Letter of Interest – Areas of Focus and Additional Details	Questions	Recent Efforts to Address Areas of Focus	Links to Documents/Resources
A. Organizational Structure and Implementation Processes for District Services

Develop a plan for the effective analysis, recommendation, and implementation of changes leading to improvement in function and support from critical District service areas. | 1. How can we obtain District wide input on functional service priorities and areas for improvement?
2. What parameters can we provide a consultant to conduct a study leading to meaningful recommendations for implementation?
3. What are examples of effective service unit reviews at the District level?
4. What are methods that can be used to assess and improve process flow and efficiency?
5. How do other Districts determine District Office budget allocation? | Human Resources, Business and Administrative Services, Information Technology, Communications and Marketing, Workforce and Economic Development, and the Chancellor's Office have done an initial organizational chart review and made initial recommendations regarding positions needed. | Organizational charts

VCCCD Decision-Making Handbook

VCCCD 2016-19 Strategic Plan Template |
| B. District-Wide Support for Ventura County Workforce and Economic Development

Integrate and leverage our resources within the District and with external partners to serve Ventura County workforce and economic development needs. | 1. Does the new Career Education Committee membership include adequate representation to accomplish objectives?
2. What are effective models of District and college communication and interaction with employers?
3. What are important topics to address in the five year career education strategic plan? | Established District-Wide Career Education Committee. | Career Education Committee information including membership list |

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C. Establish District-Level Student Success and Service Area Performance Metrics Develop performance metrics aligned with the new state performance based funding model and establish a program review process of District service areas.	1. How can a process be developed to set one, three, and six year goals for the defined District-level performance metrics? 2. Where are examples of effective District office service unit reviews including preparation timeline? 3. What are effective methods used to align District and college performance metrics and goals? 4. How do we successfully plan, monitor, and achieve defined performance targets?	Shared funding metrics included in the new state funding model.	State Performance Based Funding Model Metrics

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