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Ventura County Community College District

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**MINUTES
FOR THE STUDY SESSION MEETING
OF MONDAY, AUGUST 27, 2007**

The study session of the Board of Trustees of the Ventura County Community College District was held on Monday, August 27, 2007, at the Pierpont Inn - Marine Room, in Ventura, California.

CALL TO ORDER

ROLL CALL

Board Members Present:

Larry O. Miller, Chair

Robert O. Huber, Vice-Chair

Stephen P. Blum, Trustee

Cheryl Heitmann, Trustee

Arturo D. Hernández, Trustee

Lorraine Hawes, Student Trustee

Management Present:

James M. Meznik, Chancellor

Staff:

Clare Geisen, Director of Administrative Relations

Eileen Welser, Executive Assistant to the Chancellor

Facilitator

Dr. Robert Jensen

CALL TO ORDER

Chair Miller called the meeting to order at 9:10 a.m.

PLEDGE TO THE FLAG

Robert Huber led the pledge to the flag.

PUBLIC COMMENTS

There were no public comments.

OPEN STUDY SESSION

At 9:15 a.m. Chair Miller opened the Study Session.

Board Planning Retreat – Dr. Robert Jensen, Facilitator

- Issues Facing The District
- Prioritize Those Issues
- Setting Goals

Dr. Robert Jensen welcomed the Board to the Board Planning Retreat and gave a brief overview of the items to be discussed. Dr. Jensen distributed and reviewed the responses to the questions presented to the Board prior to the planning retreat. The Board provided general observations and comments on the documents. Following the discussion, Dr. Jensen listed the recurring themes or issues identified by the Board as follows:

- Accountability & Follow-Through
- Reorganizational Needs (District/College Administrative Level)
- Communication
- Enrollment
- Training
- Customer Service
- Fiscal Stability

The Board ranked the issues facing the District and developed the following list of priorities:

Two Overarching Priorities/Issues Facing the District:

1. Strengthening District-wide student access, enrollment, and success
2. Strengthening District/College administrative operations and services in support of students and programs

Other Important Priorities/Issues Facing the District:

3. Accountability and Follow-Through (activities monitoring, including completion dates, data benchmarks, and outcomes)
4. Clear Communication
5. Positive Customer Service
6. Effective Staff Training
7. Fiscal Stability

The Board agreed priorities one and two would be addressed through the implementation of two significant work products:

A Comprehensive District-Wide Enrollment Management Plan. It was agreed that the Plan would cover productivity; retention/recruitment; transfer and graduation rates (programs and degrees); program evaluation; sustainability/alignment; demographic trends; economic trends versus curriculum; K-12 articulation councils; and curriculum alignment (course numbering, schedules).

The following timeline was developed by the Board and Chancellor for completion of the District-wide Enrollment Plan:

- On October 1, 2007, the Outline of the District-wide Enrollment Plan is due. The implementation phase will include time frames from Chancellor Meznik to the Board.
- A Workshop for Board and Senior Team to review and discuss the Plan will be scheduled.
- On November 13, 2007, the Final Plan is due.

Comprehensive District/College Administrative Reorganization. It was agreed that the proposal would cover Human Resources, fiscal sustainability, and academic support functions (for example, Management Information Systems; security; research and planning; facilities; the Board and Chancellor support; marketing and communications; foundations).

The timeline for the comprehensive District/College administrative reorganization was also developed.

- The proposal will be reviewed by the Board on September 14, 2007.
- The final proposal will be presented to the Board at the October 9, 2007, Board meeting.

These two documents will clarify and adjust District-wide administrative roles, responsibilities, functions, and activities to be in alignment with the Colleges' missions, programs, and services.

The Board agreed the remaining important priorities/issues facing the District (see below) should be addressed as components of both the Enrollment Management Plan and the comprehensive District/College administrative reorganization referenced above.

Accountability and Follow-Through (activities monitoring, including completion dates, data benchmarks, and outcomes)

- Clear Communication
- Positive Customer Service
- Effective Staff Training
- Fiscal Stability

At 12:15 p.m. the meeting was recessed and reconvened at 12:30 p.m.

Dr. Jensen and the Board spent time discussing the organizational culture of the District. Following discussion, the Board embraced the concept of “raising the bar” or “setting the standard” on values needed to conduct District/College activities. Leadership starts at the top, beginning with the Board/Chancellor Team and will permeate throughout the organization. The Board desires to build an organization that embraces core values as aligned with the District’s vision and mission. The Board/Chancellor Team is committed to making the elements of accountability and follow-through; clear communication; positive customer service; effective staff training; and fiscal stability their and the Colleges’ standard practices.

The Board reviewed the Chancellor’s goals adopted by the Board for 2006-2007. Dr. Jensen asked Board members to assess and rate Chancellor Meznek’s level of accomplishment on each goal. Chancellor Meznek independently rated himself on each goal. The Board and Chancellor then compared their scores against the following goals:

Goals

- Fiscal Stability
- Long-Range Planning
- Sustainability of the District
- Building a Sense of Community & Respect within the District
- Updating Board Policies
- Continued Training for the Board & Staff at All Levels
- Complete & Implement a District Funding Model
- Draft a District Participatory Governance Manual

As a result, the Board/Chancellor Team agreed much has been accomplished over the past two years, allowing the District to now focus on significant priorities – centered on educational issues -- as aligned with the District’s common vision, mission, and values.

Chancellor Meznek will follow up with the Board by providing a status report regarding his 2006-2007 goals, including timelines, at the September Board meeting as part of his annual evaluation by the Trustees.

The Board concluded the planning meeting by discussing its own self-evaluation and unanimously agreed the Board would seek input from Chancellor Meznek and Senior Management in future Board evaluations.

CLOSE STUDY SESSION

At 2:25 p.m. the Study Session was closed.

ADJOURNMENT

At 2:28 p.m. the meeting was adjourned.