



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

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

In attendance:

James Meznec, Chancellor
Richard Duran, Oxnard College President
Pam Eddinger, Moorpark College President
Sue Johnson, Vice Chancellor, Business and Administrative Services
Patricia Parham, Vice Chancellor, Human Resources
Dave Fuhrmann, Assistant Vice Chancellor, Information Technology
Erika Endrijonas, Executive Vice President
Ramiro Sanchez, Executive Vice President
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Lori Bennett, Dean
Terry Cobos, Director
Will Deits, Director
Sharon Dwyer, Project Manager
Karen Engleson, Dean
Patricia Ewins, Dean
Clare Geisen, Director
Carmen Guerrero, Dean
Tim Harrison, Dean
Cynthia Herrera, Director
Kim Hoffmans, Dean
Gwen Huddleston-Lewis, Dean
Victoria Lugo, Dean
Mary Anne McNeil, Director
Darlene Melby, College Business Manager
Lisa Miller, Dean

Inajane Nicklas, Dean
Marjorie Price, Dean
Rick Shaw, Director
John Sinutko, Director
Gail Warner, Director
Jay Wysard, Director
Robert Cabral, Oxnard College Academic Senate President
Riley Dwyer, Moorpark College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Peder Nielsen, Ventura College Classified Senate President
Karla Banks, Oxnard College Classified Senate President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
Les Dickey, Measure S
Handel Evans, Measure S
Steve Hall, AFT President
Patti Blair, Executive Assistant, Recorder
James Meznick, Chancellor

1. Call to Order

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

2. Public Comments Regarding Closed Session Agenda Items

There were no public comments.

3. Recess to Closed Session

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

Chair Blum adjourned to Closed Session.

4. Open Session 5:45 p.m.

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

5. Closed Session Report

There was no Closed Session report.

6. Pledge to the Flag

Riley Dwyer led the pledge to the flag.

7. Public Comments

Public comments were provided by Steve Hall.

8. Acknowledgement of Guests and Special Recognitions

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

9. Changes to Agenda.

Chair Blum reported the following changes to the agenda:

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

10. Chancellor's Recommendations of Board of Trustees Agenda

Report: 10.01 CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the meeting agenda of June 26, 2011, have been reviewed within the District's Consultation Council without constituent objection and are hereby presented to the Trustees for action.

11. HUMAN RESOURCES

Action: 11.01 REVISED: ACTION TO APPROVE EMPLOYMENT AGREEMENT - CHANCELLOR. This item presents for approval the Employment Agreement - Chancellor. The Board of Trustees approve the Employment Agreement - Chancellor, as set forth below. Motion by Trustee Larry Miller, second by Vice Chair Arturo Hernandez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action: 11.02 REVISED: ACTION TO APPROVE COMPENSATION FOR INTERIM CHANCELLOR: This item presents for approval payment for Interim Chancellor responsibilities. The Board of Trustees approve payment for Interim Chancellor responsibilities. Motion by Trustee Dianne McKay, second by Trustee Larry Miller. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

12. Chancellor's Office

Action: 12.01 ACTION TO ADOPT RESOLUTION. This item presents adoption of a Resolution of the Ventura County Community College District Pertaining to the Procedure for Determining Tie Votes in a Governing Board Trustee Election. The Chancellor recommends the Board of Trustees adopt a Resolution Pertaining to the Procedure for Determining Tie Votes in a Governing Board Trustee Election. Motion was made to determine tie vote by lot. Motion by Trustee Dianne McKay, second by Trustee Larry Miller. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

13. Review of Agenda

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

14. Board Meeting Calendar

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

15. Board Committees 2013

Discussion: 15.01 Board of Trustees Committee Responsibilities

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

Discussion: 15.02 Board of Trustees 2013 Committee Meeting Calendar

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

16. Board Professional Development

Discussion: 16.01 Board Professional Development 2012/2013

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

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

17. Board Self Evaluation

Discussion: 17.01 Summary of Board of Trustees Monthly Meeting Assessments

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

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

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

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

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

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

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

18. Accreditation

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

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

Discussion: 18.02 District Council on Accreditation and Planning Update

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

19. Progress in Meeting Board Goals and Objectives

Discussion: 19.01 Citizens Advisory Body Survey

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

Report: 19.02 Board Goals and Objectives Implementation Report

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

Report: 19.03 Institutional Effectiveness Reporting

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

20. District Planning

Information: 20.01 Review of District Mission

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

Discussion: 20.02 Integrated Planning

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

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

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

21. Adjournment

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



Book VCCCD Board Policy Manual
Section Chapter 2 Board of Trustees
Title BP 2745 BOARD SELF-EVALUATION
Number BP 2745
Status Active
Legal Accreditation Standard IV.B.1.e & q
Adopted November 8, 2005
Last Reviewed August 14, 2012

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

To that end, the Chancellor shall establish a procedure.

See Administrative Procedure 2745.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2745 BOARD SELF-EVALUATION
Number	AP 2745
Status	Active
Legal	<u>Accreditation Standard IV.B.1.e & g</u>
Adopted	May 10, 2011
Last Reviewed	August 14, 2012

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

Monthly Meeting Assessments

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

Annual Board Self-Evaluation

- A Board Self-Evaluation will be distributed annually, in May, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete the provided Board Self-Evaluation and submit it electronically one month prior to the Board's Annual Planning Session in June.
- To provide constituent feedback to the Board, a Board Evaluation will be distributed annually, in May, to Consultation Council members in electronic format by the Chancellor's Office.
- Consultation Council members will be given an opportunity to complete the Board Evaluation and submit it electronically one month prior to the Board's Annual Planning Session in June.

- The Director of Administrative Relations will compile survey results into a Board Evaluation Summary Report by listing the distribution of responses given for each question and providing a list of all comments.
- Survey results will then be reviewed and discussed at the Board's Annual Planning Session in June. Results, progress, and corrective actions in meeting previously-established Board annual performance goals will be evaluated and reported. New or updated Board development goals for strengthening performance will then be determined based on results in meeting previously-established Board performance goals and placed on a future Board meeting agenda for review and action.
- All forms and documentation associated with the Board Self-Evaluation process will be maintained in the Chancellor's Office.