

Board of Trustees

Ventura County Community College District

Cheryl Heitmann

President

Mary Anne Rooney

Vice-President

Robert S. Gonzales

Trustee

Arturo D. Hernández

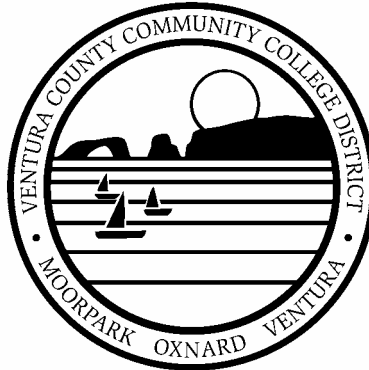
Trustee

Allan W. Jacobs

Trustee

Elizabeth Wolfel

Student Trustee



William Studt

Interim Chancellor/

Secretary to the Board

MINUTES FOR THE MEETING OF FEBRUARY 27, 2004 STUDY SESSION

The Study Session of the Board of Trustees of the Ventura County Community College District was held on Friday, February 27, in the Ventura College Campus Center Conference Room.

Roll Call

Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Robert S. Gonzales

Arturo D. Hernández

Allan W. Jacobs

Elizabeth Wolfel, Student Trustee

Management Present:

William Studt, Interim Chancellor

Michael Gregoryk, Acting President, Ventura College

Lydia Ledesma-Reese, President, Oxnard College

Dennis Cabral, Executive Vice President of Student Learning, Moorpark College

Sue Johnson, Associate Vice Chancellor, Business Services

Lyn MacConnaire, Dean, Student Development

Faculty/Staff/Student Representatives:

Mary Jones, Oxnard College Academic Senate President

Jack Miller, Moorpark College Academic Senate President

Becky Santillian-Hull, Ventura College Academic Senate President

CALL TO ORDER

President Heitmann called the meeting to order in the Ventura College Campus Center Conference Room at 12:08 p.m. Trustee Gonzales arrived at 1:00 p.m.

RECESS TO CLOSED SESSION

At 1:15 p.m. President Heitmann recessed the meeting to Closed Session in the Ventura College Campus Center Conference Room, to consider the following items:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION {*Gov't Code §54956.9(b)*}. The existing facts and circumstances that might result in litigation against the District arise from the following:

1. The Board convened into Closed Session to consider the Settlement and Release Agreement between the District and Diane Keen, effective February 28, 2004.
2. The Board convened into Closed Session to consider the claim of FTR.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE [*Gov't Code § 54957*]

RECONVENE IN OPEN SESSION

At 2:50 p.m. the meeting reconvened into Open Session. Trustee Gonzales left at 2:55 p.m.

PLEDGE TO THE FLAG

Lyn MacConnaire led the pledge to the flag.

CLOSED SESSION REPORT

President Heitmann read the following Closed Session report.

1. The Board of Trustees of the Ventura County Community College District herewith approved with a 5-0 vote, the agreement of February 27, 2004, between the District and FTR International to enter into binding arbitration regarding the matter pertaining to the Ventura College Learning Resources Center, the Board hereby directs the Chancellor (or designee) to take any or all actions in furtherance of this agreement including prosecuting, defending and enforcing claims, losses or damages by or against FTR.
2. The Board took action to approve the Settlement and Release Agreement between the District and Diane Keen, effective February 28, 2004.

ITEMS FOR DISCUSSION

▪ **Accreditation**

- **Review 2003/2004 Board Goals/Objectives** – Lyn MacConnaire facilitated the discussion regarding the Board's Goals and Objectives. Dr. MacConnaire distributed and reviewed the 2003-2004 Goals. The Board reviewed the 2003-2004 goals and discussed the 2004-2005 goals as follows:

- I. Establish policies to assure quality, integrity and effectiveness of student learning programs and services.**
- Surveys
 - Student Perception
 - Staff
 - New curriculum
 - Number of certificates and degrees
 - Ongoing discussions with academic senates
 - Approve and Establish Criteria
 - Work with academic senates and colleges in establishing criteria
 - Involvement with Budget
 - Review and analysis of student health services and campus safety
 - Add: Will meet obligation to full-time faculty
- II. Establish policies to assure the financial stability of the institutions.**
- A. Promote the districtwide development and maintenance of the college Educational Master Plan and Facilities Master Plan.**
- Accomplished/keep
- B. Develop parameters of the District Allocation Model relating those parameters to the community constituencies.**
- Keep – ongoing/in progress
- Report Notes:** District developed parameters, Board set parameters and suspension of model for hiring of new faculty. Board adopted temporary parameters and will develop new parameters for long-term allocation model.
- C. Explore the benefits of hiring an internal auditor.**
- Add the following goals:
- D. Develop a balanced budget while maintaining an adequate reserve.**
- E. Search for new sources of revenue.**
- F. Develop a plan to fund unfunded liabilities.**
- III. Clearly define the roles and responsibilities of the Governing Board. - Keep**
- A. Uphold the Code of Ethics that define the roles of the Board (going to subcommittee)**
- B. Strengthen a sense of trust and credibility with the community.**
1. College Community
 2. Community at Large
- C. Strengthen ongoing relationships with individual communities throughout**

the County.

- D. Communicate Board goals throughout the community.**
- E. Review Board subcommittees and formalize job descriptions being proactive and looking at long-term issues.**
- F. Strengthen relationships with state and national legislators.**
- G. Address the image of the district through presence at city, state, county, and national levels as well as continued public relations.**
- H. Hire the District Chancellor and build good CEO/Board relations.**

Note: The student trustee policy was reviewed.

IV. Regularly evaluate Board policies and practices.

- A. Define college and district office autonomy through discussion with leadership and campus constituencies**
- B. Actively review and update Board goals**
- C. Review Board Policy Manual**
- D. Implement annual Board self-evaluation procedures**
- E. Actively participate in districtwide accreditation**

Add:

- F. Review agreements between foundations and district**

V. Review and update program for board development.

- A. Initiate a new trustee orientation addressing operational, procedural, and protocol needs. Address mentoring support for new trustees**
- B. Identify training and communication needs for Board.**
- C. Strengthen and improve employee/employer relations.**

Interim Chancellor Studt indicated that an update version of the 2004-2005 Board Goals would be distributed to the Board for review. The Rules, Operations & Procedures ad hoc committee will review the Goals. Student Trustee Wolfel asked the Board to review the relationship between the student trustee and the Board. There was a brief discussion regarding mentoring.

- **Review Board Annual Self-Evaluation Form** – Interim Chancellor Studt asked the Board to complete their self-evaluations and to bring them to the March 9, 2004, Board meeting.
- **Review Board Code of Ethics** – The Code of Ethics for the Board of Trustees was reviewed and accepted.
- **Review and Discuss District Mission Statement** - It was pointed out that the college mission statements were reviewed to ensure they were in line with the District's.

There was a brief discussion regarding the Mission Statement. Trustee Rooney asked the colleges if they reviewed the Mission Statements prior to the recent budget cuts. Lydia Ledesma-Reese and Dennis Cabral explained the process that was used. It was pointed out that part of the presentation from faculty seeking positions was how it related to the mission of college.

- **Discussion of Mapping Document** – Dennis Cabral gave a brief overview of the

development of the mapping document. He pointed out that the document was a rough draft and asked the Board for their input. The following changes were suggested:

- The Board meets on the second Tuesday of each month.
- The community by area elects the Board
- Elections are held in even years.
- The subcommittees and ad hoc committees should be listed.
- Facilities and Planning should include the bond issue, which expands their responsibilities.
- Citizens Oversight Committee
- Educational Plan
- Under technology – it is the responsibility of the campus to purchase and maintain computers.

There was a brief discussion regarding common course numbering. This issue was referred to the Interim Chancellor to place on a Study Session for discussion.

- **Discussion of Checklist of Standard IV – Board Standards of Good Practice** – Interim Chancellor Studt pointed out that the Chancellor’s Office is assembling the documentation for the District’s accreditation. He said that he would provide the written report to the Board prior to approval in August. The Accreditation Subcommittee will review the portions that are related to Board governance.

At 5:10 p.m. Art left.

- **Discuss Last Term Accreditation Recommendations** – It was pointed out that the issues were addressed when the Board received the accreditation report.
- **State/District Budget Update** – Sue Johnson gave a brief update on the budget. She distributed and reviewed, *Ventura County Community College District Revenue – Fiscal Year 04 (Adoption) and 04 (Projected General Fund Unrestricted Mid Year Projection)*.
- Trustees
 - **Subcommittees** –
 - **Construction Subcommittee:** Trustee Rooney reported on the architect interviews. She indicated that Trustee Hernández had recused himself from the architect selection committee from one of the Oxnard College projects. It was decided that Trustee Jacobs would review the list and if there were no conflict, he would serve on the selection committee.

Dr. Jacobs asked the Legislative Subcommittee to review the following items to determine the impact on the students:

- \$26 student fee
- Governor’s proposal regarding the CSU/UC students.

ADJOURNMENT

The meeting was adjourned at 5:35 p.m.