

Moorpark College Town Hall



Budget Presentation
March 7, 2012

VCCCD FY 13 (July 1, 2012) Budget Projections

- Impacted by the following statewide situation:
 - Flat Revenue
 - No increase/decrease
 - Structural Deficit
 - Historically, state has budgeted more costs than revenue
 - Increased costs
 - Step/column increases
 - Health & welfare benefits
 - No COLA

Budgeting on a 2-Year Projection

FY13 Deficit

Assuming Tax Proposals Pass

FY12 deficit \$3 M

Cost Increases 3M

Total FY 13 shortfall \$6M

Assuming Tax Proposals Fail

Mid-Year Trigger cuts \$6.2M

Total Potential FY13 Shortfall \$12.2M

FY14 Deficit

FY13 Shortfall \$6.2 M

Cost Increases 3-4 M

Total Potential FY14 Shortfall \$9.2-10.2M

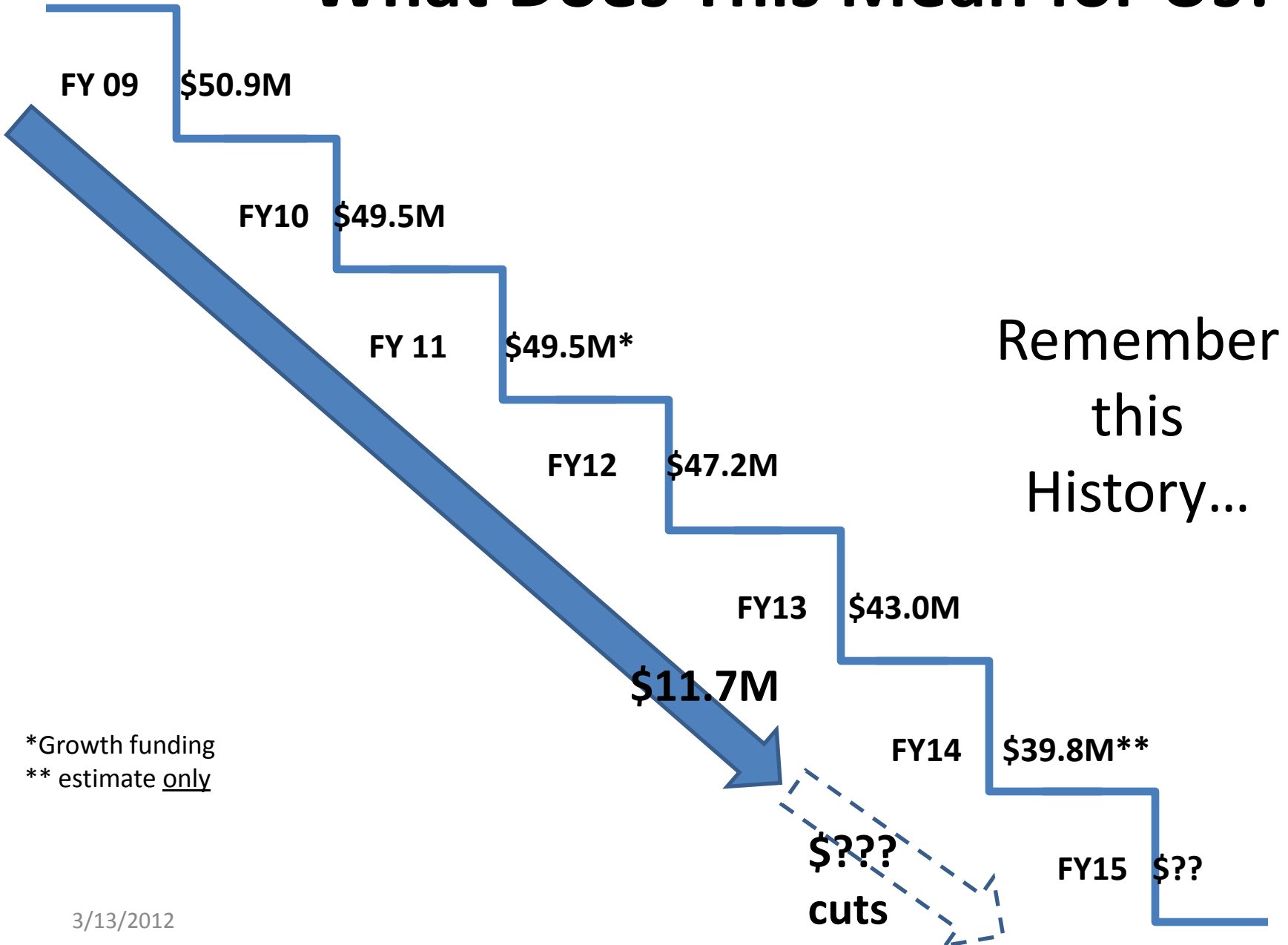
District Budget Assumptions for FY13

- Assumed a shortfall of approximately \$16M over the next 2 fiscal years
 - Recommended to Board of Trustees to budget based upon an \$8M shortfall in FY13 and \$8M shortfall in FY14
 - Will recommend use of Reserves of \$6.8M*
 - Used \$3.2 M of Reserves in FY12*
- Must also reduce unfunded FTES between 700-1,700 FTES
 - Projected Funded cap of **24,477** or **23,116** if mid-year triggers are again pulled
 - State funding is reduced via caps on funded FTES or “workload adjustments” (\$6.2M)

***Use of Reserves**

State Required Minimum – 5%	\$6,916,541
Revenue Shortfall Contingency	\$5,000,000
Unallocated	<u>\$13,265,050</u>
Total as of 06/30/2011	<u>\$25,181,591</u>
FY12 Adoption and Midyear Trigger	(\$2,938,133)
Use of Reserves-Unbudgeted Expenses	(\$352,000)
Use of Reserves- Estimated P1 Adjustment	<u>(\$3,200,000)</u>
Projected Reserves as of 2/29/2012	<u>\$18,691,458</u>
Assumed use of Reserves for entire FY13 trigger	<u>(\$6,212,965)</u>
Projected Reserve as of 6/30/13	<u>\$12,478,493</u>

What Does This Mean for Us?



Moorpark's FY13 Budget Was Built on the Following

- Reductions must equal \$3.2 M
- FTES must be reduced by 700
 - Instruction costs cut approx 56%
 - Program Reductions*
 - Class Schedule
 - Operations (non-instruction) cut approx 44%
 - Operating expenses/supplies
 - Personnel

* Program eliminations were not due to budgetary reasons, but will result in fewer part-time faculty

Auxiliary Operations

- Bookstore
- Cafeteria
- Child Development Center
- Auxiliaries operate under the following principles
 - Self-sustaining, i.e., no subsidy from general fund
 - Operations are not central to the educational mission, but are supplemental, or “auxiliary” to it

Auxiliary Operations

- Therefore, the following decisions were made:
 - Close Cafeteria effective end of Spring 1012
 - Facility will remain open as a space for gathering of students, staff, etc.
 - Will install self-serve vending equipment for hot/cold food service
 - Bookstore will discontinue on-line book sales
 - Students will be referred to proprietary on-line book retailers
 - Facility will remain intact for other sales/services
 - Child Development Center operations will continue

Questions?

Ventura County Community College District

Budget Update



March 13, 2012

FY13 VCCCD Budget Calendar

February 2012	Seek Board Guidance (Study Session)
March	Board Approval of Budget Assumptions
April	Classified Board Actions
May	Additional State Budget Information
June	Approve Tentative Budget
July–September	State Approved Budget
November 6	Tax Initiative Results
November 7	Reductions if Tax Initiative Fail
December – February 2013	Possible Statewide Deficit/P1

VCCCD General Fund Revenue Reductions

FY10 (\$4.6 m)

FY11 \$1.5 m

FY12

Signed budget (\$7.5 m)

Trigger cuts (\$2.4 m)

P1 adjustment (\$3.2 m)

Total projected FY12 (\$13.1 m)

3 year revenue reduction (\$16.2 m)*

(FY13 November triggers = \$6.8m)

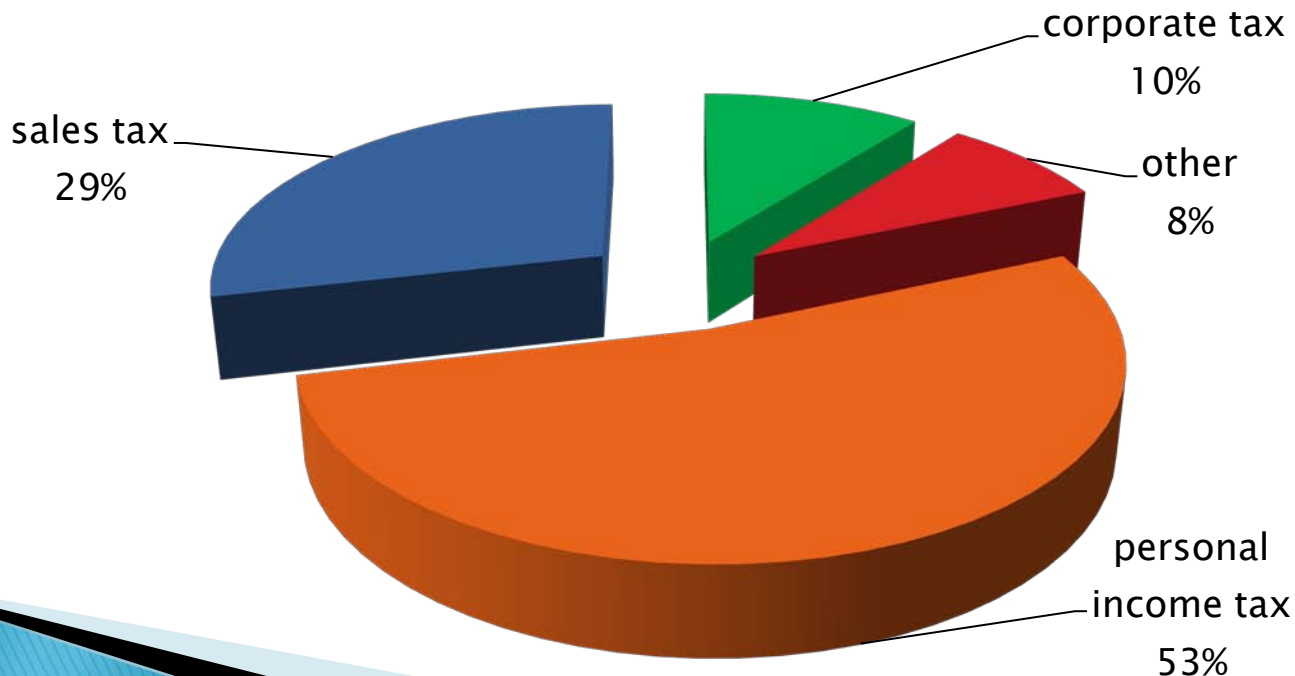
* In addition to increase in deferrals and District costs.

February LAO Economic & Revenue Update – FY13 Budget

LAO projects revenue \$6.5b lower than administration due to administration's optimistic estimates in:

- Revenue of proposed tax initiative
- Personal income taxes

FY11 State General Fund Revenue



FY13 VCCCD Budget Assumptions

Revenue

FY12 deficit (budget deficit & triggers)	\$3 million
FY13 partial trigger protection (Nov ballot failure)	<u>\$2 million</u>
Total Revenue Reduction	\$5 million

Expenditures

FY13 estimated inflation in costs	<u>\$3 million</u>
Total FY13 Budget Reduction Plan	\$8 million

FY12 VCCCD Reserves

State Required Minimum – 5%	\$6,916,541
Revenue Shortfall Contingency	\$5,000,000
Unallocated	<u>\$13,265,050</u>
Total as of 06/30/2011 (FY11)	\$25,181,591
 FY12 Adoption and Midyear Trigger	 (\$2,938,133)
Use of Reserves–Unbudgeted Expenses	(\$352,000)
Use of Reserves– Estimated P1 Adjustment	<u>(\$3,200,000)</u>
Reserves as of 02/29/2012 (FY12)	\$18,691,458
 Potential use of reserves (FY13 triggers–partial)	 <u>(\$4,800,000)</u>
Projected Reserves 12/31/12 (FY13)	\$13,891,458

District FTES

► Declining Funded Cap (FTES)

As of 07/01/12

FY09	FY10	FY11	FY12 (budgeted)*	FY13 (projected passage)*	FY13 (triggers)
26,847	25,841	26,496	24,504	24,504	23,015

***FY12 includes 6.2% workload reduction plus trigger cuts; FY13 projects 5.56% workload reduction based on revenue reduction of \$6.8 million if triggers are pulled.**

► Unfunded FTES (as of 3/12/12)

FY09	FY10	FY11	FY12 (projected)	FY13 (projected passage)**	FY13 (triggers)
2,501	3,377	1,170	1,745	1,745	3,234

****without class schedule reductions, FY13 goal = 500 unfunded.**

FY13 Preliminary Budget Plans

	\$8m
Instruction (1,200 FTES) (program eliminations/reductions/class schedule)	\$3,600,000
Classified	
• Associated with Instruction	\$500,000
• Restructure	\$1,400,000
• Due to budget constraints	<u>\$800,000</u>
Total Classified	\$2,700,000
Management	\$300,000
Operating/Other Exp	\$1,400,000
Total	<u>\$8,000,000</u>

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

Commission Concern Special Report

**Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001**

**A Public Report Prepared for the Accrediting Commission
for Community and Junior Colleges (ACCJC)**

**This report represents the District activities and actions taken as follow-up
to the Commission February 2, 2012
Concern Letter and Probationary Sanction**

March 15, 2012

INTRODUCTION

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the institutional Follow-Up Reports and the evaluation team reports for Moorpark, Oxnard, and Ventura colleges within the Ventura County Community College District. The Commission acted to impose Probation on all three institutions due to deficiencies identified in the Commission Concern about Board governance, as well District Recommendations 1-7.

The Commission required that a March 15, 2012 Special Report be prepared to address the Commission Concern, as follows: "The team report confirmed that board development activities had been provided and that all board members were encouraged to attend. At the same time, the team expressed concern about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role, and reiterated its recommendation for evidence of ongoing professional development for all Board members. Specifically, the Commission notes a particular board member's disruptive and inappropriate behavior, and the entire board's responsibility to address and curtail it." (Eligibility Requirement 3; Standard IV.B.1.g-i.)

A follow-up Accreditation visit will occur at a date to be established by the Commission in response to the Commission's Concern letter. A follow-up report is due on October 15, 2012 pertaining to District Recommendations 1-7, and will be followed by a visit of Commission representatives.

Report

The Chancellor for the Ventura County Community College District received formal notification of the Accrediting Commission for Community and Junior Colleges January 2012 action on February 6, 2012. In response, the Chancellor disseminated the Commission's correspondence to the Board of Trustees and ensured appropriate public notification was made. As part of the Chancellor's Cabinet meeting on February 6, 2012 (Exhibit 1), the Chancellor discussed the Commission Concern letter and team reports with college presidents, vice chancellors, and director of administrative relations. The Chancellor held an emergency meeting with the Board Chair in the late morning of February 6, 2012. By 2:00 p.m. all Board members were contacted and a Special Board Meeting was scheduled February 22, 2012. A copy of the Commission Concern letter and press release (Exhibit 2) were posted on the District's website and announced by college presidents on campus at 3:00 p.m. on February 6, 2012.

As an outcome of the emergency meeting with the Board Chair and a Chancellor's Cabinet meeting, a Study Session was agendaized to publicly review and discuss the Commission's February 2, 2012 letter during the February 14, 2012 Board of Trustees meeting (Exhibit 3) and a Special Board Meeting was confirmed for February 22, 2012 to formally accept the Commission letter and establish an action plan to address the Commission Concern letter.

During the February 14, 2012 Study Session, the Chancellor reviewed the ACCJC Commission Concern letter, dated February 2, 2012, and accreditation team findings for the three colleges and outlined the Commission sanction process and explained probation. Trustees acknowledged and discussed at length the importance and urgency of preparing a Special Report to ACCJC by March 15, 2012. The Board Chair also reviewed a preliminary outline for the Special Board Meeting and sought input from Trustees regarding the agenda. The matter of Board development and the need to demonstrate the Board's consistent leadership role was noted as matters for immediate attention.

During the February 14, 2012 Study Session, Trustees acknowledged work the colleges have done in meeting accreditation requirements and expressed Board commitment to meet accreditation concerns. Chair Blum requested the Ad Hoc Strategic Planning Committee, consisting of Chair Blum and Trustee McKay, develop a strategy for addressing the Commission's Concern letter.

In preparation for the February 15 ad hoc committee meeting (Exhibit 4), the Chancellor and Board Chair reviewed and assembled documents, including the tentative February 22, 2012 Special Board of Trustees Meeting agenda. Many documents obtained from recent Trustee professional development were compiled into the agenda. The Board ad hoc committee met on February 15, 2012 (Exhibit 5), reviewed the draft agenda, and agreed to meet monthly or as necessary. Trustees determined the Special Board Meeting should be used to formally acknowledge and accept the Commission Concern

letter, provide Trustee professional development to ensure Board members clearly understand their role and responsibilities pertaining to District leadership, and review Board policies and procedures to ensure consistent and sustainable Trustee commitment to their leadership role. Previously compiled documents were reviewed and selected. It was further determined an expert should be employed to facilitate this Special Board meeting. Trustees requested that the study session format allow for constituent input during the Special Meeting. At the request of the three college Academic Senates, the Board incorporated a presentation on the role of the Academic Senate and faculty in the accreditation process, presented by the three college Academic Senate Presidents (Exhibit 6).

Subsequently, on February 21, 2012, the Chancellor secured the services of Mr. John Didion, Executive Vice Chancellor of Human Resources and Educational Services, Rancho Santiago Community College District, to serve as facilitator of the February 22, 2012 Special Board meeting (Exhibit 7). Mr. Didion was provided the Commission Concern letter and the Board of Trustees February 22, 2012 meeting agenda, which included materials addressing accreditation concerns, as recommended by the Board ad hoc committee.

The facilitator, Board Chair, and Chancellor met during the afternoon prior to the February 22, 2012 Special Board Meeting to review the agenda and discuss an approach to the Board's facilitated training and facilitated meeting.

During the Special Board Meeting, the facilitator reviewed and Trustees reaffirmed a list of accepted ground rules, introduced by ACCJC during the November 8, 2011 Board Meeting *Accreditation and Trustee Roles and Responsibilities Workshop*.

Ground Rules

1. Be on time.
2. Everyone participates.
3. Stay within the agreed upon objective/agenda.
4. No private conversations.
5. Say what's on your mind to all.
6. Listen for content before forming an opinion (open your mind to others).
7. Suspend judgment until there has been sufficient discussion and data.
8. Be specific and use examples, provide data when possible.
9. It is okay to disagree but be open to new ideas and don't be caught up in your own visions.
10. All topics/issues are fair game.
11. No cheap shots.
12. No Hogging / Frogging / or Bogging.

Additionally, Trustees agreed to employ these ground rules for all future Board and standing committee meetings. The agreement of ground rules was followed by a lengthy examination and discussion of all Commission Eligibility Requirements, with

emphasis on Requirements 3 and 21 and Accreditation Standard IV.B.1.g-i. During the discussion on Accreditation Standard IV.B.1.g-i, *Governing Board Self Evaluation Process*, *Board Code of Ethics*, and *The Board's Role in the Accreditation Process* was reviewed for purposes of clarity and understanding. Trustees further discussed the Commission accreditation and sanction process and the Board expressed a strong desire to meet the Commission Concern and remove the colleges from probation.

Trustees discussed their roles within the scope of best practices contained in Community College League of California *Board and CEO Roles, Different Jobs, Different Tasks* to clearly delineate their roles from that of the CEO, including strengthening the Board and CEO relationship, organizational leadership, fiscal affairs, human resources, and community relations. Trustees reviewed and discussed the Association of Community College Trustees *Role of a Trustee*, a document prepared by the Board Chair, *Role of a Trustee*, and the California School Board Association's *Professional Governance Standards*.

The Board reviewed and discussed the Brown Act and the January 1, 2009 changes. As an outcome, Trustees agreed on the importance of not disclosing votes, engaging in serial meetings, and/or revealing their positions on votes that will come before the Board. As elected officials, Trustees are expected to listen to public advocacy without revealing any Trustees' position, including their own. The Board Chair emphasized individual Trustees engaging in Brown Act violations will not be legally protected from personal liability by VCCCD.

Board policies and administrative procedures related to Board roles and responsibilities were reviewed and discussed pertaining to policy and leadership roles, including:

- BP 2200 Board Duties and Responsibilities
- BP 2430 Delegation of Authority to CEO
- BP 2434 Chancellor's Relationship with the Board
- BP 2715 Board Code of Ethics/Standards of Practice
- AP 2715-A Code of Ethics
- AP 2715-B Standards of Practice
- BP 2720 Board Member Communication
- AP 2720 Board Member Communication
- BP 2740 Trustee Professional Development
- AP 2740 Trustee Professional Development
- BP 2745 Board Self Evaluation
- AP 2745 Board Self Evaluation

After discussion, Trustees concluded that several policies, including BP 2715 Board Ethics, needed further strengthening to comply with the Commission Concern letter of February 2, 2012. Trustees requested a Special Board Policy Meeting to review the policies to further align policy to the Commission Concern letter. Several policies and procedures were recommended for improvement:

- BP 2715 Board Code of Ethics/Standards of Practice
- AP 2715-A Code of Ethics
- BP 2740 Trustee Professional Development
- AP 2740 Trustee Professional Development
- BP 2745 Board Self Evaluation
- AP 2745 Board Self Evaluation

Several policies and procedures, presented for information only during the February 22 Special Board Meeting, were agendaized for review during the Special Board Policy Committee meeting:

- BP 2210 Officers
- BP 2215 Role of the Board Chair
- BP 2710 Conflict of Interest
- AP 2710 Conflict of Interest
- AP 2712 Conflict of Interest Code

The facilitator and Board concluded that Trustees generally had adequate policies and procedures in place that outline appropriate practices for the Board and Trustees' leadership and policy roles. Trustees committed to be more knowledgeable and follow Board policies and procedures more carefully. Board members further committed to hold one another accountable to the provisions contained within District policies and procedures.

A facilitated discussion about future professional development activities followed. The entire Board committed to attending the annual Community College League of California Trustee Conference in San Diego May 4-6, 2012 and participate in workshops as part of the Board's professional development plan. Board members committed to attending one additional conference/workshop by January 2013. The Board also planned professional development during future Board meetings or special meetings, at least once per quarter. Subsequently, the Academic Senates were placed on the Board of Trustees March 13, 2012 meeting agenda to provide a presentation on the role of the Academic Senates and its ten areas of authority and responsibility. The Senate emphasized the involvement of faculty in the accreditation process as part of their presentation, consistent with their earlier discussion with the Board during its Special Board Meeting on February 22, 2012.

Consistent with the Board's previous commitment to professional development, the full Board participated in a study session during the December 13, 2011 Board of Trustees meeting to address parliamentary practice in the conduct of its meetings. A facilitator, Mary L. Dowell, Esq., conducted the training (Exhibit 8). In order to strengthen the effectiveness of Board meetings, Trustees publicly recognized the role of the chairperson in conducting the meeting. A formal motion is the only way in which the Board takes action. The training emphasized making and debating motions. Members

of the Board have the right to speak and debate on actions before the body, have the right to understand the motion before them, have majority and minority views heard, and the majority vote decides. Ms. Dowell further outlined that no debate or discussion of a Board action item can take place until a Trustee motion is made, another Trustee seconds the motion, and the Board Chair states the question before Trustees. Trustee remarks must be germane to the motion and debate is impersonal. Upon conclusion of the training, Trustees committed to follow the precepts outlined by the facilitator in conducting effective and efficient public meetings.

On January 27, 2012, four Board members attended the Community College League of California's three-day *Effective Trusteeship Conference* in Sacramento, California (Exhibit 9). Members of the Board participated in the following workshops: *Introduction to Trusteeship: Roles and Responsibilities*; *Board Role in Fiscal Policy*; *Board Chair Workshop*; *Local Decision Making: Faculty, Staff and Student Roles*; *The Board/CEO Partnership: Making It Work*; and *Introduction to the Brown Act*. Additionally, one VCCCD Trustee co-presented the *Board Role in Fiscal Policy* workshop. Trustees also used the occasion to advocate, on behalf of the Ventura County Community College District and California community colleges, with legislators. Post-conference Trustee assessment indicated all attendees agreed that conference/workshops were beneficial in their performance of their Trustee roles and responsibilities. Further, attending Trustees found informal workshop/conference activities were beneficial to their Board roles. Trustees concluded their participation in the conference/workshop was a useful and productive professional development activity.

In addition to the professional development schedule established during the February 22, 2012 Special Board meeting, Trustees also requested the Board Chair send a formal request letter to the Accrediting Commission for technical assistance in strengthening its performance in meeting the Commission Concern letter, Eligibility Requirements, and Accreditation Standards. Trustees also committed to a Best Practices Agreement and adherence to the behaviors, practices, and activities contained in the documents presented during the study session. Trustees recognized the need for ongoing assessment and improvement based on thoughtful reflection and evaluation. This assessment will be measureable and lead to sustained and strengthened practice. Trustees acknowledged by taking action on a best practices agreement and forwarding the document to the Commission, the action would be binding within the provisions of Accreditation Eligibility Requirement 21: Integrity in Relations with the Accrediting Commission.

On February 23, 2012, a Special Board Meeting assessment was sent to Trustees. The full Board participated in the evaluation (Exhibit 10). Outcomes from the assessment demonstrated that Trustees understand their roles, responsibilities, and accountability requirements to the State of California, Accreditation Commission, general public, and VCCCD students.

As an outcome of the Special Board Meeting, Trustees all agreed they had read, discussed, understood, and will comply with:

- Commission Eligibility Requirement 3: Governing Board
- Commission Standard IV: Leadership and Governance
- Commission Eligibility Requirement 21: Integrity in Relations with the Accrediting Commission
- Policy on Commission Actions on Institutions, Policy Element IV: Sanctions
- Requirements of the Brown Act
- BP 2740 Board Professional Development

The full Board reported the study session met Trustee needs in order to begin to address the Accreditation Commission Concern letter and document their continuous and sustainable activities in the pursuit of best Board practices.

The Special Board Policy Committee meeting took place March 7, 2012 (Exhibit 11). Trustees met to review policies, as requested by the Board during the February 22, 2012 Special Board Meeting. Trustees reviewed and discussed the following Board policies and procedures for consistency and alignment with effective trusteeship:

- BP 2210 Officers
- BP 2215 Role of the Board Chair
- BP 2200 Board Duties and Responsibilities
- BP 2430 Delegation of Authority to CEO
- BP 2434 Chancellor's Relationship with the Board
- BP 2710 Conflict of Interest
- AP 2710 Conflict of Interest
- AP 2712 Conflict of Interest Code
- BP 2715 Board Code of Ethics/Standards of Practice
- AP 2715-A Code of Ethics
- AP 2715-B Standards of Practice
- BP 2720 Board Member Communication
- AP 2720 Board Member Communication
- BP 2740 Trustee Professional Development
- AP 2740 Trustee Professional Development
- BP 2745 Board Self Evaluation
- AP 2745 Board Self Evaluation

As an outcome of the March 7, 2012 Board Policy Committee meeting, Trustees agreed to significantly clarify and strengthen BP 2715 Board Code of Ethics/Standards of Practice; BP 2430 Delegation of Authority to Chancellor; BP 2740 Trustee Professional Development; and BP 2745 Board Self-Evaluation in response to the Accrediting Commission's Concern (Eligibility Concern 3; Standard IV.B.1.g-i) by specifically addressing Trustees' roles in decision-making; the use of appropriate formal channels of communication; compliance with accreditation requirements; commitment to

measurable, sustainable improvement in Board performance through professional development and Board self-evaluation; adherence to Board best practices; and defined sanctions for Trustee misconduct. Changes were made to AP 2715 (A) Code of Ethics and AP 2745 Board Self Evaluation for alignment and consistency.

During the Board of Trustees March 13, 2012 Regular Board meeting, Trustees received a report from the Chancellor regarding the District's progress in meeting the seven accreditation recommendations in preparation for the October 2012 Commission report (Exhibit 12). In addition, a study session responding to the Commission Concern letter dated February 2, 2012 was held. The Board again reviewed and discussed the Best Practices Agreement, Board Policies, Board Professional Development Plan, and a Request for ACCJC Technical Assistance. In addition, Trustees also reviewed and discussed the Board of Trustees Special Report.

During the Board of Trustees March 13, 2012 Regular Board meeting, Trustees Adopted:

- Board of Trustees Best Practices Agreement (Exhibit 13)
- The following reaffirmed or modified policies (Exhibit 14):
 - BP 2200 Board Duties and Responsibilities
 - BP 2210 Officer
 - BP 2215 Role of the Board Chair
 - BP 2430 Delegation of Authority to CEO
 - BP 2434 Chancellor's Relationship with the Board
 - BP 2710 Conflict of Interest
 - AP 2710 Conflict of Interest
 - AP 2712 Conflict of Interest Code-Form 700: Statement of Economic Interest
 - BP 2715 Board Code of Ethics/Standards of Practice
 - AP 2715-A Code of Ethics
 - AP 2715-B Standards of Practice
 - BP 2720 Board Member Communication
 - AP 2720 Board Member Communication
 - BP 2740 Trustee Professional Development
 - AP 2740 Trustee Professional Development
 - BP 2745 Board Self Evaluation
 - AP 2745 Board Self Evaluation
- Board Professional Development Plan (Exhibit 15)
- Request for Accrediting Commission of Community and Junior Colleges, to provide Ventura County Community College District Board of Trustees with technical assistance (Exhibit 16)
- Board of Trustees Special Report to address the Commission Concern letter

VCCCD Board of Trustees assures the Accrediting Commission all Trustees will work in full cooperation to remove the District's colleges from probationary sanction.

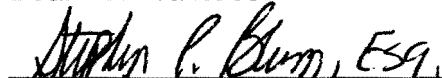
The Board recognizes its primary leadership responsibilities and the delineation of its policy role from operational matters.

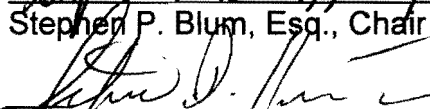
The full Board recognizes its responsibility for ensuring Trustees perform within their prescribed duties and responsibilities, consistent with Eligibility Requirement 3 and Standard IV.B.1.g-i.

The Board will fulfill its obligation to engage in continuous assessment and quality improvement to best serve students. This constitutes the response to the Commission Concern. The other seven recommendations will be fully addressed in the follow-up that will be submitted on or before October 15, 2012.

Sincerely,

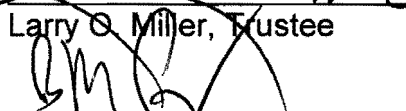
Ventura County Community College District
Board of Trustees

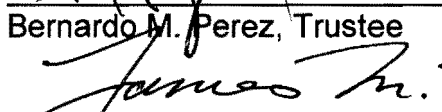

Stephen P. Blum, Esq., Chair


Arturo Hernandez, Vice Chair


Dianne B. McKay, Trustee


Larry O. Miller, Trustee


Bernardo M. Perez, Trustee


James M. Meznek, Chancellor

c: Chancellor
College Presidents
Vice Chancellors

Academic Senates
Classified Representatives
Associated Senate Presidents

Supporting Documentation

1. Chancellor's Cabinet agenda 02.06.12
2. VCCCD Press Release 02.06.12
3. Board of Trustees Meeting agenda 02.14.12
4. Ad Hoc Strategic Planning Committee Meeting agenda 02.15.12
5. Ad Hoc Strategic Planning committee Meeting notes 02.15.12
6. Board of Trustees Special Meeting agenda 02.22.12
7. Facilitator John Didion Biography
8. Mary Dowell Parliamentary Procedure presentation 12.13.11
9. Community College League of California Effective Trusteeship Conference 01.27.12
10. Special Board Meeting Assessment 02.22.12
11. Special Board Policy Meeting agenda 03.07.12
12. Board of Trustees Meeting agenda 03.13.12
13. Best Practices Agreement
14. VCCCD reaffirmed/modified policies and procedures
15. Board Professional Development Plan 2012-2013
16. Board Chair Request for Technical Assistance letter

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

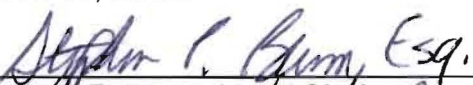


Board of Trustees Best Practices Agreement

As a Trustee and member of the Ventura County Community College District Board, I will:

1. Adhere to my role and responsibilities, consistent with the accountability requirements to VCCCD students, the State of California, Accreditation Commission, and the general public;
2. Observe VCCCD Board policies and procedures in the conduct of my Trustee role and hold other Board members accountable to the provisions contained therein;
3. Consistently demonstrate my policy leadership role in strengthening the Board's performance and ensure continuous organizational improvement and assessment to best serve students and the community;
4. Pattern my actions as a public official within the parameters contained in the Community College League of California *Board and CEO Roles, Different Jobs, Different Tasks*; the Association of Community Colleges Trustees' *Roles and Responsibilities*, and *Role of a Trustee*, outlined by the Board Chair, as appended;
5. Comply with the Brown Act and not engage in serial meetings and not reveal my position or (perceived) positions of other Trustees when presented with constituent advocacy;
6. Employ the ACCJC meeting *Ground Rules* and follow Parliamentary Procedure in the conduct of the Board's public meetings, as appended; and
7. Participate in professional development activities, consistent with the Board's adopted professional development plan, as appended, to achieve measurable and sustainable performance improvement through reflective Board self-evaluation.

March 13, 2012:



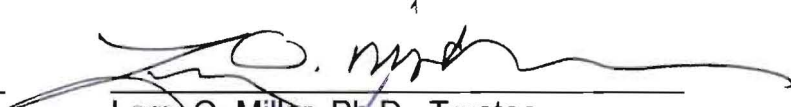
Stephen P. Blum, Esq., Chair



Arturo D. Hernández, Vice Chair



Dianne B. McKay, Trustee



Larry O. Miller, Ph.D., Trustee



Bernardo M. Perez, Trustee



Academic Senates

Basis for Senate Authority?

- Education Code
- Title 5 Regulations

California Education Code

- Laws resulting from legislation
 - Requires legislation to be changed
- Always supersedes Title 5 regulation
- Governance as we know it was formalized by AB 1725 in 1988

Title 5

- California Code of Regulations (CCR)
- Derived by the Board of Governors from the California Education Code
- Division 6 - applies to California Community Colleges
- Regulation with the force of law

Education Code

§70902 (B)(7)

“ The Governing Board shall ... ensure ... the right of academic senates to assume **primary responsibility** for making recommendation in the areas of **curriculum and academic standards.**”

Title 5 § 53203 - Authority

- (A) Governing Board shall adopt policies delegating authority and responsibility to its Academic Senate.
- (B) Policies in (A) shall be adopted through *collegial consultation* with the Academic Senate.
- (C) Guarantees the Academic Senate the right to meet with or appear before the board.

Title 5 § 53200 - Definitions

- (B) Academic Senate means an organization whose **primary function** is to make recommendations with respect to **academic and professional matters**.
- (C) Academic and Professional matters means the following policy development and implementation matters:

The “10 +1”

Section 53200 (c)

- | | |
|---|--|
| 1. Curriculum, including establishing prerequisites | 7. Faculty roles and involvement in accreditation process |
| 2. Degree & Certificate Requirements | 8. Policies for faculty professional development activities |
| 3. Grading Policies | 9. Processes for program review |
| 4. Educational Program Development | 10. Processes for institutional planning and budget development |
| 5. Standards & Policies regarding Student Preparation and Success | 11. Other academic and professional matters as mutually agreed upon. |
| 6. College governance structures, as related to faculty roles | |

Collegial Consultation - Defined

Section 53200 (d)

...the district governing board shall develop policies on academic and professional matters through either or both of:

1. ***Rely primarily*** upon the advice & judgment of the Academic Senate
2. Reach ***mutual agreement*** with the Academic Senate by written resolution, regulation, or policy

Title 5 § 53203

(d)(1) When *rely primarily*:

- The recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
 - If a recommendation is not accepted, the governing board or *its designee*, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

Title 5 § 53203

(d)(1) When mutually agree (*and an agreement has not been reached*):

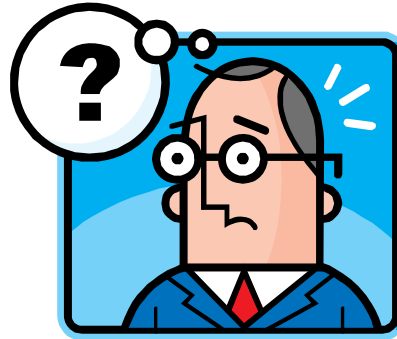
- Existing policy shall remain in effect except in cases of legal liability or fiscal hardship.
- Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

Title 5 § 53203 – more on authority

- (E) Academic Senate may assume responsibilities and perform functions as may be delegated by the Governing Board
- (F) Appointment of faculty members to college committees shall be made by the Academic Senate
 - Requires consultation with college CEO (i.e., college President) or designee

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
General Oversight	
<ul style="list-style-type: none"> • Adopt policies that define and delegate clear and appropriate authority and responsibility for educational programs and services to CEO, as well as the Academic Senate • Review and approve significant changes to programs as required by state law and board policy 	<ul style="list-style-type: none"> • Lead and administer the delivery of high quality educational programs and services, including planning, development, program review, and staffing • Inform the board about the major programs and services of the college • Seek approval from the board as required
Treatment of Students	
<ul style="list-style-type: none"> • Adopt policies that define clear criteria for student status and progress • Adopt policies that ensure fair and equitable treatment of students • Determine whether or not the board wishes to be a court of appeal for student grievances 	<ul style="list-style-type: none"> • Ensure that student progress and goal achievement are appropriately recorded and recognized • Ensure that procedures exist and are followed for fair and equitable treatment of students, including discipline, due process, and grievances
Academic Programs and Student Services	
<ul style="list-style-type: none"> • Monitor that programs are aligned with policy direction and plans • Require program review or other processes that address ongoing evaluation and improvement of programs • Be aware of the scope of offerings of the district 	<ul style="list-style-type: none"> • Ensure that the delivery of educational programs, curriculum, and student services are in accordance with district plans • Establish and maintain processes that foster quality, effectiveness, relevancy, and efficiency
Institutional Effectiveness	
<ul style="list-style-type: none"> • Define “student success” • Require the CEO to develop accountability and evaluation programs and processes • Monitor how effective the institution is in achieving its goals and student success 	<ul style="list-style-type: none"> • Ensure a comprehensive program to monitor institutional effectiveness • Keep the board informed on progress toward accomplishing plans and goals • Provide reports to the board that enable it to be accountable to the local community and state and federal agencies

Questions?



Resources

In the development of this report, we relied heavily upon the following resources:

Academic Senate for California Community Colleges
(asccc.org)

Title 5
(www.calregs.com)

Thank You

- Riley Dwyer  rdwyer@vcccd.edu
 - Moorpark College Academic Senate President
- Robert Cabral  rcabral@vcccd.edu
 - Oxnard College Academic Senate President
- Peter H. Sezzi  psezzi@vcccd.edu
 - Ventura College Academic Senate President