

# Ventura County Community College District



## **POLICY COMMITTEE MEETING MINUTES FOR THE MEETING OF September 25, 2009 3:00 p.m.**

**Ventura County Community College District Office, Conference Room 127  
255 W. Stanley Avenue, Suite 150  
Ventura, CA 93001**

### **CALL TO ORDER**

The meeting was called to order at 3:21 p.m. by Trustee Blum.

### **PRESENT**

Members: Trustee Blum and Trustee Miller  
Staff: Sue Johnson and Patricia Parham

### **PUBLIC COMMENTS**

NONE

### **AGENDA ITEMS**

#### **• Review of the Following Board Policies**

Board Policies proposed for review by the Board of Trustees were discussed and reviewed.

- BP 1100: The Ventura County Community College District (**revision**)  
No changes or corrections.
- BP 2215: Role of the Board Chair  
Discussion: Chair Blum suggested deleting “leader of the Board and the” from the first paragraph. The language concerning the creation of committees was clarified.  
Approved with noted modifications.
- BP 2345: Public Participation at Board Meetings (**revision**)  
Discussion: Trustee Miller suggested adding language regarding the Board’s prerogative to reorder the public speaking comments in order to conduct the meeting in a more efficient manner.  
Approved with noted modifications.
- BP 2434: Chancellor’s Relationship with the Board  
No changes or corrections.

- BP 3821: Use of District Names for Solicitation of Funds  
No changes or corrections.
- BP 5701: Athletics Program  
Trustee Blum suggested that the quote be removed. Trustee Miller suggested that “from baseball through water polo” be moved from the end of the fourth paragraph.  
Approved with noted modifications.
- BP 7211: Minimum Qualifications and Equivalencies  
A revised copy of BP7211 was distributed. Mrs. Parham provided a brief overview of the changes to the policy. This policy has been approved by the three Academic Senates.  
No changes or corrections.
- BP 7367: Employee Rehiring Prohibition  
Trustee Blum suggested that language regarding rare, Board approved exceptions be included. Also, “Prohibition” will be changed to “Prohibition.”  
Approved with noted modifications.
- **Review of the following Administrative Procedures**
  - AP 6100: Delegation of Authority  
No changes or corrections.
  - AP 6150: Designation of Authorized Signatures  
No changes or corrections.
  - AP 6200: Budget Preparation  
No changes or corrections.
  - AP 6250: Budget Management  
No changes or corrections.
  - AP 6300: Fiscal Management  
No changes or corrections.
  - AP 6305: Reserves  
Trustee Blum suggested that the word “prudent” be removed from the language under “State Required Minimum.” Also, under Revenue Shortfall Contingency, the word “only” will be removed.  
Approved with noted modifications.
  - AP 6330: Purchasing  
No changes or corrections.

- AP 6340: Bids and Contracts  
No changes or corrections.
- AP 6365: Accessibility of Information Technology  
No changes or corrections.
- AP 6400: Audits  
No changes or corrections.
- AP 6500: Property Management  
No changes or corrections.
- AP 6530: District Vehicles  
Trustee Blum suggested that language regarding drivers using district vehicles must comply with all laws and regulations of the road by included in this policy.  
Approved with noted modifications.
- AP 6535: Use of District Equipment  
Trustee Blum suggested that the word “loaned” be added after “removed.” Also, the sequence of the last two paragraphs will be switched for clarification.
- AP 6550: Disposal of Property  
No changes or corrections.
- AP 6750: Parking  
No changes or corrections.
- AP 7211: Minimum Qualifications and Equivalencies  
A revised copy of AP7211 was distributed. Mrs. Parham explained that this procedure is still a work in progress and that it will return to DCHR and be brought to the November board meeting for informational purposes.
- **Discussion of the following Board Policies/Procedures:**
  - BP 7205: Employee Code of Ethics  
The policy was briefly discussed. This policy will be brought back to the November Policy Meeting and will be presented to the Board in December.

Consensus: Except as noted, the Board Policies will be presented to the Board in October for approval. The Administrative Procedures, except as noted, will be presented to the Board in October for information.

The meeting was adjourned at 4:49 p.m.