

**Ventura County Community College District  
Consultation Council Notes  
 February 3, 2012  
 8:30 a.m.**

**Present:** Robin Calote, Iris Ingram, Steve Hall, Riley Dwyer, Peter Sezzi, Robert Cabral, Karen Bulger, Laura Brower, Clare Geisen, Patricia Parham, Carlos Gonzales, Tony Tovar, Sue Johnson, Richard Duran, Conni Owens, Maureen Rauchfuss, Peder Nielsen  
**Chair:** James Meznec, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Pam Eddinger, Dan Casey, Handel Evans

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznec reviewed the February 14, 2012 Board of Trustees meeting.	N/A	N/A	James Meznec
Board Agenda	The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., open session at 6:00 p.m.  There was no constituent objection.	N/A	N/A	James Meznec
Chancellor's Report	Dr. Meznec discussed the process to rewrite the District's delineation of functions document and revise the <i>Participatory Governance Handbook</i> . Consultation Council will meet twice monthly: once for Board agenda review and once for governance review work. Dr. Meznec distributed the current version of the <i>Participatory Governance Handbook</i> . Consultation Council will review the document and work on updates related to the various college participatory groups and then work on the District participatory governance groups and Board's role.  Dr. Meznec also commented on various campus groups working with special, narrowly defined interest groups to achieve employment, program, and course outcomes outside of the District's governance and decision-making structures. This practice lacks integrity and defeats our governance and communications process as well as undermines Board policies and procedures.	N/A	N/A	James Meznec

D3-07 Consultation Council Meeting Notes, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12; Chancellor's Email to District Council on Accreditation and Planning (DCAP) members regarding membership, 06.04.12; Participatory Governance Handbook – Definition of DCAP (p. 18), 05.22.12

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Business Services	Ms. Johnson discussed a funding model that will be presented to the Board with the budget.	N/A	N/A	Sue Johnson
Human Resources	Ms. Parham provided no report.	N/A	N/A	Patricia Parham
Capital Planning	There was no report.	N/A	N/A	Handel Evans
Administrative Relations	Ms. Geisen distributed the <i>Student Election Standard Operating Practices for Associated Students Positions and Student Trustee Position Summary of Changes for 2012</i> and discussed the current process.	N/A	N/A	Clare Geisen
Classified Confidential	Classified Confidentials will be meeting to discuss budget impacts.	N/A	N/A	Laura Brower
Moorpark College Academic Senate	Ms. Dwyer commented on the Moorpark College governance handbook, program discontinuance, program evaluation and plan.	N/A	N/A	Riley Dwyer
Oxnard College Academic Senate	Mr. Cabral commented on campus participatory governance committees meeting regularly to discuss program review, program discontinuance and integrate program discontinuance process. Chair Blum attended a senate meeting and discussed Board goals.	N/A	N/A	Robert Cabral
Ventura College Academic Senate	Mr. Sezzi commented that the Ventura College Academic Senate met and had no action items and spent the meeting discussing budget, grade distribution, and Board goals. There will be an open forum on campus today. College Planning Council is working on improving institutional effectiveness and eliminating obstacles in student success through data-driven decisions.	TBD	TBD	Peter Sezzi
DAC Classified Representative	Ms. Bulger indicated Human Resources is busy with current faculty recruitments.	N/A	N/A	Karen Bulger
Moorpark College Classified Senate	Ms. Rauchfuss discussed the classified senate meeting, classified scholarships, St. Patrick's potluck, <i>Classified Leadership Institute</i> on June 14-16, 2012, supporting the Moorpark College Athletics cancer awareness fundraiser.	N/A	N/A	Maureen Rauchfuss
Oxnard College Classified Senate	Ms. Owens commented on fundraisers, graduation, <i>Get Moovin'</i> training, foundation scholarships, and the purchase of a grand	N/A	N/A	Connie Owens

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	piano for the Performing Arts Center.			
Ventura College Classified Senate	Mr. Nielsen commented on the state classified senate retreat and cancer awareness fundraisers through the basketball programs.	N/A	N/A	Peder Nielsen
Oxnard College President	Dr. Duran commented on John al-Amin's departure. Dr. Tom Kimberling will be working as interim Oxnard College Vice President, Business Services. Ms. Johnson will also spend time on campus. Faculty recruitment is ongoing. LRC should be completed by late May and a dedication is tentatively scheduled in early May. The Veteran's Center opening is scheduled February 14, 2012.	N/A	N/A	Richard Duran
Moorpark College President	Ms. Ingram discussed the Health Sciences building opening.	N/A	N/A	Iris Ingram
Ventura College President	Open campus forum today to discuss budget, focused group discussions regarding college reorganization and accreditation.	N/A	N/A	Robin Calote
AFT	Dr. Hall discussed support of the "Millionaire's Tax." The unemployment rate is 8.3% and indicated there seems to be a positive economic outlook.	N/A	N/A	Steve Hall
SEIU	There was no report.	N/A	N/A	Dan Casey
Student Representative	<p>Carlos Gonzales discussed 1522 and will work with other campuses to acquire as many signatures as possible to be placed on the next ballot. Working on creating a ASG Candidates Forum tentatively scheduled in March. A <i>Cinco de Mayo</i> is event being planned.</p> <p>Tony Tovar discussed work on 1522, student elections, and ASG offices.</p>	N/A	N/A	Tony Tovar
Future Meetings	<p><b>Future Meetings</b></p> <p>February 22 <i>Governance Review</i></p> <p>March 2 <i>Agenda Review</i></p> <p>March 9 <i>Governance Review</i></p> <p>March 30 <i>Agenda Review</i></p> <p>April 6 <i>Governance Review</i></p> <p>April 27 <i>Agenda Review</i></p> <p>May 4 <i>Governance Review</i></p>			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

**Ventura County Community College District**  
**Consultation Council Notes**  
**February 22, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Patricia Parham, Riley Dwyer, Peter Sezzi, Peder Nielsen, Connie Owens, Maureen Rauchfuss, Karen Bulger, and Steve Hall  
**Chair:** James Meznec  
**Recorder:** Patti Blair

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	<p>Chancellor Meznec opened the meeting and discussed the importance of Consultation Council within the District governance structure. Dr. Meznec distributed comments regarding accreditation made by Dr. Steve Hall at the Board of Trustees February 22, 2012 meeting. Dr. Meznec concurred with the statement and hoped that it would guide the work of the consultation council as the District addresses the remaining accreditation recommendations. The Chancellor further noted Dr. Hall's comments aligned with those made by Chair Blum during the February 22, 2012 Board meeting.</p> <p>Mr. Sezzi requested that activities pertaining to accreditation be iterative so that it can be shared with District senates as work is completed. The Chancellor agreed and other adjustments in communication will be necessary.</p>	N/A	N/A	James Meznec
<b>Review of Consultation Council Consultation Council Charge</b>	<p>Consultation Council reviewed pages 17-18 of the <i>Participatory Governance Handbook</i>. An extended discussion took place relative to the groups' charge. It was agreed that the following activities should remain charges of Consultation Council, with some changes as noted:</p> <ul style="list-style-type: none"> <li>• Discuss and assist in the documenting the compliance of Districtwide accreditation standards.</li> <li>• Review the Board agenda prior to action by the Trustees.</li> <li>• Serve as the District-wide strategic planning body of the District.</li> <li>• Identify appropriate Board policies and procedures to develop and evaluate to move forward to the Board Policy Committee.</li> <li>• Recommend appropriate participatory governance structures for the District; and monitor and assess effectiveness of the implementation of said governance structures.</li> </ul>	Further review.	3/2/12	James Meznec
<b>Role of Consultation Council Members</b>	Chancellor suggested Consultation Council review and make suggestions at the next meeting regarding the adequacy of the membership. President Duran asked for clarification about the union's role in Consultation			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Council. Dr. Meznek responded that the Council recommends to the District Chief Executive Officer ("Chancellor's" Consultation Council). In some case, the council engages in participatory governance issues and in others, the membership participates in general consultation. Chancellor Meznek and Ms. Parham believe that union participation is contained within the existing contract; however, Dr. Hall was unsure of the accuracy of the information. Clarification will be provided at the March 2, 2012 Consultation Council meeting.			
<b>Review of Consultation Council Notes</b>	The Consultation Council Notes from February 3, 2012 were reviewed and no changes were made.	N/A	N/A	James Meznek
<b>Accreditation Findings</b>	Dr. Meznek distributed the ACCJC letter outlining Commission concerns and discussed the process in addressing Commission concerns.	N/A	N/A	James Meznek
<b>District Recommendation 1: Delineation of Functions Mapping</b>	<p>Chancellor Meznek stated that the Delineation of Functions Mapping was the most urgent work for Consultation Council. This mapping should be completed as soon as possible. The Delineation of Functions document must align with a new, clearly written <i>Participatory Governance Handbook</i>. Some functions necessary for accreditation present dilemmas for the District, such as planning and research, which are unstaffed. DCSL and DTRW should also be reviewed in Consultation Council. A governance process chart will be provided to Consultation Council members for review prior to our next meeting.</p> <p>Items 4.03 through 4.07 were not discussed in detail. Chancellor requested Consultation Council review these recommendations and provide comment and timelines during the March 2, 2012 meeting.</p>			
<b>District Recommendation 2: Policies and Procedures Review</b>	Recommendation will be reviewed and returned for suggestions during the March 2, 2012 Consultation Council meeting.		3/2/12	
<b>District Recommendation 3: Strategic Planning Outcomes Assessment and Analysis</b>	Dr. Eddinger will send a link to Consultation Council regarding strategic planning activities. Comments and recommendations will be discussed during the March 2, 2012 Consultation Council meeting.		3/2/12	

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
District Recommendation 4: Formal Communication	Consultation Council discussed interpretation of the recommendation, possible employee assessments. Dr. Meznek indicated a need to conduct an employee survey prior to October 2012.		3/2/12	
District Recommendation 5: Board Self- Assessment	Membership agreed that the Board is completing its self-assessment but will need to focus on measurable performance improvement outcomes. There was a constituent understanding that the existing tool was inadequate for its purpose.		3/2/12	
District Recommendation 6: Equitable and Consistent Decision- Making	Consultation Council will bring comments and recommendations March 2, 2012.		3/2/12	
District Recommendation 7: Board Professional Development	The recommendation relates to Board performance. Trustees will address this recommendation during their Special Board Meeting on February 22, 2012.		Rescheduled to March 2, 2012 meeting.	
February 22, 2012 Special Board Meeting Agenda Review	Reviewed and discussed Board of Trustees February 22, 2012 Special Board Meeting. Dr. Meznek discussed the Special Board Meeting and Trustees work to address Commission concerns. Mr. John Didion will facilitate the meeting. Academic Senates will discuss the senates' role under "Accreditation Process."	N/A	N/A	James Meznek
Future Meetings	<b>Future Meetings</b> March 2 Agenda Review March 9 <i>Governance Review</i> March 30 Agenda Review April 6 <i>Governance Review</i> April 27 Agenda Review May 4 <i>Governance Review</i> June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review			

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			
<b>Adjourn Meeting</b>	Dr. Meznek adjourned the meeting at 12:15 p.m.			



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

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Sue Johnson, Clare Geisen, Jay Wysard, Robert Cabral, Riley Dwyer, Peter, Sezzi, Karen Bulger, Peder Nielsen, Connie Owens, Maureen Rauchfuss, Laura Brower, Dan Casey, Steve Hall  
**Chair:** James Meznik  
**Recorder:** Patti Blair  
**Absent:** Patricia Parham, Handel Evans

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznik reviewed the March 13, 2012 Board of Trustees meeting.	N/A	N/A	James Meznik
Board Agenda	<p>The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., with no closed session scheduled.</p> <p>There was constituent objection on the following items:</p> <ul style="list-style-type: none"> <li>• 14.01 Board Professional Development. Board and CEO Roles: Different Jobs Different Tasks attachment. Heading: Communication, bullet seven in left column, the word "always" and bullet eight in right column, the word "always."</li> <li>• 15.02 Action to Reaffirm Board Policy (BP 5055) Enrollment Priorities</li> <li>• 18.01 Employment and Position Control: College Cafeterias</li> <li>• 24.03 Employment and Position Control: Child Development Center Supervisor</li> </ul> <p>Objections will be noted on the Board agenda; however, item numbers may change.</p>	N/A	N/A	James Meznik
Chancellor's Report	As part of addressing the Accrediting Commission Concern letter, Dr. Meznik discussed the process to rewrite the District's delineation of functions document and revise the <i>Participatory Governance Handbook</i> . Consultation Council will meet twice monthly to review the Board of Trustees agenda and review governance materials.	Update <i>Participatory Governance Handbook</i>	3/9/12	James Meznik

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Concern was voiced regarding credit unit values and program discontinuance. Unit values and the practice of renaming discontinued courses are inconsistent Districtwide.	Course Units will be agendized during the next Administrative Council for discussion.	3/5/12	James Meznec
Participatory Governance Handbook	<p>Consultation Council reviewed the <i>Participatory Governance Handbook</i> and recommended changes to participatory governance groups, including charges and membership.</p> <p>As an outcome of discussion related to governance groups, Dr. Meznec established a new participatory governance committee, District Council on Accreditation and Planning (DCAP). The council's charge is:</p> <p style="text-align: center;"><i>To develop, monitor, and evaluate Districtwide planning and accreditation cycle activities.</i></p> <p>DCAP membership will consist of:</p> <ul style="list-style-type: none"> <li>College Presidents</li> <li>Vice Chancellor, Business and Administrative Services</li> <li>Vice Chancellor, Academic Affairs</li> <li>Academic Senate Presidents</li> <li>Student Trustee</li> </ul> <p>In absence of a Vice Chancellor, Academic Affairs, Dr. Meznec appointed Dr. Calote, Ventura College President to serve as the council's chair. DCAP will meet to further develop its charge, membership, and report progress by the end of this academic year.</p>	Discussion will continue regarding revisions to the handbook.	3/9/12	James Meznec
Constituent Reports	Due to time constraints, there were no constituent reports.	N/A	N/A	
Future Meetings	<p><b>Future Meetings</b></p> <ul style="list-style-type: none"> <li>March 9 <i>Governance Review</i></li> <li>March 30 <i>Agenda Review</i></li> <li>April 6 <i>Governance Review</i></li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	April 27 Agenda Review May 4 <i>Governance Review</i> June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

**Ventura County Community College District**  
**Consultation Council Notes**  
**March 9, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Jay Wysard, Riley Dwyer, Peder Nielsen, Steve Hall, Karen Bulger, Robert Cabral, Karla Banks, Laura Brower, Daniel Chavez  
**Chair:** James Meznik  
**Recorder:** Patti Blair  
**Absent:** Connie Owens, Maureen Rauchfuss, Peter Sezzi

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting		N/A	N/A	James Meznik
Review of Consultation Council Notes from March 2, 2012	The March 2, 2012 Consultation Council notes were reviewed. No changes were made.	N/A	N/A	James Meznik
District Council on Accreditation and Planning	<p>As an outcome of the March 2, 2012 meeting, Dr. Meznik established a new consultative committee: District Council on Accreditation and Planning (DCAP). The council's charge is:</p> <p><i>To develop, monitor, and evaluate Districtwide planning and accreditation cycle activities.</i></p> <p>DCAP membership consists of:</p> <ul style="list-style-type: none"> <li>• College Presidents</li> <li>• Vice Chancellor, Business and Administrative Services</li> <li>• Vice Chancellor, Academic Affairs</li> <li>• Academic Senate Presidents</li> <li>• Student Trustee</li> <li>• Others may be appointed at a later date</li> </ul> <p>In absence of a Vice Chancellor, Academic Affairs, Dr. Meznik</p>			James Meznik

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>appointed Dr. Calote, Ventura College President to serve as the council's chair. DCAP met to further develop its charge, membership, and report progress by the end of this academic year.</p> <p>Dr. Calote provided notes from the March 8, 2012 DCAP meeting. DCAP reviewed District Recommendations 1-7 and the work required to meet the October 15, 2012 Accrediting Commission report deadline.</p>			
Participatory Governance Survey	<p>Consultation Council discussed the participatory governance survey. Mr. Wysard distributed a survey modified by Human Resources that meets DCHR needs. There was discussion about completing the survey, survey results, and Consultation Council's review of all governance survey results.</p> <p>Dr. Calote suggested adding a question 10 to the survey "What gaps, if any, in systems need to be addressed in order to support planning process in order research needs or communication issues for this committee to function more effectively?"</p> <p>Dr. Hall suggested at 6 and 7: are the committees agendas posted and assessable in a timely manner? And further suggested functionality of committee – "Is the environment conducive to open discussion?"</p> <p>Ms. Geisen will continue to send, collect responses, and distribute results for governance committee surveys.</p>	<p>Dr. Calote will update the survey.</p> <p>Ms. Geisen will continue to distribute surveys, through the Chancellor's Office, on behalf of the governance committees. Committees should submit committee surveys and up to three committee-specific questions.</p>	<p>Submit header for survey and up to three committee-specific questions to Ms. Geisen by 4/13/12.</p> <p>Ms. Geisen will distribute results to District committee chairs.</p>	<p>Governance Committees</p> <p>Clare Geisen</p>

<p>Governance Process Chart</p>	<p>Following discussion, the council determined the need for a District Council of Academic Affairs (DCAA):</p> <p><b><u>District Council Academic Affairs (DCAA)</u></b></p> <p><u>Preliminary Charge</u>  Facilitate coordination of instructional program development (include growth and discontinuance)  Review policies, procedures, and standard operating procedures related to instruction  Receive work from DTRW and DCSL  Draft District education master plan related to instruction and student services.</p> <p><u>Membership</u>  Executive Vice Presidents  Vice Presidents, Student Services  Academic Senate Presidents  Faculty Co-Chair of campus planning committee or designee  One additional college faculty  ASG Representatives from each college  Chair: Executive Vice President (Chancellor's Designee)</p> <p><u>Co-Chair:</u></p> <ul style="list-style-type: none"> <li>• One EVP (Chancellor's designee)</li> <li>• One faculty selected by committee</li> </ul> <p>There was discussion on the function of DTRW and DCSL and the continued need for these two committees and addresses gaps within existing committees. Dr. Meznek discussed the need for a District educational plan. Title, charge, and membership for academic affairs and student services committees. After discussion, it was suggested to form:</p> <p><u>District Technical Review Workgroup – Instruction (DTRW-I)</u></p> <p><u>Charge</u> (9 people):  Does exactly what DTRW does</p> <p><u>Membership:</u>  Curriculum Co-Chairs  Articulation Officers</p> <p><u>District Technical Review Workgroup – Student Services (DTRW-SS)</u></p>			<p>Academic Senate Presidents</p>
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	<u>Charge:</u> <ul style="list-style-type: none"> <li>• BP/APs as related to student services</li> <li>• Operating practices for student services</li> </ul> <u>Membership (12 people + ?):</u> <ul style="list-style-type: none"> <li>• Student Services Deans</li> <li>• Registrars</li> <li>• One non-instructional faculty from each college</li> <li>• ASG Representatives</li> <li>• AFT ?</li> </ul>			
Participatory Governance Mapping	The VCCCD Governance Process Chart was reviewed, discussed, and updated to include the newly established District Council on Accreditation and Planning (DCAP) and District Council on Academic Affairs (DCAA).			
Constituent Reports		N/A	N/A	
Future Meetings	<b>Future Meetings</b> March 30 Agenda Review April 6 <i>Governance Review</i> April 27 Agenda Review May 4 <i>Governance Review</i> June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

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

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Jay Wysard, Riley Dwyer, Peder Nielsen, Steve Hall, Karen Bulger, Robert Cabral, Karla Banks, Laura Brower, Daniel Chavez, Peter Sezzi, Connie Owens, Connie Campos (representing Dan Casey), Chris Lara-Cruz, Patricia Parham

**Chair:** James Meznek

**Recorder:** Laurie Nelson-Nusser

**Absent:** Maureen Rauchfuss

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznek welcomed everyone to the meeting, which commenced at 8:30 am.	N/A	N/A	James Meznek
Review of Consultation Council Notes from March 9, 2012	The March 9, 2012 Consultation Council notes were reviewed. Mr. Sezzi stated he had changes to the minutes, which he will email to Patti Blair.	Email changes to Ms. Blair	Immediately following this meeting	Peter Sezzi
Board Agenda Review	<p>The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., with one closed session item.</p> <p>There was constituent objection on the following items:</p> <ul style="list-style-type: none"> <li>• 18.01 Approval of Contract of Contract for Employee Health Benefits Consultant Services: Dr. Hall stated the AFT was the one vote that objected at the Ad Hoc Insurance Broker Committee regarding Keenan and Associates as the selected insurance broker. Dr. Hall stated he will fill out a speaker card for the objection at the April 10 Board Meeting.</li> <li>• Section 14 – Connie Campos, representing SEIU, stated an objection to the whole of Section 14.</li> </ul> <p>Agenda Item Pulled:</p>			James Meznek





Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>be public and will be held in Closed Session according to Brown Act Rules.</p> <p>Richard Durán reported on the budget sessions at Oxnard College, graduations, and an event of an inaugural talent showcase where employees, students, and faculty will be featured. OC Basketball has had community involvement in an effort to raise athletic funds to support the program. Reverend Jim Gilmer is spearheading the fund-raising within the community.</p> <p>Pam Eddinger reported Moorpark College is currently undergoing program review and spoke about their new theater event, Chicago.</p> <p>Riley Dwyer had no report.</p> <p>Connie Owens reported there were positive comments regarding the Budget Forum and thanked Sue Johnson for coming out to the college to make the presentation.</p> <p>Kim Watters spoke about the reductions and impacted employees; she stated appreciation for Human Resources' support services.</p> <p>Connie Campos, SEIU Representative, reported SEIU is not pleased with the reductions, however, appreciate the working relationship between management and SEIU.</p> <p>Daniel Chavez reported the survey has been sent out and there has been feedback on issues. They currently have 300 responses.</p> <p>Chris Lara-Cruz reported on student elections next week. Cal State enrollments are affecting transfer students. They will be advocating Prop 1622. There will be a VCCCD Student Leadership Conference on April 21, 2012 and 30 people are currently signed up.</p> <p>Steve Hall reported on the Millionaire's Tax Initiative. Governor Brown has reached a compromise between the two tax initiatives, which were in</p>			

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	<p>competition with each other. Dr. Hall will attend the next meeting of the Legislative Committee to advocate for the tax initiatives.</p> <p>Laura Brower reported the negative attitude from employees regarding classified reductions. Professional development should be provided for the Classified Staff in light of the cutbacks, however, grant money is not available for this purpose. Ms. Parham stated the possibility of assistance from Human Resources regarding professional development. Dr. Meznec encouraged Ms. Brower to send suggestions to him and Ms. Parham.</p> <p>Peder Nielsen requested Ms. Johnson to conduct a Budget Forum at Ventura College. Peder reported on Ventura College's upcoming Earth Day event and they are also currently preparing for graduations with an ongoing beautification project for the campus.</p> <p>Robert Cabral thanked Sue Johnson for conducting a Budget Forum at Oxnard College as it was very effective in educating the faculty. The Oxnard College Academic Senate has embraced AP 4021, Discontinuance of Programs, and all programs reviews are currently under review. He stated the review should be completed by April 30. The Academic Senate has started implementing the survey in the governance committees. Mr. Cabral also reported on the current state of professional development at the college.</p> <p>Peter Sezzi reported on Ventura College's efforts for professional development. Program Review processes are under evaluation and are almost in complete agreement to come to a conclusion regarding these procedures.</p> <p>Robin Calote reported on SLOs, an online survey regarding the college mission, a forum on April 13, and current performing arts events.</p> <p>Sue Johnson thanked everyone for their positive comments regarding the budget forums. Ms. Johnson indicated she will conduct a Budget Forum at Ventura College as requested earlier in this meeting.</p>			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>Karen Bulger spoke about the reductions and budget cuts.</p> <p>Clare Geisen reported on the Student Trustee elections. The Oxnard College candidate withdrew from the election due to transferring during his proposed tenure, however there are two candidates still in the running. She also reported on the upcoming building dedications at Moorpark and Oxnard Colleges. Ms. Geisen provided a hand out of the final committee surveys.</p> <p>Chancellor Meznek reported on an ACCJC accreditation site visit on April 16. Dr. Durán has been appointed by Dr. Meznek to represent VCCCD at the Southern California CEO conference to be held on April 10-13, 2012. Also, the Board of Trustees has received a letter from Dr. Barbara Beno, ACCJC, regarding a technical assistance visit regarding the training of the Trustees. Board Chair, Stephen Blum, and Dr. Meznek will go up to Novato on May 2 and if necessary ACCJC will send a team down to train the Board again to ensure they understand their roles.</p>			
Future Meetings	<p><b>Future Meetings</b></p> <p>April 6 <i>Governance Review</i></p> <p>April 27 <i>Agenda Review</i></p> <p>May 4 <i>Governance Review</i></p> <p>June 8 <i>Agenda Review</i></p> <p>June 15 <i>Agenda Review</i></p> <p>June 22 <i>Governance Review</i></p> <p>June 29 <i>Agenda Review</i></p> <p>July 13 <i>Governance Review</i></p> <p>August 3 <i>Agenda Review</i></p> <p>August 31 <i>Agenda Review</i></p> <p>September 28 <i>Agenda Review</i></p> <p>November 2 <i>Agenda Review</i></p> <p>November 30 <i>Agenda Review</i></p>			

**Ventura County Community College District**  
**Consultation Council Notes**  
**April 6, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Riley Dwyer, Peder Nielsen, Steve Hall, Karen Bulger, Robert Cabral, Laura Brower, Connie Owens

**Chair:** James Meznek

**Recorder:** Patti Blair

**Absent:** Maureen Rauchfuss, Peter Sezzi, Patricia Parham

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznek welcomed everyone to the meeting, which commenced at 8:30 am.	N/A	N/A	James Meznek
Review of Consultation Council Notes from March 9, 2012	The March 30, 2012 Consultation Council notes were reviewed and approved with minor changes.			
Participatory Governance Materials	Consultation Council members reviewed the participatory governance documents. Members suggested minor changes. Following final Chancellor's Cabinet review, the documents will be distributed by college presidents for campus review. Ms. Geisen will distribute the documents to the District Administrative Center for review.	Consultation Council will review final documents and campus comments.	5/10/12	James Meznek
<b>Future Meetings</b>	April 27 Agenda Review May 4 <i>Governance Review</i> June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i>			

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

**Ventura County Community College District**  
**Consultation Council Notes**  
**April 27, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Steve Hall, Riley Dwyer, Peter Sezzi, Robert Cabral, Karen Bulger, Laura Brower, Clare Geisen, Patricia Parham, Tony Tovar, Sue Johnson, Richard Duran, Conni Owens, Maureen Rauchfuss, Peder Nielsen, Handel Evans, Peder Nielsen, Mary Anne McNeil

**Chair:** James Meznec, Chancellor

**Recorder:** Patti Blair

**Absent:** Sue Johnson, Richard Duran, Dan Casey

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznec reviewed the May 8, 2012 Board of Trustees meeting.	N/A	N/A	James Meznec
Board Agenda	<p>The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., open session at 6:30 p.m.</p> <p>Ms. Parham pulled Item 15.07 Action to Reaffirm Board Policy 7211 Minimum Qualifications and Equivalencies to incorporate minor changes suggested in the April 26, 2012 DCHR meeting. BP 7211 will move to the June 19, 2012 Board Meeting for action.</p> <p>Consultation Council membership discussed the Board Self Evaluation and asked if the Board would consider opening the survey to constituents for a broader evaluation of the Board's performance.</p> <p>There was no constituent objection.</p>	N/A	N/A	James Meznec
Chancellor's Report	Chair Blum, Trustee McKay, and Dr. Meznec will travel to meet with ACCJC in the Commission's office on May 2, 2012. Trustees requested an accreditation update during the May Board meeting. Trustees would like the Chancellor's Office to work on a communication plan to address the community. Dr. Meznec also noted policy work continues, per the Board's two-year policy review	N/A	N/A	James Meznec

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	cycle.			
Business Services	A report was not provided.	N/A	N/A	Sue Johnson
Human Resources	Ms. Parham commented on the First Annual Human Resources 5k Fun Run. Employees are encouraged to run. The event will be followed-up by a Health Fair. Ms. Parham indicated employee contributions towards health premiums will begin July 1, 2012 for the ASCC group.	N/A	N/A	Patricia Parham
Capital Planning	A report was not provided.	N/A	N/A	Handel Evans
Administrative Relations	The Oxnard College building dedication is scheduled for Wednesday, May 9 at 3:30 p.m. Detailed information can be found in the portal.	N/A	N/A	Clare Geisen
Classified Confidential	A report was not provided.	N/A	N/A	Laura Brower
Moorpark College Academic Senate	Ms. Dwyer indicated the Senate has only 15 program plans remaining for review, that the Senate requested Moorpark College administrators hand-out diplomas at graduation.	N/A	N/A	Riley Dwyer
Oxnard College Academic Senate	Mr. Cabral commented on Senate activities, new Senate leadership, program planning and best practices, and the Budget Council.	N/A	N/A	Robert Cabral
Ventura College Academic Senate	Mr. Sezzi commented on local high school concern about the colleges' accreditation status and suggested communication from the Chancellor to the local community. Dr. Meznek indicated Ms. Geisen is working with Trustees on a thorough communication plan to address community accreditation concerns.	TBD	TBD	Peter Sezzi
DAC Classified Representative	A report was not provided.	N/A	N/A	Karen Bulger
Moorpark College Classified Senate	Ms. Rauchfuss commented on a summer review of the Senate by-laws, elections, and a classified employee luncheon.	N/A	N/A	Maureen Rauchfuss
Oxnard College Classified Senate	Ms. Owens commented on Classified Senate nominations, annual recognition luncheon.	N/A	N/A	Connie Owens



Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Ventura College Classified Senate	Mr. Nielsen commented on campus activities, including campus beautiful projects, graduation, classified elections, and a letter received regarding cell phones on campus.	N/A	N/A	Peder Nielsen
Oxnard College President	Dr. Duran was not present at Consultation Council.	N/A	N/A	Richard Duran
Moorpark College President	A report was not provided.	N/A	N/A	Iris Ingram
Ventura College President	Dr. Calote commented on the Ventura College Campus Forum May 4, 2012.	N/A	N/A	Robin Calote
AFT	Working on gathering signatures for the ballot initiative.	N/A	N/A	Steve Hall
SEIU		N/A	N/A	Dan Casey
Student Representative	Mr. Tovar commented on Café Night, and other student activities.	N/A	N/A	Tony Tovar
Meeting Adjournment	Dr. Meznek adjourned the meeting at 10: 25 a.m.			
Future Meetings	<b>Future Meetings</b> May 4 <i>Governance Review</i> June 8 <i>Agenda Review</i> June 15 <i>Agenda Review</i> June 22 <i>Governance Review</i> June 29 <i>Agenda Review</i> July 13 <i>Governance Review</i> August 3 <i>Agenda Review</i> August 31 <i>Agenda Review</i> September 28 <i>Agenda Review</i> November 2 <i>Agenda Review</i> November 30 <i>Agenda Review</i>			

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

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

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

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Chancellor of Instruction and including community in the planning process.	involvement. This will continue through the Citizens Advisory Body.		
Consultation Council Governance Committee Survey Results	<p>Dr. Meznek discussed the results of the Consultation Council Governance Committee Survey results.</p> <p>Standing item on agenda: future agenda items.</p> <p>DCAP work. DCAP membership will be expanded, as necessary. DCAP will provide full summaries to report to Consultation Council.</p> <p>Discussion included the possibility of using technology to eliminate the need for traveling to the District office.</p>			
Board of Trustees Evaluation	Dr. Meznek distributed a copy of the Board Evaluation and indicated the survey will be distributed by email to members of Consultation Council today.	The completed survey will be incorporated into the Board Strategic Planning meeting June 26, 2012.	Survey is due 5/25/12.	Consultation Council members.
Future Meetings	<p><b>Future Meetings</b></p> <ul style="list-style-type: none"> <li>* June 7 <del>8</del> Agenda Review</li> <li>* June 14 <del>15</del> Agenda Review</li> <li>* June 21 <del>22</del> <i>Governance Review</i></li> <li>* June 28 <del>29</del> Agenda Review</li> <li>* July 12 <del>13</del> <i>Governance Review</i></li> <li>* August 2 <del>3</del> Agenda Review</li> <li>August 31 Agenda Review</li> <li>September 28 Agenda Review</li> <li>November 2 Agenda Review</li> <li>November 30 Agenda Review</li> </ul> <p>* Dates changed to accommodate 4/40 summer schedule.</p>			

**Ventura County Community College District**  
**Consultation Council Notes**  
**June 7, 2012**  
**2:30 p.m.**

**Present:** Pam Eddinger, Richard Duran, Steve Hall, Riley Dwyer, Peter Sezzi, Clare Geisen, Patricia Parham, Peder Nielsen, Sue Johnson, Karen Bulger, Laura Brower, Handel Evans, Robert Cabral, Ramiro Sanchez  
**Chair:** James Meznik, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Robin Calote, Maureen Rauchfuss, Karla Banks

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznik welcomed everyone to the meeting.	N/A	N/A	James Meznik
Review of Consultation Council Notes	Consultation Council notes from May 10, 2012 were reviewed and approved.	N/A	N/A	
June 19, 2012 Board of Trustees Meeting Agenda Review	The Board of Trustees meeting will be held in the Thomas G. Lakin Board Room; the meeting will begin at 5:15 p.m., with a closed session scheduled and open meeting at 6:30 p.m.  Ms. Dwyer requested adding a line in the review table to indicate academic senate review. Ms. Geisen indicated the review line will be added to the final agenda.  Following discussion, Item 16.11, BP 5010 was pulled for further review.	N/A	N/A	James Meznik
<i>Participatory Governance Handbook</i>	Consultation Council reviewed the VCCCD Governance Chart, as part of the June 19, 2012 Board of Trustees meeting agenda. There was no constituent objection.	N/A	N/A	James Meznik

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
<p>Consultation Council Governance Committee Survey Results</p>	<p>Dr. Meznik discussed the results of the Consultation Council Governance Committee Survey results.</p> <p>Standing item on agenda: future agenda items.</p> <p>DCAP work. DCAP membership will be expanded, as necessary. DCAP will provide full summaries to report to Consultation Council.</p> <p>Discussion included the possibility of using technology to eliminate the need for traveling to the District office.</p>			
<p>Oxnard College</p>	<p>Dr. Duran commented on the new library, opening June 18, 2012, college governance handbook, and fall 2012.</p>			<p>Richard Duran</p>
<p>Moorpark College</p>	<p>Dr. Eddinger commented on preparation for the fall semester, SLOs, program planning and program reviews, and planning cycles.</p>	<p>N/A</p>	<p>N/A</p>	<p>Pam Eddinger</p>
<p>Ventura College</p>	<p>Mr. Sanchez announced the selection of a new CTE dean.</p>	<p>N/A</p>	<p>N/A</p>	<p>Ramiro Sanchez</p>
<p>Moorpark College Academic Senate</p>	<p>Ms. Dwyer did not provide a report.</p>	<p>N/A</p>	<p>N/A</p>	<p>Riley Dwyer</p>
<p>Ventura College Academic Senate</p>	<p>Mr. Sezzi commented on DCAP and expressed concern about the manner in which recent changes were made to that committee.</p>	<p>N/A</p>	<p>N/A</p>	<p>Peter Sezzi</p>
<p>AFT</p>	<p>Dr. Hall requested information on the recent Grand Jury Report reported in the Ventura County Star. Dr. Meznik indicated the Grand Jury began researching the fire academy and moved into matriculation.</p>	<p>N/A</p>	<p>N/A</p>	<p>Steve Hall</p>

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Oxnard College Academic Senate	Mr. Cabral indicated the June 19, 2012 Board meeting will be the last one as an academic senate president.	N/A	N/A	Robert Cabral
Ventura College Classified Senate	Mr. Nielsen congratulated the Ventura College Women's Tennis Team as State Champions.	N/A	N/A	Peder Nielsen
Human Resources	Ms. Parham did not provide a report.	N/A	N/A	Patricia Parham
Classified Confidential	Ms. Brower did not provide a report.	N/A	N/A	Laura Brower
Classified Representative	Ms. Bulger did not provide a report.	N/A	N/A	Karen Bulger
Business Services	Ms. Johnson did not provide a report.	N/A	N/A	Sue Johnson
Capital Planning	Dr. Evans did not provide a report.	N/A	N/A	Handel Evans
Future Meetings	<p><b>Future Meetings</b></p> <ul style="list-style-type: none"> <li>* June 28 <del>29</del> Agenda Review</li> <li>* August 2 <del>3</del> Agenda Review</li> <li>August 31 Agenda Review</li> <li>September 28 Agenda Review</li> <li>November 2 Agenda Review</li> <li>November 30 Agenda Review</li> </ul> <p>* Dates changed to accommodate 4/40 summer schedule.</p>			

## Patti Blair

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**From:** James Meznec  
**Sent:** Monday, June 04, 2012 4:21 PM  
**To:** Robin Calote; Pam Eddinger; Richard Duran; Sue Johnson; Riley Dwyer; Robert Cabral; Peter Sezzi; Karla Banks; Clare Geisen; Ramiro Sanchez; Student Trustee  
**Cc:** blumper2@gmail.com; Dianne McKay; Patti Blair  
**Subject:** District Council on Accreditation and Planning  
**Attachments:** Copy of VCCCD Institutional Effectiveness\_Final.pdf

Dear Colleagues:

Attached you will find the draft VCCCD Institutional Effectiveness Report, requested by DCAP for use at the upcoming Board of Trustees Planning Session. In addition, the BGOITF Report will also be shared with the Board during the planning meeting. Tentative plans call for Ramiro Sanchez to present the task force report, followed by a presentation of the institutional effectiveness data. We will be setting the Board of Trustees Planning Session this week with members of the Board's Planning, Accreditation, and Communications Committee.

With the need to continue the work of DCAP over the summer in preparation for the October 15 Accreditation report, I have made the following changes regarding DCAP membership and its ongoing activities:

- Dr. Calote is on vacation during the month of June. Therefore, EVP Ramiro Sanchez will represent President Calote and Ventura College during this period.
- I have designated Dr. Eddinger as the next chair of the committee. Dr. Eddinger's experience in district planning will assist the committee in building on the progress made by DCAP, to-date.
- To strengthen Districtwide communication pertaining to DCAP activities, Clare Geisen, Director of Administrative Relations has been appointed to the committee.
- Karla Banks, Oxnard College Classified Senate President will represent classified staff.
- Student Trustee Arthur Valenzuela will be invited to participate as the student representative.

As part of the work for District Recommendation 5 and in anticipation of the Board of Trustees Planning Session on June 26, I have requested that the three College Presidents (or designee) begin to develop preliminary recommendations to strengthen our current District planning process. It is my hope that the Board's planning session would be enhanced by a strengthened understanding of the requirements of a rigorous planning cycle, consistent with accreditation guidelines and vetted through DCAP.

I thank you for your work and look forward to further progress during the summer.

*Jim*

James M. Meznec, Ph.D.  
Chancellor  
Ventura County Community College District

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Chair: Associate Vice Chancellor, Information Technology

Members: Vice Chancellor, Business and Administrative Services  
Vice Chancellor, Human Resources  
Director of Administrative Relations  
District Information Technology Project Support Staff

From Each College:  
Executive Vice President (or designee)  
Vice President, Business Services

Typically, the committee meets bi-monthly, or as needed.

### ***District Council on Accreditation and Planning***

The District Council on Accreditation and Planning (DCAP) is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council on matters pertaining to the development, monitoring, and evaluation of District-wide planning and accreditation cycle activities.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

Membership will be expanded and/or modified by December 31, 2012.

Chair: Appointed by the Chancellor (currently Chancellor's Designee)

Members: District Administrative Center Representative  
Student Trustee  
Others as determined by the Chancellor

From Each College:  
College President  
Academic Senate President or designee

Typically, this committee meets monthly.