Chancellor's Update

March 16, 2012

In an ongoing effort to strengthen formal communications District-wide, you will be receiving regular updates from my office regarding general matters, issues of concern, District council activities, Trustee meetings, and progress towards meeting accreditation recommendations and planning goals.

March 15 Employee Actions

On March 14, 2012, the District, in order to meet requirements of law, had the difficult duty to selectively inform staff that their employment may be reduced or otherwise eliminated. The Board of Trustees will take action on personnel reductions and eliminations at their April meeting. On March 13, the Board on a 3-2 vote, eliminated 10 food service positions. The cafeteria areas will remain open with hot and cold food available through vending machines.

Board Policy Committee

This past month, numerous meetings have been held focused on addressing the Accreditation Commission's concern regarding Board governance and District accreditation recommendations. The Board's Policy Committee met on March 7 to discuss and strengthen several Board policies and procedures in response to the Commission's concern. As a result, changes were made to policies and procedures in the areas of delegation of authority, the Board's Code of Ethics, Trustees' professional development, and the Board's self-evaluation. Subsequently, policies were reviewed and approved by the full Board at its March 13 Board meeting.

Consultation Council

Consultation Council met on Friday, March 9, at the District Administrative Center. The District Council on Accreditation and Planning (DCAP) provided a draft report of outcomes in addressing District recommendations related to organizational mapping, policy review, planning, formal communication, and the Board's self-evaluation process. Work on the organizational mapping is progressing. Linkages among consultative and governance entities are being clarified, as well as the role and authority of constituents. Through use of a new organizational mapping, clarity will be provided to the campuses regarding discretionary decision-making over operations and where uniformity and practice is required. A preliminary draft of the organizational mapping should be completed by March 30, 2012. The District's policy review process is under review with an eye towards expanding constituent input and analysis through existing or new consultative or governance bodies. District planning processes are under review, and progress has been reported pertaining to uniform data elements to stand as outcome measures. Baseline data for Board planning will be presented to the Board by June 19, 2012.

Consultation Council continued work on a proposed draft of a VCCCD Governance Process chart and discussed the roles of the District Council on Student Learning (DCSL)

and District Technical Review Workgroup (DTRW). Consultation Council also reviewed the self-appraisal currently used to evaluate the effectiveness of the District's governance committees. Feedback on the existing self-appraisal resulted in a revised document that addresses accreditation recommendations. The self-appraisal will be distributed to governance committees in early April.

Board of Trustees Meeting

The Board of Trustees met on March 13 and heard public comments from the AFT, employees, students, alumni, and community members. Sue Johnson, Vice Chancellor of Business and Administrative Services, provided a budget presentation (attached) and discussed VCCCD revenue reductions, revenue projections, FY13 budget assumptions, reserve levels, and FY13 preliminary budget plans.

The Board held a Study Session to discuss and further address the Accrediting Commission's concern regarding Board governance. The full Board signed a Best Practices Agreement (attached) and approved its response letter to the Accreditation Commission (attached). The Commission letter, due March 15, has been delivered to the Commission. The District expects a follow-up visit from the Commission and members of the Accreditation Team no later than June 2012.

As part of the Board's ongoing Trustee professional development activities, the Academic Senate Presidents provided a presentation to the Board regarding the role of the Academic Senate and responded to questions from the Trustees. The presentation is attached for your information.

District Council on Human Resources (DCHR)

The last meeting of DCHR took place on February 23, 2012. At that meeting, the group reviewed and revised (as necessary): 1) the Committee Charge and Composition from the Participatory Governance Handbook; 2) the Participatory Governance Committee Self-Appraisal; and 3) the list of Disciplines Unique to a College. Updates were given concerning the Equivalency Work Flow project and the MQ/Banner project from HR management. The group also discussed the hiring committee composition set forth in AP 7120-A Recruitment and Hiring: Managers. The discussion concerning AP 7120-A will continue at the next meeting on March 22, 2012.

District Council for Administrative Services (DCAS)

At their February 16 meeting, DCAS finalized the development of a District Infrastructure Funding Model, which has been under discussion for nearly two years. The model is designed to partially address infrastructure needs, such as scheduled maintenance, furniture and equipment, library materials and databases, and technology refresh, and if adopted by the Board, will partially address the accreditation recommendation for total cost of ownership.

The FY13 Budget Assumptions and Guidelines were also finalized at that meeting and recommended to the Board for approval. The Tentative budget will be built to eliminate a projected budget shortfall of $8 million. The recommendation to the Board includes the use of reserves should the proposed tax increases not pass in November and there be a

mid-year state-wide reduction as currently proposed by the Governor. The assumptions in this budget plan spread the potential additional deficit from the state over a two-year period (FY13 and FY14).

Full details of the Infrastructure Funding proposal as well as the Budget Assumptions may be found at http://www.vcccd.edu/departments/budget/budget_documents.shtml.

The District and colleges are dealing with unprecedented times, and the months ahead are going to be difficult and painful. Despite this adversity, I am comforted by the fact that all our employees will continue to provide outstanding educational programs and services to our students.

Dr. James Meznek, Chancellor

Chancellor's Monthly Update

April 13, 2012

On Monday, April 16, site team members representing the Accrediting Commission will visit the District to follow up on the District's "Special Report" in response to Commission concerns regarding Board governance. Site team members visiting the District include Dr. Gregory Gray, Chancellor, Riverside Community College District; Dr. Donald Singer, President, Board of Trustees, San Bernardino Community College District; and Dr. Gilbert Stork, Superintendent/President, Cuesta College. The site team will meet with Trustees and various individuals throughout the day at the District Administrative Center. There will be an open "drop-in" session from 4-5 p.m. Individuals wishing to meet with site team members during this 4-5 p.m. time period should contact Patti Blair in the Chancellor's Office at pblair@vcccd.edu. Following the visit, site team members will prepare a report to be presented to the Accrediting Commission in early June. The District and Colleges will then be informed of any further actions or recommendations by the Accrediting Commission.

Board of Trustees Meeting

The Board of Trustees met for its regularly-scheduled meeting on April 10 and heard public comments from employees, students, alumni, SEIU, and AFT regarding proposed position reductions/eliminations and the selection of an insurance broker. The Vice Chancellor of Business and Administrative Services provided a budget update. Following discussion, questions, and comments from Trustees, the Board approved position reductions and eliminations as presented in the Board agenda. Employees impacted by this decision are encouraged to meet with HR Director Jay Wysard to discuss their options. The Board also approved a Memorandum of Understanding between SEIU and the District that sets forth terms of a temporary modification to the Agreement between the District and SEIU pertaining to retirement and post-retirement health benefits. The MOU also provides reasonable release time to search and interview for a job for those impacted by job loss. The full Board Agenda packet and related documents can be found at www.vcccd.edu under Board of Trustees/Meetings/BoardDocs.

Consultation Council

Consultation Council met on March 30 and April 6. The Council reviewed the proposed April 10 Board Meeting agenda and continued its work on the VCCCD Governance Process chart and Consultative Structure/Operating Agreements for District Groups in response to accreditation recommendations regarding organizational mapping. Additional changes were made on both documents to incorporate feedback from Council members. Current drafts of the organizational mapping documents have been provided to Consultation Council members to obtain feedback from college constituents. Consultation Council will review feedback from the colleges at its next meeting on May 4.

District Council for Administrative Services (DCAS)

DCAS is preparing to finalize the FY13 Tentative Budget. At their April 4th meeting, they reviewed components such as FY13 Revenue/Cost Schedule, FY13 Revenue Projections, Districtwide Services, and utilities. The updated health and welfare rates have been updated in the Revenue/Cost Schedule to reflect rates for FY13. Blue Cross rates increased 6% for the ASCC (Administrator/Supervisor/Classified/Confidential) group and 19% for faculty. The total increase for faculty will be borne by the District because there is no cap on benefits. If the current rates hold, the ASCC group will either have to modify the existing plan or contribute through payroll deductions. DCAS also reviewed the FY13 Tentative Budget Allocation.

A conceptual plan for the revised field trip procedure/form was shared with DCAS. The intent of the Banner Workflow, which is done through *myvcccd,* is to make the process more streamlined and efficient. It was suggested that a Frequently Asked Question (FAQ) page be done to accompany the workflow. This FAQ will also provide an overview of the importance of risk management awareness.

District Council on Accreditation and Planning (DCAP)

DCAP met on March 9 and 30. As part of its effort to identify and calendar the tasks that need to be completed prior to the preparation of the October 15 report that is due to the Accrediting Commission, DCAP updated a flowchart that shows the path that recommendations from district-wide governance bodies follow in order to reach the Board of Trustees. In addition, DCAP drafted a model that might be used for district-wide planning efforts. Under this model, the Board of Trustees would develop over-arching goals (based on feedback from campus, district, and community constituent groups). The Consultation Council would prepare objectives to support these goals, with the various District Councils working together to prepare and implement action steps to support the objectives. In preparation for the Board's upcoming planning retreat (and in support of one of the district-wide accreditation recommendations), DCAP members worked with the district data analyst and college institutional researchers to identify specific outcome measures that would illustrate any progress made on the existing Board goals over the past year. Finally, suggested timelines were created for the completion of all district-wide accreditation recommendations and responsible parties or committees were identified to complete the tasks.

Administrative Technology Advisory Committee (ATAC)

ATAC met on Thursday, April 5. Moorpark College and Ventura College plan to acquire a software package called TracDat to manage strategic planning and assessment. Oxnard College currently uses eLumen for similar needs. The two systems were discussed, and the matter was referred to Chancellor's Cabinet for further consideration. The schedule for upgrading to Desire2Learn version 10 was discussed, as there were concerns about the release schedule and training for faculty. The matter will be

discussed further by the college Executive Vice Presidents and then brought to the Distance Learning Task Force for a final decision. The District websites are due for a redesign. A proposal to hire Aeronet for the redesign work will be taken to the Board in May for approval. Options for mobile apps for students were reviewed, choices were narrowed to two. Arrangements will be made to obtain student feedback from Associated Student groups. Status reports on the DegreeWorks project and the upcoming Banner upgrade were provided.

Research Advisory Committee

The Research Advisory Committee met on Wednesday, April 3. The agenda consisted of an item requested by DCAP to develop Institutional Effectiveness Measures. Action items and tasks were developed for the following areas:

- Extract data for student academic history, student term GPA, and Term degrees and certificates
- Retention, Success and Persistence Rates 2008/09 to 2011/12
- Awards Received 2008/09 to 2011/12
- Licensure and Certification Pass Rates
- WSCH / FTEF Productivity Rates
- SLOs / SUOs

Once the data is finalized, a follow-up meeting with DCAP will be arranged to finalize criteria. The data will eventually be included in the District's Data Mart.

District Council on Human Resources (DCHR)

The last meeting of DCHR took place on March 22, 2012. At that meeting, the committee approved the Spring 2012 updated list of Disciplines Unique to a College. This list will return to DCHR for review again in one year. The committee reviewed the revisions to the Participatory Governance Committee Self-Appraisal and requested clarification from the Chancellor's Cabinet on whether this appraisal applies to campus and districtwide committees. The committee recommended changes to the hiring committee composition for all managerial hires as set forth in AP 7120-A Recruitment and Hiring: Managers and requested it be forwarded to the Chancellor's Cabinet for consideration. The committee viewed a demonstration of the Electronic Declaration of Equivalency form and proposed revisions/consolidations. The committee discussed equivalency criteria for disciplines not requiring a master's degree, the impact on VCCCD of new statewide minimum qualifications, the availability of certain HR lists and a request from one college to another to review an equivalency decision. DCHR will meet next on April 26, 2012.

District Technical Review Workgroup (DTRW)

At its final meeting of the 2011-2012 academic year, DTRW reviewed one new course in Environmental Ecology from Ventura College, and one new course, Introduction to Fiction, as well as a revision to the Computer Science Independent Study course from Moorpark College. Oxnard College presented three new courses and 14 revised courses for consideration. Oxnard College also presented two new programs, one of which is an Associate in Science in Business Administration for Transfer (AS-T), one of the new Transfer Model Curriculum degrees designed for guaranteed transfer from the community colleges to the CSU system. Oxnard College also submitted one revised program and one program to be deleted. Two major topics of conversation pertained to the courses and programs under review related to the continuing dialog regarding the number of units required for each math class, in addition to a robust discussion as to whether keyboarding, proofreading and other office occupations preparation courses should be offered at the college level. Recommendations were made back to the campus for further review prior to submission to Chancellor's Cabinet and/or to the Board for approval.

DTRW also discussed and approved a revision to AP 4025 Philosophy and Criteria for Associate Degrees and General Education which had been previously vetted by all three Academic Senates. Because the Associate in Art for Transfer and Associate in Science for Transfer degrees may only require CSU GE-Breadth and/or IGETC requirements, the AP had to be amended to reflect this limitation and the fact that local GE requirements over and above the CSU and UC requirements are not allowed. Finally, the revision to the Math Competency process that was discussed at the March DTRW meeting was pulled from consideration; the current Math Competency process will remain in place.

District Council on Student Learning (DCSL)

It was also the final meeting of DSCL for the 2011-2012 academic year. The Registrars brought forth revisions to AP 4225 Course Repetition, AP 4227 Course Repetition Absent Substandard Academic Work and AP 4230 Grading and Academic Records Symbols, based on changes to Title 5 that will go into effect as of Fall 2012. DCSL approved all three APs and forwarded them to Chancellor's Cabinet for review. DCSL also passed the revised AP 4100 Graduation Requirements for Degrees and Certificates which now requires that all courses used for Areas of Emphasis, Majors, Certificates of Achievement or Proficiency Awards must be completed with a grade of C or better or "P" in each course. The current policy only stipulated a C or better and an overall GPA of 2.0 in major courses for the Associate Degree. This change applies the higher standard to Certificates and Proficiency Awards and bars students from counting any courses in the major in which they earned a D towards Certificate of Achievement or Proficiency Award completion. Discussion of BP/AP 4240 Academic Renewal, AP 5055 Early Registration, AP 5015 Residence Determination and BP/AP 5020 Non-Resident Tuition and Mandatory New Student Orientation were all tabled until the September 2012 meeting of DCSL. AP 5010 Admission and Concurrent Enrollment

was discussed and all three Academic Senates will review and bring feedback to the September 2012 meeting. As well, AP 5013 Students in the Military was briefly discussed. Ventura College's Academic Senate reviewed and approved the revisions to this AP; however, both Oxnard and Moorpark Colleges' Academic Senates need to review and provide feedback, if any, before it can be sent to Chancellor's Cabinet. Finally, Mary Jones presented the concerns of all three Health Center Coordinators regarding the Health Fee Trailer Bill currently under consideration in the state legislature. If passed, the availability of health center services on all three campuses may end if, as the bill allows, the students on each campus vote to no longer pay the student health fee. Given shrinking state resources, and specifically the availability of Maintenance of Effort monies from the state that help to support Health Centers, all three colleges may no longer have healthcare professionals on campus to deal with campus emergencies, safety and TB tests, just to name a few issues, if this bill passes. Mary Jones provided a set of talking points being used statewide to fight this bill.

Summer 4/40 Schedule

The District and SEIU recently agreed to a 4/40 schedule from May 13, 2012, through August 10, 2012. During this time period, the District and Colleges will be closed on Fridays, including May 18 and 25; June 1, 8, 15, 22, and 29; July 6, 13, 20, and 27; and August 3 and 10. Questions and concerns regarding the 4/40 scheduled should be directed to employee supervisors or Human Resources.

Dr. James Meznek, Chancellor

Chancellor's Monthly Update

May 14, 2012

As the academic year comes to a close, and we celebrate student success at college commencements this week, I wish to thank each of you for your continued exceptional work on behalf of the District and its students. We have experienced another year of uncertainty with state fiscal issues, resulting in many difficult decisions for the campuses and the District Administrative Center. It is important during these times to remind ourselves of our mission to educate students, and that our ability to do so depends on the commitment of faculty, staff, administrators, students, and the community.

Below are Board meeting and committee reports for the past month. Several committees, including District Council on Student Learning (DCSL), District Technical Review Workgroup (DTRW), and District Council on Human Resources (DCHR) do not meet during the summer months and will reconvene in the fall. District Council for Administrative Services (DCAS) and District Council on Accreditation and Planning (DCAP) did not meet.

Board of Trustees Meeting

The Board of Trustees met for its regularly-scheduled meeting on May 8. Reports were provided by Associated Students from Oxnard College and Ventura College, Academic Senate Presidents, and the Classified Senate Presidents from Oxnard College and Ventura College. The Vice Chancellor of Business and Administrative Services provided a budget update and indicated we can expect to see additional cuts in funding to community colleges due to unanticipated shortfalls by the state.

During the accreditation update study session, it was noted that the Chancellor, Board Chair Stephen Blum, and Trustee Dianne McKay met with Dr. Barbara Beno, President of the Accrediting Commission, to discuss the Board's activities in response to the Commission's concerns regarding Board governance. In addition, Chair Blum and Trustee McKay received clarification related to Board goals and objectives for planning purposes.

The Director of Administrative Relations discussed progress made in reviewing all Board policies and procedures within a two-year cycle as required by accreditation. Chapters 1-2, District and Board policies, have gone through significant review. Chapter 3, General Institution policies, is 50 percent complete. Review has begun on Chapters 3-4, Academic Affairs and Student Services, and work will continue on Chapters 3-4 when DCSL and DTRW reconvene in the fall. Chapters 6-7, Human Resources and Business/Fiscal Affairs, will be reviewed this summer.

The Director of Administrative Relations then discussed communication activities in response to concerns regarding accreditation information reaching the community and inaccurate information being communicated within the community. Ongoing accreditation information has been provided to employees, students, and the community through portal announcements, the District and college websites, Board meetings, press releases, and responses to media inquiries. In addition, a letter was sent to Ventura County High Schools in February 2012 from

Board Chair, Stephen Blum, on behalf of the Board, regarding the District's accreditation status. The letter explained the District's colleges remain fully accredited during probation. VCCCD remains eligible for state and federal funding, qualified students will continue receiving financial aid, course credits earned at the District's colleges will continue to transfer based on receiving institutions' criteria, and the colleges will continue to issue degrees and certificates. College counselors have provided outreach to feeder high schools, and the college presidents recently notified high schools via email to clarify VCCCD's accreditation status.

Future planned community and District communication activities include an academic year-end Chancellor's letter to the community highlighting District and college achievements and a letter to the editor regarding the Board's actions in response to the Accrediting Commission's concern and recommendations. Additional communication activities are under consideration and will be discussed with the Board's Planning, Accreditation, and Communications Committee.

The Board agreed to expand the Citizens Advisory Body membership. Citizens Advisory Body members will be surveyed to gather community input regarding the Board's goals/objectives and accreditation. This information will be provided to the Board for future planning purposes under the successor Chancellor.

The Board approved its annual self-evaluation survey instrument and agreed to include constituent feedback from members of Consultation Council. Findings will be reviewed and discussed at the Board's Annual Planning Session on June 26.

The Board unanimously passed a Resolution in support of the Schools and Local Public Safety and Protection Act of 2012 (attached). The resolution will be provided to state legislators, and a press release will be distributed.

Board policies (BP) reaffirmed or approved and administrative procedures accepted at the May 8 Board meeting include (attached): BP/AP 2015 Student Member; BP/AP 2105 Election of Student Member; BP/AP 4100 Graduation Requirements for Degrees and Certificates; BP/AP 4235 Credit by Examination; and BP/AP 6750 Parking.

The full Board Agenda packet and related documents can be found at www.vcccd.edu under Board of Trustees/Meetings/BoardDocs.

Consultation Council

Consultation Council met on April 27 and May 10. The Council reviewed the proposed May 8 Board Meeting agenda, and there were no constituent objections to agenda items. The group then finalized its work on the VCCCD Governance Process chart and Consultative Structure/ Operating Agreements for District Groups in response to accreditation recommendations regarding organizational mapping. Feedback from the colleges and the District Administrative Center was discussed and incorporated into the documents as agreed upon by the Council. The documents will be presented to the Board at its June 19 Board meeting.

Members then reviewed Consultation Council's annual committee self-appraisal findings. Committee self-appraisals assist the District in assessing the effectiveness and support needs for a committee. Following discussion, the group agreed to the following actions to improve

Consultation Council's effectiveness: 1) adhere to meeting norms stated in the Participatory Governance Handbook; 2) avoid sidebar conversations; 3) expand the membership of District Council on Accreditation and Planning (DCAP); and 4) members can request items of Council business be placed on future agendas at the end of each meeting. Consultation Council members were reminded they attend meetings to represent constituent groups at the colleges or District Administrative Center and are responsible to provide feedback to constituent groups.

Administrative Technology Advisory Committee (ATAC)

The Administrative Technology Advisory Committee met on May 3. The committee reviewed the ATAC Committee Self-Appraisal results report. A decision was made to begin meeting bi-monthly, with conference calls in off-months as needed. The agenda will be distributed at least two weeks in advance so that the colleges have sufficient time to vet issues prior to the committee meetings.

The schedule for the Desire2Learn upgrade to version 10 was discussed. There is no gap between summer 2012 and fall 2012 semesters, which means there is a very small window to update the system prior to fall semester. The issue of whether to upgrade prior to fall or the following spring will be discussed at the Distance Learning Task Force meeting.

A summary of feedback was distributed from the Associated Student Groups regarding a possible deployment of mobile applications for student use. Overall feedback from the groups was very positive. The student groups would like to have input on the overall layout and functions of a mobile app, stating that if it did not provide useful functionality, it would not be used by students.

Demonstrations for the document imaging project will be scheduled to occur after spring graduation. Training for DegreeWorks is occurring at the colleges. A few system glitches were addressed, and initial feedback has been positive. The Banner upgrade in April went well with only minor problems. Changes for summer registration were discussed, including registration priorities, drops for non-payment, and payment plans.

Institutional Research Advisory Committee (IRAC)

IRAC met on May 9. The committee finalized an agreement on including Xlarge FTE/Workload logic in the productivity report. The logic of the PPDR Report was reviewed. There is a need to separate full-time and part-time FTE while maintaining report integrity. There was a discussion of the student and employee perception survey for the upcoming year. The group will implement a formal process to manage committee projects. A status report on the DCAP project was reviewed by the group. There was discussion of the need for tracking student future transfer plans and degree plans beyond community college.

Distance Learning Task Force (DLTF)

The Distance Learning Task Force met on May 7. The upgrade to Desire2Learn version 10 was discussed. After reviewing all options, the consensus was to schedule the upgrade to occur in December for the production servers. The test servers will be upgraded in June,

allowing training of faculty to occur during fall semester. The contract with Desire2Learn will end on June 30, 2013. A small team will review available options for Learning Management Systems and report back to DLTF at a future meeting.

The Luminis portal upgrade is scheduled for October and will include a new version of Course Studio, which would affect fall web-enhanced courses that use that portal feature. An assessment will occur of the changes to Course Studio to determine if the upgrade would adversely affect those web-enhanced courses. A report will be given at the next meeting.

The possible implementation of Mobile Apps was briefly discussed, including the product from Desire2Learn. Moorpark's future use of EduStream was briefly discussed. DLTF agreed to one meeting this summer in July.

District Council on Human Resources (DCHR)

DCHR met on April 26, 2012. The committee reviewed changes recommended by Chancellor's Cabinet to the hiring committee composition for college management positions in AP 7120-A Recruitment and Hiring: Managers, relating to the appointment of a student representative. The committee decided on revised language to be returned for review in Chancellor's Cabinet.

The committee discussed the Guidelines for Interview Panels and feedback received on the recent exclusion of letters of recommendation and scoring changes. Although some concerns have been voiced, the committee felt the number of concerns was not large enough to warrant review at this time. It was decided to re-agendize these issues only if additional concerns arise again in the future.

The Director of Employment Services/Personnel Commission presented modifications to the existing Declaration of Equivalency form. The committee decided to make changes to the policy and procedure in accordance to these modifications, where applicable. The Academic Senate President, Ventura College, had not yet received input concerning the new statewide MQs and the impact thereof within VCCCD. This item will recur on the September DCHR agenda. DCHR will meet next on September 27, 2012.

Summer 4/40 Schedule

The 4/40 schedule began on May 13, 2012 and will run through August 10, 2012. District Administrative Center and college operation hours are provided on the District and college websites. During this time period, the District and colleges will be closed on Fridays, including May 18 and 25; June 1, 8, 15, 22, and 29; July 6, 13, 20, and 27; and August 3 and 10. Questions and concerns regarding the 4/40 schedule should be directed to employee supervisors or Human Resources.

Enjoy your summer.

Dr. James Meznek, Chancellor

Chancellor's Monthly Update

June 2012

June has been a productive month in the area of strategic planning for the District. The Board held its annual planning session and supported transitioning to a new integrated strategic planning model, which will serve as a road map for the District and colleges as we move forward in a turbulent economy with uncertain state funding. Planning is critical in meeting accreditation requirements and in accomplishing the District's and colleges' missions. A second Board planning session will take place on August 9 at 5 p.m. Employees are welcome to attend the planning session. In addition, work on the Participatory Governance Handbook (attached) has been completed, including the functional mapping and governance process chart. These documents map the relationship of District committees to College committees, define roles and responsibilities, and illustrate the participatory governance process used within our District.

Below are Board meeting and committee reports for June. Several committees, including District Council on Student Learning (DCSL), District Technical Review Workgroup (DTRW), and District Council on Human Resources (DCHR) do not meet during the summer months and will reconvene in the fall. The Distance Learning Task Force (DLTF), Institutional Research Advisory Committee (IRAC), and Administrative Technology Advisory Committee (ATAC) did not meet.

District Council on Administrative Services (DCAS)

At their June 7 meeting, DCAS unanimously approved the FY13 Tentative Budget, which has been in development for several months. The Budget was built using the Budget Assumptions and Guidelines that were approved by the Board in March. The Tentative Budget includes a reserve contingency in the event the tax initiatives fail in the November election. The FY 13 Tentative Budget was presented to the Board at their June 19 meeting.

As part of the Board's goal to review and approve Board polices and administrative procedures on a two-year cycle, DCAS began work on revising some of those policies and procedures. Once finalized, they will be forwarded through the process to the Board for approval.

Consultation Council

Consultation Council met on June 7 and reviewed the proposed June 19 Board Meeting agenda. There were no constituent objections to agenda items. Members also reviewed the proposed agenda for the June 26 Board Strategic Planning Session.

District Council on Accreditation and Planning (DCAP)

DCAP welcomed three new members in June: Classified Representative Karla Banks, Student Trustee Arthur "AJ" Valenzuela, Jr., and Director of Administrative Relations Clare Geisen. The Chancellor noted the addition of these representatives would enhance communication to constituent groups and encourage greater understanding of the work being performed in accreditation and planning. Dr. Pam Eddinger was appointed the successor chair to DCAP in June. Founding chair, Dr. Robin Calote, coordinated DCAP's first set of meetings from March to early June and led the creation of the recommendations to address District Accreditation Recommendations. Dr. Eddinger reported on the progress of those strategies at the June 26 Board Planning Session and built on Dr. Calote's work with additional strategies on Integrated Planning. DCAP's recent activities include the completion of the first District Effectiveness Report in response to Board Goals, the discussion of strategies to address the planning requirement of District Recommendation Three, and the facilitation of assessing and improving our District-wide planning process at the Board of Trustees June 26 Planning Session. At the conclusion of the Planning Session, the Board of Trustees supported the initial direction proposed by DCAP on planning and paved the way for further planning discussion at the Board's next Planning Session in August.

Board of Trustees Meeting

The Board of Trustees met for its regularly-scheduled meeting on June 19 and welcomed new Student Trustee, Arthur "AJ" Valenzuela, who will serve in this position through May 2013. Reports were provided by the Academic Senate Presidents, Associated Students President from Ventura College, and the Classified Senate Presidents from Oxnard College and Ventura College. It was the last Board meeting for Robert Cabral and Connie Owens in their roles as Oxnard College Academic Senate President and Oxnard College Classified Senate President, and the Board thanked them for years of outstanding service in support of faculty, classified staff, students, and the community.

Sue Johnson, Vice Chancellor of Business and Administrative Services, presented the 2012-13 tentative budget and responded to questions from the Board. State fiscal circumstances remain bleak, and the District is preparing for continued fiscal challenges.

The Board participated in a professional development activity regarding external leadership roles led by the Director of Administrative Relations. Focus was placed on community relations. The Director of Administrative Relations also discussed progress made in reviewing all Board policies and procedures within a two-year cycle as required by accreditation. Chapters 1-2, District and Board policies, have gone through significant review and are near completion. Chapter 3, General Institution policies, is 50 percent complete. Review has begun on Chapters 3-4, Academic Affairs and Student Services, and work will continue on Chapters 3-4 when DCSL and DTRW reconvene in the fall. Chapters 6-7, Human Resources and Business/Fiscal Affairs, will be reviewed this summer.

Board policies (BP) reaffirmed or approved and administrative procedures accepted at the June 19 Board meeting included BP 2205 Delineation of System and Board Functions; BP/AP 2715 Board Code of Ethics; BP/AP Board Self-Evaluation; BP/AP 4025 Philosophy and Criteria for Associate Degrees; BP/AP 4225 Course Repetition; BP/AP 4227 Course

Repetition Absent Substandard Academic Work; and BP/AP 4230 Grading and Academic Record Symbols. All Board policies and procedures can be found at www.vcccd.edu.

Board of Trustees Annual Strategic Planning Session

The Board met for its annual Strategic Planning Session on Tuesday, June 26. Following a review of Board committee responsibilities and professional development activities, the Director of Administrative Relations presented survey findings for the Board's Self-Evaluation, Board monthly meeting assessments, and the Citizens Advisory Body. This year, the Board opened its self-evaluation survey to Consultation Council members, who provided feedback in the area of Board performance. Based on findings, the Board discussed and updated its existing Board Performance Goals. Final goals will be adopted at the August 9 Board meeting.

Dr. Pam Eddinger, Moorpark College President, provided a progress report regarding District Accreditation Recommendations prepared by DCAP. The District has made considerable progress in response to District Accreditation Recommendations in the areas of strategic planning, policy and procedure review, functional mapping, and the Board's self evaluation. Ramiro Sanchez, Ventura College Executive Vice President, reported on behalf of the Board's Goals and Objectives Implementation Task Force and shared progress made on Board Goals and Objectives that included current plans and activities at the Colleges and District in response to the Board's strategic planning vision. Further discussion of Board Goals and Objectives will occur in August at the Board's second planning session. Dr. Richard Durán, Oxnard College President, discussed the Institutional Effectiveness Report for Moorpark, Oxnard, and Ventura Colleges prepared by the Institutional Research Advisory Committee and DCAP. The report serves as a benchmark for common District-wide measures of institutional effectiveness.

The planning session ended with a review of the District mission and the introduction of a new Integrated Strategic Planning model by Moorpark College President Pam Eddinger. Transitioning to the new model will begin this summer.

I have enjoyed working with all of you these past eight years and thoroughly appreciate your hard work and dedication in serving our students. Thank you, and best wishes to each of you and your new Chancellor.

Dr. James Meznek, Chancellor

Interim Chancellor's Monthly Update

July 2012

On July 5, the District received notification from the Accrediting Commission that the District and Colleges will remain on probation based on findings from the Commission's April 16, 2012, follow-up visit. The Commission's decision to continue probation at this time was not a surprise since the April 16 visit focused solely on the Commission's special concern regarding Board governance, and the resulting report cited the need for consistency and long-term sustainability related to progress. District accreditation recommendations regarding District/College roles and responsibilities; policy review and consistency; planning; formal communications; Board self-assessment; and Board professional development are being addressed and will be responded to in a follow-up report due to the Commission on October 15, 2012.

It is important to assure students, employees, and the community that the colleges remain fully accredited during probation status. Classes and credits continue to be transferable, and eligible students are receiving financial aid. No accreditation issues exist in classroom education, and our students will continue to graduate with associate degrees and certificates.

The Board discussed the Commission's findings at its July 10 Board meeting and is continuing to review measures toward improving the District's accreditation status. The full Board is committed to attaining accreditation affirmation, acknowledges its role regarding the special concern identified by the Commission, has agreed to actions necessary to demonstrate continued improvement to obtain accreditation reaffirmation, and has developed policies to ensure the changes are sustainable.

The State budget was approved assuming passage of the Governor's tax initiative. The budget includes trigger reductions should that measure fail. The District's Tentative Budget was developed and approved with similar assumptions regarding the triggers. The Adoption Budget, which will be presented to the Board in September, will not be materially different from that approved in the Tentative. Discussions have already begun regarding possibilities for fiscal year 2013-14 (FY14).

Below are Board meeting and committee reports for July. District Council on Student Learning (DCSL), District Technical Review Workgroup (DTRW), District Council on Administrative Services (DCAS) and District Council on Human Resources (DCHR) will meet again in the fall.

Administrative Technology Advisory Committee (ATAC)

ATAC met on July 5. Following discussion regarding the document imaging project, feedback based on Ellucian and Hyland demonstrations favored the Hyland product. An additional Ellucian demo is required due to demo quality; a follow-up demo will be presented by Strata Information Group. Demos of other products will be scheduled. A recommendation for a self-service electronic transcript system was reviewed and is under consideration. The Docufide system would benefit Admissions and Records districtwide, and time to complete transcript requests would improve. ATAC also reviewed a recommendation to purchase scheduling software that is needed to automate recurring tasks for Financial Aid processing. Two capable systems were reviewed, with the lower-priced system from ISE recommended and approved by ATAC for further consideration. Recent staffing changes in IT were discussed, and project update reports regarding DegreeWorks, TracDat, Mobile Apps, and Desire2Learn were provided.

Institutional Research Advisory Committee (IRAC)

IRAC met on July 11 to review institutional research projects and discussed capturing of placement rates. Following review and discussion of the MIS Student Matriculation File Mapping document, the committee agreed each MIS file should be reviewed and updated in a similar manner to ensure accurate reporting. IRAC then discussed its final report sent to the District Council on Accreditation and Planning; feedback indicated positive collaboration throughout the project. Discussion followed regarding external research events and committees, and IRAC will develop a list of members serving on external state groups for information.

District Council on Accreditation and Planning (DCAP)

DCAP met on Monday, July 16, to discuss progress on the District's seven accreditation recommendations, reviewed the 2011-12 Board Goals and Objectives, and revisited the District planning cycle in preparation for the August 9 Board Planning Session – Part Two. Additional activity by DCAP included discussion of materials needed for the proposed District Planning Manual, which is important in meeting accreditation recommendations.

Consultation Council

Consultation Council met on June 28. The Council discussed the Board Self-Evaluation and Consultation Council Evaluation of the Board of Trustees and made recommendations for future Board evaluations. Consultation Council then discussed outcomes from the Board's review of its progress toward meeting Board Performance Goals.

Board of Trustees Meeting

The Board of Trustees met for its regularly-scheduled meeting on July 10. The Board acknowledged Michael Bush, new Oxnard College Vice President, Business Services, and Jane Harmon, Moorpark College Interim Executive Vice President. Reports were provided by the Academic Senate Presidents and Karla Banks, the new Oxnard College Classified Senate President. Interim Chancellor Sue Johnson provided an accreditation update, explained the Commission's findings, and outlined next steps for the District. The Board reconfirmed its commitment to sustained improvement in meeting District accreditation recommendations and the Commission's special concern. Vice Chair Arturo Hernández provided a verbal and written statement in response to the Accrediting Commission's July 2 report.

The Board approved a Memorandum of Understanding with Oxnard Union High School District (OUHSD) for the Condor Middle College at Oxnard College. This jointly supported program provides the means by which VCCCD and OUHSD can collaborate to ensure a quality middle college high school that operates in accordance with the Education Code. The Condor Middle College at Oxnard College is located on the Oxnard College campus, will be staffed by an education administrator, teachers, and clerical staff from OUHSD, and will serve students in 9-12th grades.

On Wednesday, August 1, 2012, we will welcome our new Chancellor, Dr. Jamillah Moore, to the District. Chancellor Moore will be visiting each campus during flex week, and employees will have opportunities to meet her at future events. College Presidents will notify employees of Dr. Moore's campus visits.

Sue Johnson, Interim Chancellor

Welcome to the 2012-2013 academic year. As this is my first semester as Chancellor of the Ventura County Community College District, allow me to open by sharing my excitement about beginning my tenure. As a product of the community college system, I have always sought to advance the opportunities of the students we serve. I have been where they are, and I have seen what they see. I understand the challenges they face simply trying to be students while balancing the rest of their busy and committed lives. The best part of my job is knowing that what I do every day has an impact on our students. Even though they might not directly recognize the work that we do, knowing that we serve them is what makes our jobs worth doing.

With that in mind, I would like to share with you my activities during the month of August by highlighting some of the projects I have been addressing and the meetings I have been having around the District. On August 15, I attended Flex Day openings at all three campuses. I met with staff and extended my appreciation for their extraordinary work and made a special, lighthearted presentation (delivery of donuts) to the AFT representatives in support of contract negotiations. I am looking forward to visiting the Ventura College Santa Paula site, as well as my continuous announced and impromptu visits to the campuses.

The October 15 deadline for College and District Accreditation Follow-Up Reports is right in front of us. We need to respond thoroughly to the Commission's District Recommendations and Commission Special Concern. The Commission has made it very clear to us that the District report must be comprehensive and show clear and concise evidence addressing all recommendations, along with any areas of concern identified from ALL previous team reports. We must keep in mind what our duties are as faculty, staff, and elected officials. Our students are our first and utmost priority in this District. Following submission of the Follow-Up Reports, we expect a team visit from the Accrediting Commission for Community and Junior Colleges (ACCJC) sometime in November. We will meet with various groups to prepare for a great visit.

The looming budget challenges are not new. However, if the November tax initiative does not pass, there will be greater ramifications for us in order to continue to provide the best education possible for our students. The District has been working to ensure that we spend prudently and in the meantime, we support the needs of students at all the campus sites.

Many of you have asked what my vision is for the District. My overall vision is student success, transparency, compliance, fiscal stability, and open lines of communication. While these items exist in the District, my goal is to increase this so that we can enhance student success and compliance. During my first year, the main goal and singular focus will be accreditation and budget. I look forward to meeting and speaking with many of you in the upcoming months as I continue to get acquainted with this great institution of learning.

Communication and Outreach

I am a strong advocate for open lines of communication and being accessible. When I arrived at VCCCD, everyone was welcoming and very accommodating to me. As most of you know a little bit about me, as well as who I am, I would like to take a few minutes to learn a little bit about you. The third week into my tenure, I started 15-minute meetings with District Administrative Center staff. This has been such a great and rewarding communication experience. I would like to thank the staff who have participated, and I look forward to meeting many more of you in the next few months. Starting January 2013, I would also like to extend this invitation to any of you on the campuses. Please contact Patti Blair in my office to schedule a one-on-one 15-minute meeting with the Chancellor.

District Council on Accreditation and Planning (DCAP)

DCAP met on August 7 and August 20 to discuss progress made on the District's seven accreditation recommendations and reviewed the draft response report to the Accrediting Commission. Drafts of the District's responses to Accreditation Recommendations 1-7 and the Commission Concern were distributed to District and College constituents for feedback on August 21 (Recommendations 1-7) and August 24, 2012 (Commission Concern). The final Accreditation Follow-Up Reports will be presented to the Board on October 9, 2012.

DCAP developed a survey designed to collect feedback from employees about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice. I will provide you with a summary of the survey findings in a future Chancellor's Monthly Update. Additional activity by DCAP included discussion of a Strategic Plan Grid for 2012 and a proposed District Planning Manual, which is important in meeting accreditation recommendations.

District Consultation Council

Consultation Council met on August 2 and August 31. The Council reviewed the August 9 Strategic Board Planning Session – Part Two Agenda and the Board Meeting Agendas for August 14 and September 11, 2012. There were no constituent objections. Consultation Council then spent time reviewing the 2012-13 Board Strategic Objectives to determine responsibilities for the development of action steps.

Institutional Research Advisory Committee (IRAC)

IRAC met on August 8 and reviewed the most recent version of the Institutional Effectiveness report. A current version of the report has been posted on the IR website at www.vcccd.edu. The IR project list was reviewed and updated. Moorpark College submitted a request to add a field in the drop process for students to indicate a reason for dropping a class. The request was forwarded to the Banner Student Project Group with the suggestion to add the field after census is taken to avoid complicating the registration process for students. The committee discussed timelines for student/employee perception surveys and will provide a recommendation to Chancellor's Cabinet.

Board Meetings

The Board met on August 9 for its Strategic Planning Session – Part Two. Dr. Pam Eddinger, Moorpark College President, provided a progress report prepared by the District Council on Accreditation and Planning (DCAP) regarding District Accreditation Recommendations. President Eddinger also provided a summary of work completed toward meeting the Board's 2011-12 Goals and Objectives that included an assessment of completion, recommendation for future action, and recommended responsible parties for action. Following discussion, the Board modified and finalized its 2012-13 Board Goals and Objectives as follows:

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 Parties: 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).

The planning session ended with a review of the proposed revised Districtwide Integrated Planning Cycle. The Board approved the Transition Plan and Planning Cycle Timeline:

Transition Plan
Conduct 2012-2013 planning cycle through the following activities: Revise 2012 Goals and Objectives for 2013, create and implement action plans, and assess results at June 2013 Board Planning Session.

Revised Districtwide Integrated Planning Cycle Timeline

Academic Year	Cycle	Plan Activities
2012-13	Transition from prior year plan; initiation of new planning cycle	Transition: Complete Original Planning Cycle; Conduct Master Planning: Create Master Plan with Goals
2013-14	Current Cycle: Year One	Create Strategic Plan containing Strategic Objectives to support Master Plan Goals; develop and implement Action Steps
2014-15	Current Cycle: Year Two	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps

2015-16	Current Cycle: Year Three	Mid-term Review of Master Plan Goals: Assess status of Master Plan Goals, Strategic Plan and Objectives; adjust Strategic Plan and Objectives as needed
2016-17	Current Cycle: Year Four	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps
2017-18	Current Cycle: Year Five	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps
2018-19	Current Cycle: Year Six	Master Planning Year: Assess and modify Master Plan for the next 6-year cycle

The Board of Trustees met for its regularly-scheduled meeting on August 14 and approved or reaffirmed numerous policies in the area of Business and Fiscal Affairs including Board Policy (BP) 6100 Delegation of Authority; BP 6150 Designation of Authorized Signatures; BP 6330 Purchasing; BP 6340 Contracts; BP 6400 Audits; BP 6500 Property Management; BP 6520 Security for District Property; BP 6540 Insurance; BP 6550 Disposal of Property; BP 6600 Capital Construction; BP 6620 Naming Buildings; BP 6700 Civic Center and Other Facilities Use; BP 6740 Citizens Oversight Committee; and BP 6800 Safety. All Board policies and procedures can be found at www.vcccd.edu.

As I have completed my first 30 days as the Chancellor of this great institution, I am grateful to be of service to the students, faculty, and staff of Ventura County Community College District. There is much to celebrate about what we do. I will continue to visit the campuses to make sure that all of you are aware of the work we are doing in the District Administrative Center to support the students, faculty, and staff. I wish you all a successful and productive fall semester!

Jamillah Moore, Ed.D.,
Chancellor