparation	3
~~ENGT R150~~	~~Introduction to Computer Network Technology~~	~~3~~

Required Additional Courses:
Complete a minimum of 9 units from the following courses:

CAOT R122	Microsoft Office	3
CNIT ~~ENGT~~ R131	Administer~~ing~~ Microsoft Windows Server ~~Administrator~~	3
CNIT ~~ENGT~~ R144	**CompTIA** Network+ **Fundamentals and** Certification Prep	4
COMM R101	**Introduction to Oral Communication**	**3**
COT R190V	Occupational Cooperative Work Experience	1 - 4
or		
COT R191V	**Occupational Cooperative Paid Work Experience**	**1 - 4**
~~ENGT R143~~	~~CompTIA Linux+ Fundamentals & Certificate Preparation~~	~~3~~

Total Required Units 30

Associate in Science in Culinary Arts
Certificate of Achievement in Culinary Arts

Required Courses:		Units
CRM R100	Introduction to **the** Hospitality **Industry**	~~2~~ **3**
CRM R102A	Quantity Food Preparation	7
CRM R102B	Food Preparation Management	4
CRM R102E	**CRM Foods Laboratory**	**2**
CRM R103A	Baking Techniques	6
CRM R104	Sanitation **& Environmental Control**	3
CRM R105	Gourmet **Cooking &** ~~/~~Garde Manger	4
CRM R106	**Nutrition in Food Service**	**3**
CRM R107	Dining Room Service	3.5
~~CRM R109~~	~~Management by Menu~~	~~3~~
	Total Required Units	**35.5** ~~32.5~~

After completion of the following courses, students may apply and earn certification in each respective area awarded by the National Restaurant Association (NRA):
CRM R100; CRM R104; CRM R106; CRM R107

Associate in Arts in English for Transfer

Required Core Courses (4 units):		Units
ENGL R102	Critical Thinking through Composition and Literature	**4** ~~3~~
List A – Required Additional Courses (6 units):		
ENGL R104	English Literature I	3
ENGL R105	English Literature II	3
List B – Two courses (6 Units):		
ENGL R107	American Literature I	3
ENGL R108	American Literature II	3
List C – Select one of the following courses (3 units):		
ENGL R103	Creative Writing	3
OR		
ENGL R111	Shakespeare	3
OR		
ENGL R112	Literature by Women	3
	Total Required Units	**19** ~~18~~

Associate in Science in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~
Certificate of Achievement in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~

Required Courses:		Units
ENVT ~~AC~~ R010	**Introduction to** Air Conditioning & Refrigeration ~~I~~	3
ENVT ~~AC~~ R010L	**Introduction to** Air Conditioning & Refrigeration I Lab	2
ENVT ~~AC~~ R011L	Air Conditioning and Refrigeration II Lab	2
ENVT ~~AC~~ R020	Electrical Systems I	3
ENVT ~~AC~~ R020L	Electrical Systems I Lab	2
ENVT ~~AC~~ R021L	Electrical Systems II Lab	2
ENVT ~~AC~~ R030	Airside Systems	3
ENVT ~~AC~~ R030L	Airside Systems Lab	2
ENVT ~~AC~~ R040	Heating and Control Systems	3
ENVT ~~AC~~ R040L	Heating and Control Systems Lab	2
ENVT R050	**Energy Auditing**	**3**
ENVT R050L	**Energy Auditing Lab**	**2**
	Total Required Units	**29** ~~24~~

Associate in Science in Fire Technology
Certificate of Achievement in Fire Technology

Required Courses:		Units
FT R151	Fire Protection Organizations	3
FT R152	Fire Prevention Technology	3
FT R154	Fire Behavior and Principles of Combustion	3
FT R155	Fire Protection Equipment and Systems	3
FT R158	**Principles of Fire and Emergency Services; Safety and Survival**	**3**
FT R161	Building Construction for Fire Protection	3

Required Additional Courses:		
EMT R169	Emergency Medical Technician	6
~~EMT R153~~	~~Fundamentals of Personal Fire Safety and Emergency Actions~~	~~3~~
~~FT R156~~	~~Fundamentals of Fire Protection~~	~~3~~
FT R167	**Fire Apparatus and Equipment**	**3**

Complete a minimum of one course from the following:		
FT R157	Wildland Fire Control	3
FT R160	Fire Tactics and Strateg**ies**~~y~~	3
~~FT R163*~~	~~Fire Hydraulics~~	~~3~~
FT R164	Fire Company Organization and Management	3
~~FT R167~~	~~Fire Apparatus and Equipment~~	~~3~~
~~FT R168~~	~~Fire Investigation~~	~~3~~

Total Required Units 30

Office **Technologies** ~~Occupations Preparation~~ Proficiency Award

Required Courses:		**Units**
CAOT R001	**Keyboarding (Alpha and Numeric)**	**1.5**
~~CAOT R001A~~	~~Keyboarding I~~	~~1~~
CAOT R002	Keyboarding Speed and Accuracy	1.5
~~CAOT R003A~~	~~Filing~~	~~1~~
~~CAOT R003B~~	~~Ten-Key Calculators~~	~~1~~
~~CAOT R003C~~	~~Proofreading Skills~~	~~2~~
CAOT R004	**Microsoft Outlook**	**1.5**
CAOT R009	Office Procedures	3
CAOT R123	Microsoft Excel	3
CAOT R130	Microsoft Word	3
~~CIS R021A~~	~~Introduction to Windows Concepts~~	~~1~~
	Total Required Units	**13.5** ~~16.5~~

Associate in Science in Paralegal Studies
Certificate of Achievement in Paralegal Studies

Required Courses:		Units
~~BUS R111A~~	~~Business Law I~~	~~3~~
PLS ~~LA~~ R041	Computer Applications for Paralegals	3
PLS ~~LA~~ R101	~~Legal Assisting/~~Paralegal Fundamentals	3
PLS ~~LA~~ R102	Torts ~~for Legal Assistants~~	3
PLS ~~LA~~ R103	Contracts ~~for Legal Assistants~~	3
PLS ~~LA~~ R104	Legal Research and Writing I	3
PLS ~~LA~~ R105	Legal Research and Writing II	3
PLS ~~LA~~ R106	Civil Litigation ~~for Legal Assistants~~	3
PLS ~~LA~~ R108	Evidence	3
	Total Required Units	**24** ~~27~~

Associate in Science in Restaurant Management
Certificate of Achievement in Restaurant Management

Required Courses:		Units
~~CIS R020A~~	~~Introduction to Microcomputers~~	~~2~~
CRM R100	Introduction to **the** Hospitality **Industry**	~~2~~ **3**
~~CRM R102A~~	~~Quantity Food Preparation~~	~~7~~
~~CRM R102B~~	~~Food Preparation Management~~	~~4~~
CRM R104	Sanitation **& Environmental Control**	3
CRM R106	**Nutrition in Food Service**	**3**
~~CRM R108~~	~~Facilities and Equipment~~	~~3~~
CRM R109	**Management by Menu**	**3**
CRM R110	Food & Beverage Cost Control	3
CRM R111	**Food Purchasing and Receiving**	**3.5**
CRM R112	**Food and Beverage Management**	**3**
CRM R113	**Bar and Beverage Management**	**3**
CRM R114	**Supervision in the** Hospitality ~~Supervision~~ **Industry**	3
CRM R115	**Marketing of** Hospitality ~~Marketing~~ **Services**	3
CRM R116	Accounting for the Hospitality Industry	3

Take a minimum of two (2) classes from the following:

CRM R102A	**Quantity Food Preparation**	**7**
CRM R102B	**Food Preparation Management**	**4**
CRM R107	Dining Room Service	3.5
~~CRM R109~~	~~Management by Menu~~	~~3~~
~~CRM R111~~	~~Food Purchasing and Receiving~~	~~3.5~~
~~CRM R112~~	~~Food and Beverage Management~~	~~3~~

Total Required Units ~~36-37~~ **41-44** units

After completion of the following courses, students may apply and earn certification in each respective area awarded by the National Restaurant Association (NRA):
CRM R100; CRM R104; CRM R106; CRM R107; CRM R110; CRM R111; CRM R112; CRM R113; CRM R114; CRM R115; CRM R116

Associate in Arts in **TV, Filmmaking, and Media Arts** ~~Communications – Radio, Motion Picture and Television~~

Required Courses:		Units
~~TV R100~~	~~Electronic Media Studies~~	~~3~~
TV R101	Introduction to Digital Film and Video Production	3
TV R102	**Introduction to Live Production in Video** ~~Digital Video Production Workshop~~	3
TV R103	Digital Filmmaking	3
~~TV R104~~	~~Advanced Digital Video Production Workshop~~	~~3~~
~~TV R105/ ENLG R130~~	~~Fundamentals of Screenwriting~~	~~3~~
TV R106	**Digital Editing**	**3**
TV R110	**Introduction to Audio**	**3**
TV /ART R160	**Introduction to Digital Photography**	**3**
TV/ART R175	**Digital Concepts and Techniques in Art**	**3**

~~Required Additional Courses:~~
~~Complete a minimum of six units from the following:~~

~~ENGL R131*~~	~~Cinema: Literary Views~~	~~3~~
~~OR~~		
~~ENGL R132*~~	~~Cinema: History, Culture~~	~~3~~
~~COMM R101~~	~~Introduction to Oral Communication~~	~~3~~
~~TV R117~~	~~Race, Class, Gender, and Sexuality in Film and Television~~	~~3~~
~~TV R190~~	~~Internship in Digital Video Production~~	~~0.5-6~~
~~TV R198~~	~~Short Courses in Digital Video~~	~~3~~

Total Required Units **21** ~~24~~

VENTURA COLLEGE

New Courses

MATH V13A	Intermediate Algebra: First Half	3 Units
MATH V13B	Intermediate Algebra: Second Half	3 Units

Revised Courses

AES V40B	United States History: Focus on African Americans II	3 Units
HIST V03B	United States History: Focus on African Americans II	3 Units
MATH V21B	Calculus with Analytic Geometry II	5 Units

VENTURA COLLEGE
New Courses

MATH V13A	Intermediate Algebra: First Half	3 Units
Prerequisite:	MATH V01 with grade of C or better or MATH V01E with grade of CR or P or MATH V11B with grade of C or better; or 1 year of high school beginning algebra (Algebra I) with grade of C or better; or placement as measured by the college assessment process.	
Hours:	3 lecture weekly	

This course is the first half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers equations and inequalities, systems of equations using matrices, exponents and radicals, and complex numbers. Students receiving credit in MATH V13A will not receive credit in MATH V03A-V03C.

MATH V13B	Intermediate Algebra: Second Half	3 Units
Prerequisite:	MATH V03C with grade of CR or P or MATH V13A with grade of C or better.	
Hours:	3 lecture weekly	

This course is the second half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers functions and graphs, quadratic equations, conic sections, and exponential and logarithmic functions. Students receiving credit in MATH V13B will not receive credit in MATH V03D-V03E.

Revised Courses

AES V40B	United States History: Focus on African Americans II	3 Units
Hours:	3 lecture weekly	

This course will explore the history of the United States from the Civil War ***and Reconstruction*** to the present. ***It will begin*** with ~~emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analyses of amendments, and other American history topics such as~~ ***the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments,*** industrialization, Jim Crow laws, ***the*** Populist ~~party~~***Party, the*** Spanish American ~~war~~ ***War,*** and ~~all other~~ ***subsequent*** American wars~~ will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be placed upon contributions,~~ . ***It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant*** institutions, trends, concepts, movements***,*** and problems~~ relevant to the country in general and to African Americans in particular~~. A balanced focus will be placed on social, political, economic***,*** and intellectual considerations.

Field trips may be required. Formerly AES 40B. Same as HIST V03B. Transfer credit: CSU; UC; credit limitations – see counselor.

Revised Courses – continued

HIST V03B — United States History: Focus on African Americans II — 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from the Civil War ***and Reconstruction*** to the present. ***It will begin*** with ~~emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analyses of amendments, and other American history topics such as~~ ***the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments,*** industrialization, Jim Crow laws, ***the*** Populist ~~party~~***Party, the*** Spanish American ~~war~~ ***War,*** and ~~all other~~ ***subsequent*** American wars~~ will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be placed upon contributions, ~~. ***It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant*** institutions, trends, concepts, movements***,*** and problems~~ relevant to the country in general and to African Americans in particular~~. A balanced focus will be placed on social, political, economic***,*** and intellectual considerations.

Field trips may be required. Formerly Hist 3B. Same as AES V40B. Transfer credit: CSU; UC; credit limitations – see counselor.

MATH V21B — Calculus with Analytic Geometry II — 5 Units

Hours: 5 lecture weekly

~~Topics covered in this course will include: review of differentiation and integration of logarithmic and exponential functions; infinite series; techniques of integration; and, polar and parametric representations and improper integrals. There will be applications to conic sections~~ ***This course continues the coverage of the elements of calculus that was begun in MATH V21A. It includes applications and techniques of integration (including improper integrals), parametric and polar representations of plane curves, sequences and series, and an introduction to vectors. The course will also introduce applications to conic sections,*** and a variety of topics from other disciplines.

Formerly Math 21B. Transfer credit: CSU; UC: credit limitations – see counselor.
C-ID: Math 900S [MATH V21A + MATH V21B].

VENTURA COLLEGE

New Degrees/Programs

Associate in Science Degree/Certificate of Achievement in Medical Assistant – Multi-skilled

Revised Degrees/Programs

Associate in Science Degree/Certificate of Achievement in Medical Assistant – ***Administrative***
Associate in Science Degree/Certificate of Achievement in Supervision

Deleted Degrees/Programs

Associate in Science Degree/Certificate of Achievement in Business General

New Courses

ANTH V05	Linguistic Anthropology: Culture and Communication	3 units

Revised Courses

AES V02B	United States History: Focus on Native Americans I	3 units
HIST V05B	United States History: Focus on Native Americans I	3 units

Associate in Science Degree
Certificate of Achievement

MEDICAL ASSISTANT – MULTI-SKILLED

REQUIRED COURSES:

		Units
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V97	Multi-Skilled Medical Assistant	16
		22

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V25, V27B, V29, V44, V45. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

Associate in Science Degree
Certificate of Achievement

MEDICAL ASSISTANT - ***Administrative***

REQUIRED COURSES:		Units
BUS V25	***Medical Coding***	***3***
BUS V26	***Electronic Health Records***	***3***
BUS V27A	Beginning Medical Terminology	3
~~BUS V27B~~	~~Advanced Medical Terminology~~	~~3~~
BUS V28A	***Medical Office Procedures: Front Office***	***3***
BUS V29	Medical Insurance	3
~~BUS V44/SUP V81~~	~~Business English~~	~~3~~

REQUIRED ADDITIONAL COURSES:
Select one (1) of the following courses:

~~BUS V06~~	~~Business Mathematics~~	~~3~~
~~BUS V17~~	~~Computer Applications~~	~~3~~
BUS V44/SUP V81	***Business English***	***3***
BUS V45	***Business Communications***	***3***

~~Select one (1) of the following courses:~~

~~BUS V12~~	~~Intermediate Keyboarding~~	~~1~~
~~*BIS V44A~~	~~Microsoft Word 1~~	~~2~~

~~Select one (1) of the following courses:~~

~~BUS V28A~~	~~Medical Office Procedures: Front Office~~	~~3~~
~~BUS V28B~~	~~Medical Office Procedures: Back Office~~	~~3~~

~~19-20~~ ***18***

~~*Course deleted as of Fall 2012. See a counselor for more information.~~

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ANAT V01~~; ANPH V01~~; ***BIOL V12***; BUS V03, ***BUS V17***, ***BUS V27B***, ~~BUS V45~~; ~~MICR V01~~; PSY V01. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

Associate in Science Degree
Certificate of Achievement

SUPERVISION

REQUIRED COURSES:		Units
~~SUP V90~~	~~Elements of Supervision~~	~~3~~
SUP V93/BUS V32	Human Resource Management	3
SUP V94/BUS V31	Organization and Management	3
SUP V96~~9~~2/BUS V40	***Organizational Behavior***	***3***

REQUIRED ADDITIONAL COURSES:
Select nine (9) units from the following courses:

BUS V17	***Computer Applications***	***3***
BUS V34	Exercise in Management Decision Making	3
BUS V45	Business Communications	3
SUP V81/BUS V44	Business English	3
~~SUP V96/BUS V40~~	~~Organizational Behavior~~	~~3~~
		18

See a counselor for more information
~~Recommended course: BUS V06~~

Recommended course: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking the following course: BUS V06. Although this supplemental course may be of value to the student, please note that it does NOT satisfy the requirements for this degree.

New Courses

ANTH V05	Linguistic Anthropology: Culture and Communication	3 Units
Recommended Preparation:	ANTH V02	
Hours:	3 lecture weekly	

This course introduces the socio-cultural perspective in linguistic anthropology. Students will be provided with an overview of the relationship between language and culture, including the basic structure of language, human interaction using verbal language and non-verbal cues, how language reflects and shapes thought, the expression of social status and identity, and the construction of social relationships. The course also exposes students to anthropological theories of language origin, variation in language, language change, and language endangerment.

Transfer credit: CSU.

Revised Courses

AES V02B	United States History: Focus on Native Americans II	3 Units
Hours:	3 lecture weekly	

This course presents a survey and analysis of United States history from the Civil War to the present***,*** with ~~emphasis~~ ***emphases*** on the role and ~~participation~~ ***history*** of Native American ~~Indian~~ ***~~peoples~~ Indians, changing United States Indian policy, and the interactions between divergent cultures***. The course emphasizes basic American social, political, economic, and intellectual concepts and developments of the country in general***,*** and the impact of/on Native American Indian peoples in particular. ***It requires students to analyze a variety of materials, think critically, and write thesis-based essays and/or research papers.***

Field trips may be required. Formerly AES 2B. Same as HIST V05B. Transfer credit: CSU; UC; credit limitations – see counselor.

HIST V05B	United States History: Focus on Native Americans II	3 Units
Hours:	3 lecture weekly	

This course presents a survey and analysis of United States history from the Civil War to the present***,*** with ~~emphasis~~ ***emphases*** on the role and ~~participation~~ ***history*** of Native American ~~Indian peoples~~ ***Indians, changing United States Indian policy, and the interactions between divergent cultures***. The course emphasizes basic American social, political, economic, and intellectual concepts and developments of the country in general***,*** and the impact of/on Native American Indian peoples in particular. ***It requires students to analyze a variety of materials, think critically, and write thesis-based essays and/or research papers.***

Field trips may be required. Formerly Hist 5B. Same as AES V02B. Transfer credit: CSU; UC; credit limitations – see counselor.

Memo

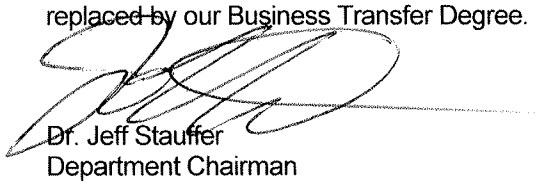
To: Curriculum Committee

From: Jeff Stauffer, Business Department Chair

Date: 09-17-12

Re: Deletion of the Business General Degree

The Business Department would like to delete the Business General Degree. This degree was replaced by our Business Transfer Degree.



Dr. Jeff Stauffer
Department Chairman
Business Department

Ventura College - Curriculum Committee

Agenda

Campus Center Conference Room
October 16, 2012

APPROVAL OF MINUTES: October 2, 2012

SECTION ONE:
REQUIRING COMMITTEE ACTION

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial); D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading

- **AS/COA Business General (Delete)**
- **AS/COA Medical Assistant - Multi-Skilled (New)**
- **AS/COA Medical Assistant – Administrative (Revised)**

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New

- **ANTH V05**

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial); D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

- **AES V02B (same-as HIST V05B) (D)**
- **HIST V05B (same-as AES V02B) (D)**

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

- **ANTH V05 (PR)**

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

- **AS/COA Supervision (Revised)**
- **COA Administrative Assistant (New)**
- **COA State Smog Licensed Technician Preparation (New)**

7. Noncredit Courses

8. Study Abroad/International Education

SECTION TWO: COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

B. Technical Revisions (Nonsubstantial Changes in Catalog)

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

- **ANTH V03 (D)**
- **Approval for Deletion of Repeatability per Title 5 Regulations for Experimental, Directed Studies and Internship courses (88s, 89s, 90s, 95s, 96s)**

C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.

CC=Course Content (substantial); LC=Lab Content (substantial); CO=Course Objectives (substantial)

- **AES V02B (same-as HIST V05B) (CC; CO)**
- **HIST V05B (same as AES V02B) (CC; CO)**

D. Course Review/Update (No catalog changes)

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

- **ANTH V03 (RP)**

F. Distance Education (Revision/Update – No catalog changes.)

- **ANTH V03**

G. Degrees, Certificates and Awards (Nonsubstantial)

SECTION THREE: DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion

A. Lec-Lab Courses Revision (Information) – L. Resendiz/N. Duangpun
B. CurricUNET compatibility issues with word processing software (Information) – M. Bowen/G. Arevalo
C. Title 5 Regulations – Units/Hours (Information) – G. Arevalo
D. Family Development Process (Information) – G. Arevalo
E. Update on C-ID and Transfer Degrees (Information) – G. Arevalo
F. CSU-Degrees Search (Information) – G. Arevalo

NEXT MEETING
October 30, 2012 - 3:00 p.m.
Campus Center Conference Room

Ventura College - Curriculum Committee

Minutes

Campus Center Conference Room
October 16, 2012

MEMBERS PRESENT: H. Dalton, D. Newcomb, N. Fredrickson, R. Koerner, A. Bittl, K. Peinado, M. Bowen, A. Kolesnik, R. Chaparro, A. Gonzales, G. Arevalo

NON-VOTING MEMBERS PRESENT: R. Sanchez, S. Bricker, L. Resendiz, N. Duangpun

GUESTS: Andy Cawelti, Gigi Fiumerodo, Kathleen Schrader, Alan Walker

MEETING OPENED AT 3:00 P.M. by R. Sanchez

APPROVAL OF MINUTES: October 2, 2012: R. Sanchez called for a motion to approve the minutes. K. Peinado moved to accept, D. Newcomb seconded, and the motion carried unanimously.

SECTION ONE:
REQUIRING COMMITTEE ACTION

I. Curricular Proposals for Approval

A. Credit Courses: Second Reading

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial); D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading

- **AS/COA Business General (Delete)**

-APPROVED for second reading

- **A motion to approve was made by M. Bowen and seconded by H. Dalton.**

- **AS/COA Medical Assistant - Multi-Skilled (New)**

-APPROVED for second reading

- **A motion to approve was made by A. Bittl and seconded by H. Dalton.**

- **AS/COA Medical Assistant – Administrative (Revised)**

-APPROVED for second reading with a minor correction that the original total units should be 19-20, rather than 24

- **A motion to approve was made by M. Bowen and seconded by A. Bittl.**

7. Noncredit Courses

8. Study Abroad/International Education

B. Credit Courses: First Reading

1. New

- **ANTH V05 Culture and Communication 3 units**

-Course is being proposed for inclusion in the Anthropology transfer degree.
-It was recommended to include the word “Linguistics” in the title.
-Gigi Fiumerodo will make the change to the title and bring it back to second reading.
-APPROVED for first reading

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial); D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

- **AES V02B (same-as HIST V05B) (D)**
- **HIST V05B (same-as AES V02B) (D)**

-APPROVED for first reading

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

- **ANTH V05 (PR)**

-Gigi Fiumerodo will change the proposed Prerequisite to Recommended Preparation and bring it back to second reading.
-APPROVED for first reading

4. 88s and 89s

5. Distance Education (new)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading

- **AS/COA Supervision (Revised)**

-APPROVED for first reading

- **COA Administrative Assistant (New)**

-The Committee asked to present Market Labor Analysis and Advisory Committee minutes at the next meeting.
-BUS V07A needs to be revised as it is a lec-lab course.
-APPROVED for first reading

- **COA State Smog Licensed Technician Preparation (New)**

-The Committee asked to have Advisory Committee Meeting minutes for the proposal.
-AUTO V32 needs to be revised as it is a lec-lab course.
-AUTO V49 is a new course which is awaiting approval.
-APPROVED for first reading

7. Noncredit Courses

8. Study Abroad/International Education

SECTION TWO:
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA

II. Curricular Activity: Technical Action

A. Delete (Remove from catalog)

B. Technical Revisions (Nonsubstantial Changes in Catalog)

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

- **ANTH V03 (D)**
- **Approval for Deletion of Repeatability per Title 5 Regulations for Experimental, Directed Studies and Internship courses (88s, 89s, 90s, 95s, 96s)**

-APPROVED for Fall 2013

C. Technical Revision (Articulation Purposes) – Does not require DTRW-I or Board approval.

CC=Course Content (substantial); LC=Lab Content (substantial); CO=Course Objectives (substantial)

- **AES V02B (same-as HIST V05B) (CC; CO)**
- **HIST V05B (same as AES V02B) (CC; CO)**

-APPROVED for Fall 2013

D. Course Review/Update (No catalog changes)

E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review

- **ANTH V03 (RP)**

-APPROVED for Fall 2013

F. Distance Education (Revision/Update – No catalog changes.)

- **ANTH V03**

-APPROVED for Fall 2013

G. Degrees, Certificates and Awards (Nonsubstantial)

SECTION THREE:
DISCUSSION (CONSENT and/or ACTION)

III. Action/Information/Discussion

A. Lec-Lab Courses Revision (Information) – L. Resendiz/N. Duangpun
List of lec-lab courses were provided to faculty as a reference. The deadline to submit the revised lec-lab courses is November 15, 2012. The changes made to the COR should only pertain to lecture and lab components (i.e. units/hours, course content, lab content, outside assignments, and repeatability).

B. CurricUNET compatibility issues with word processing software (Information) – M. Bowen/G. Arevalo
Software programs such as MS Word, Power Point, and Word Perfect have complex formatting that CurricUNET is not designed to handle. The best way to insert wording to an area (i.e. course objectives, course content, laboratory content, etc.) is to either type in directly or cut/copy and paste from a simple program such as a Notepad. Nan will email Deans and Department Chairs/Coordinators this information.

C. Title 5 Regulations – Units/Hours (Information) – G. Arevalo

Gloria explained the relationship of units and hours designated to lecture and laboratory components. According to Title 5 Regulations, Section 55002.5, it is permissible to adjust the number of contact hours in proportion that the increments are less than one half units. Ramiro stated that with this, there may be complications to Banner.

D. Family Development Process (Information) – G. Arevalo

Gloria stated that we should document on how we develop a family as to build a valid foundation. The instruction on how to submit a family was revised and was distributed to all faculty. Faculty are encouraged to use it as a template and should include any supporting documents with the submission. She further explained about the basis of constructing a family. The emphasis should be to create experiences for students due to removal of repeatability. Ramiro also pointed out that each discipline should talk and consult with their counter parts at our sister colleges to align the families across the District.

E. Update on C-ID and Transfer Degrees (Information) – G. Arevalo

Gloria handed out a document on Discipline Input Group Meeting ("DIGs") for new TMC development, asking faculty to attend the discussion group that is pertinent to their disciplines in development of new TMCs and C-ID course descriptors to support transfer degrees. These are the group of majors that Ventura College may transfer students to CSUs.

The Philosophy & General Education Sub-Committee group will meet once a semester. Originally, the proposed meeting time was November 6, 2012 at 3 p.m. The members proposed a new meeting time to November 13, 2012 from 1 p.m. - 3 p.m. Gloria will confirm with Mark Pauley on the new meeting date and time.

F. CSU-Degrees Search (Information) – G. Arevalo

This item was tabled to the next meeting.

MEETING ADJOURNED AT 4:50 P.M.

NEXT MEETING
October 30, 2012 - 3:00 p.m.
Campus Center Conference Room

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	24. Consent Calendar: Student Learning
Subject	24.06 VENTURA COLLEGE NEW/REVISED/DELETED PROGRAMS AND NEW AND REVISED COURSES FOR APPROVAL: This item presents for approval new/revised/deleted programs and new and revised courses at Ventiura College.
Access	Public
Type	Action (Consent)
Preferred Date	Dec 12, 2012
Absolute Date	Dec 12, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The new/revised/deleted programs and new and revised courses have been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup and DCAA. The new/revised/deleted programs and new and revised courses meet the standards and requirements established by Title 5, the campus Curriculum Committee, and have been reviewed by the District Technical Review Workgroup and DCAA. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses
President			X	Reviewed and recommend
Executive Vice President			X	Reviewed and recommend
Dean			X	Reviewed and recommend
Academic Senate President		X		Reviewed and recommend
Legal Counsel	X			

111312 BOT Submission-VC.pdf (24 KB) 121112 BOT Submission-VC.pdf (27 KB)

DeletionMemo_AS-COA Business-general.pdf (20 KB) cc_Agenda_12_10_16.pdf (31 KB)

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	25. Informational Items
Subject	25.01 There are no items.
Access	Public
Type	

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	26. Reports
Subject	26.01 Academic Senates
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	26. Reports
Subject	26.01 Academic Senates
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	26. Reports
Subject	26.03 Legislative Meeting December 6, 2012 Report.
Access	Public
Type	Report

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	26. Reports
Subject	26.04 Planning, Accreditation, and Communication Meeting December 6, 2012 Report.
Access	Public
Type	

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	26. Reports
Subject	26.05 Chancellor
Access	Public
Type	Report

Public Content

Administrative Content

Agenda Item Details

Meeting	Dec 11, 2012 - Board of Trustees Annual Organizational Meeting
Category	27. Adjournment
Subject	27.01 Chair will adjourn the meeting.
Access	Public
Type	

Public Content

Administrative Content