

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Board of Trustees
Rules Subcommittee

District Service Center
255 West Stanley Avenue, Suite 150
Conference Room 131
Ventura, CA 93001

April 20, 2007
Meeting Notes

Subcommittee Members: Chair Art Hernández, and Trustee Cheryl Heitmann

Staff Present: James Meznek, Patricia Parham, Jim Botting, Clare Geisen, and Eileen Welsler

CALL TO ORDER

The meeting was called to order at 12:10 p.m.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

AGENDA ITEM:

1. **Board Policy Manual Update - Chapter 7.** Chancellor Meznek explained the suggested changes made by Trustee Blum. He indicated that he reviewed the changes with Trustee Blum and explained the revisions that were made. He reviewed BP 7110, 7335, 7345, 7360, 7380, 7385, and 7400. This item will be placed on the May 15 Board agenda.
2. **District Disaster Preparedness Plan.** Chief Botting gave a brief update on the District Disaster Preparedness Plan. He reported on the process used for training, college plans, district website, National Incident Management System, etc. He suggested training for instructors and staff to recognize potential problems. Chief Botting distributed and explained, *Enhanced Campus Security Considerations – VCCCD*. There was discussion regarding the current procedures used in the District. The following items were requested for the next Rules meeting:
 - What we are currently working on regarding Disaster Preparedness
 - An assessment of where we need to go
 - Suggestions regarding consultant
3. **Personnel Commission Policies and Procedures.** Chair Hernández pointed out that this document was requested as an information item only. He suggested that the Personnel Commission meet with the Board sometime in the future. Chair Hernández asked about Education Code updates.

4. **Update on Personnel Commissioner Term.** Information regarding the Personnel commissioner term was distributed. Patricia Parham indicated that Barbara Harrison's term (3 years) expires November 30, 2007, and that the next appointment will be made by the Service Employee International Union.
5. **Open Door Policy.** Chair Hernández will send Trustee Heitmann and Chancellor Meznek examples of Open Door Policies to be discussed at the next meeting.
6. **Update on Communications Plan.** Chair Hernández asked for an update at the next meeting. Clare Geisen indicated that she is currently working on the plan. She suggested an outside consultant may help to develop team building. There was a brief discussion regarding meeting the district's mission and vision in marketing. Clare Geisen provided an update on media communication. Chair Hernández provided some suggestions to highlight the campuses. He asked for information on the cost of DVDs to be used for marketing.

ADJOURNMENT

The meeting was adjourned at 1:20 p.m.