

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees**  
**Rules, Operations, and Procedures Subcommittee**

**Ventura College Administration Building Conference Room**  
**4667 Telegraph Road**  
**Ventura, CA**

**Meeting Notes**  
**March 16, 2007 – 11:30 a.m.**

**Present:** Chair Art Hernández, Trustee Cheryl Heitmann, Jim Meznik, Eva Conrad,  
and Eileen Welsler

Chair Hernández called the meeting to order at 11:45 a.m.

**Board Policy Manual Update**

- **Chapter 7: Human Resources**

Chancellor Meznik provided an overview of Chapter 7 and noted that the Consultation Council reviewed the Human Resources Policy. He stressed the importance of completing the Board Policy review and developing the procedures.

There was a brief discussion regarding the following items:

- Federal Grants
- Diversity
- Equivalencies
- Audit on Credentials
- Confidential Employee Grievance Process
- One-Year Contracts for Directors
- Contract Education
- Employee Customer Service
  - Vision
  - Plan
- Disaster Preparedness Policy – Role in the Community

Chair Hernández asked for an update at the next Rules, Operations, and Procedures subcommittee meeting on the process used to develop the procedures and the timeline. Chair Hernández also requested the timelines for establishing equivalency procedures and Human Resources Department procedures.

Chair Hernández suggested including procedures regarding an audit on all employees to ensure proper teaching credentials. He asked about the current process. Eva Conrad gave a brief overview of the procedures.

The subcommittee requested the following revisions to Chapter 7 of the Board Policy: Human Resources:

- BP 7260 – Place directors on three-year contracts
- BP 7330 – Change to any communicable disease
- BP 7380 – Legal opinion
- BP 7385 – Include charitable contributions

### **Communication with the Board**

- **Administrative**
- **Board**

There was discussion regarding communication with the Board and it was suggested that the Chancellor review best practices in customer service. It was recommended that the Board be notified when members of the legislature are at the colleges or at the district office. Chair Hernández expressed his concerns about the employees' lack of understanding of the role of the Board and made some suggestions regarding responding to Board requests. There was a further discussion about protocol at the campuses, customer service best practices at other colleges, and the use of a training consultant. There was discussion regarding communication between the Board chair and the other trustees.

The following suggestions were made for marketing:

- Luncheon with the press
- DVD of all colleges on public access channels
- Work with Time Warner for five minute spots
- Review of Oxnard College's newspaper program
- Media program
  - Television
  - Internet
  - Newspaper
  - Districtwide

Redundancy of programs was discussed. It was suggested that a workshop on vocational education needed to be scheduled.

Dr. Meznek gave a brief update on the District Council of Student Learning (DCSL). There was discussion about common course numbering as a goal. Eva Conrad gave a brief overview of the DCSL meetings. Chancellor Meznek pointed out the importance of the committee defining roles, developing procedures, and implementing them.

**Technology Policy.** Chancellor Meznek reported that Sue Johnson was surveying other districts for technology policies for a cell phone stipend. He indicated that this would be brought to the subcommittee for discussion.

Chair Hernández asked the following items to be placed on the Rules, Operations, and Procedures agenda:

- District Disaster preparedness Policy
  - Appoint a District Representative
- Personnel Commission Policies and Procedures
- Update on Personnel Commissioner Terms
- Update on Human Resources Procedures
  - Classified
  - Academic
- Timeline for Development of District Procedures
- Communication with the Board
  - Best Practices

The meeting was adjourned at 1:45 p.m.