

Ventura County Community College District

District Consultation Council

Multi-Purpose Room
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

May 2, 2008 - 8:30 a.m.

- Present:** Karen Burgess, Robin Calote, Eva Conrad, P. Scott Corbett, Clare Geisen, Sue Johnson, Lyn MacConnaire (for Richard Durán), James Meznec, Patricia Parham, Donna Santschi, Kathryn Schoenrock, John Wagner, Monica Zavala
- Absent:** Richard Durán, Margaret Tennant, SEIU Representative, Moorpark, Oxnard, and Ventura Student Government Representatives
- Guests:** none
- Recorder:** Lynn-Marie Glaze

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Board Agenda Review – May 13, 2008	<p>The May 13 Board agenda was reviewed. The following items were discussed:</p> <p>The meeting will begin at 6:00 pm, as the closed session calendar is light. There will be a small reception for the outgoing Student Trustee.</p> <p><u>Reports</u> There will be a few additional Chancellor's reports. Dr. Durán will present the results of a survey of student engagement on behalf of the three campuses. Sue Johnson will provide a budget update, and James Meznec will be talking about upcoming political changes and local representatives. Patricia Parham and Connie Jenkins will report on their NY conference, and Eileen Welser will report on her attendance at the ASG conference in Boston.</p> <p>There will be acknowledgments made to the Academic</p>	<p>Add reports to agenda: P Parham/C Jenkins E Welser</p>	Immediately	E Welser

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	<p>Senate Presidents, with special mention made of the contributions of outgoing Ventura College Senate President Kathryn Schoenrock.</p> <p>The Trustees are expected to report on their respective subcommittee meetings.</p> <p><u>Consent Calendar</u> Human Resources: There will be additional items from Robin Calote to reflect changes in open positions.</p> <p>Business Services: Several annual contracts are presented for approval, which Sue Johnson would prefer to have approved at the May meeting rather than June to allow adequate time for processing.</p> <p>Student Learning: There are no changes to the items. In response to his question, Dr. Meznek was assured that the change in fee policy had been reviewed by the District Council on Student Learning.</p> <p>Dr. Meznek commented on the agenda review process. Next month the Board will see a BoardDocs presentation. This is an online system of posting agenda items, which can then be reviewed online prior to the meeting. The Board is somewhat resistant to change so they will continue to be provided hard copies of the agenda. Campus personnel will be able to review the agenda and respond online. The importance of this system will become clear as further details are revealed. The savings of staff time and paper resources will be an offsetting factor to the program expense.</p> <p><u>Action Items</u> Ramiro Sanchez will give a brief study report regarding</p>			

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	<p>Item A-2: Approval of the 2008-2010 Ventura County Plan for Career and Technical Education Course Sequencing.</p>			
<p>Strategic Plan</p>	<p>The District needs a Master Plan, which will then drive the campus strategic plans. This plan is also needed to comply with accreditation requirements. The district plan is more general, then the procedures are more tightly drawn for campus applications.</p> <p>Eva Conrad commented that the WASC accreditation visits have recommended this twice already, and it will become an issue if it is left undone at the next accreditation visit.</p> <p>The drafting of the Master Plan has been in process since 2005. The document will contain an overall district master plan, strategic plans for the three campuses, and an academic/educational plan. Other plans will include a facilities plan, a technology plan, a budgeting plan (to be multi-cycle), and a human resources plan. This draft has been designed to encourage thinking further down the line, and the district will need to show that this is a self-correcting process. This document will ultimately be the responsibility of the Vice Chancellor of Operational Planning and Development.</p> <p>The Master Plan is constructed to be an educational tool. The document can be modified as requested as long as the process keeps moving.</p> <p>Dr. Meznek plans to work with Board in the early fall for further strategic planning, and he would like them to have this document as a guide. District goals have been traditionally set in winter, which is halfway through the academic year. It is hoped that the goals</p>			

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	<p>will be set much sooner this year to be effective for the academic year.</p> <p>There are plans for a Board retreat during the summer, and Dr. Meznik has started the planning process with the Board. The challenge will be to find a time when all of the Board members are available.</p> <p>For WASC accreditation ratings, the District will need to move from "awareness" (the lowest level) to actual sustainable continuous quality improvement.</p> <p>Environmental scans will be conducted and become part of the Master Plan.</p> <p>The data provided for county and city up is the best that we can get at this time until the Vice Chancellor of Organizational Planning and Development can take over the Master Plan. In addition, we will need to add narrative to the budget information and add updated graphics.</p> <p>Timeline: The first edition of the Master Plan is targeted for Fall 2008.</p> <p>Dr. Meznik requested that Council members review the document thus far and return feedback to James Meznik for review prior to next Consultation Council meeting May 23.</p>	<p>Lynn-Marie Glaze will distribute a PDF version of the full document to Council members for online review.</p>		
<p>Individual updates</p>	<p>Eva Conrad: everything is good at Moorpark.</p> <p>Robin Calote: There is a scholarship dinner tonight for Ventura College</p> <p>Monica Zavala: Oxnard College is finishing the</p>			

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	<p>semester, will have a recognition ceremony and introduce new Senate officers</p> <p>Donna Santschi: They are in preparation for the Moorpark College graduation</p> <p>Lyn Macconaire: The Oxnard College scholarship awards ceremony was last Sunday. They had a student's parent and family from Mexico attend, which was moving.</p> <p>Kathryn Schoenrock: She is looking forward to moving on</p> <p>Scott Corbett: The Senate election process is now complete with new officers, Scott will remain with Robert Cabral.</p> <p>John Wagner: This is an exciting time as he is implementing an insurance plan for part time faculty. John gave thanks so Sue Johnson and Patricia Parham for their assistance in this project.</p>			
<p>Next Meeting:</p>	<p>Friday, May 23, 2008 District Administrative Center - Multipurpose Room</p>			