

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees**  
**Rules Committee Minutes**

(Committee Members: Art Hernández, Chair, and Cheryl Heitmann, Trustee)

**December 3, 2007**

**CALL TO ORDER**

**Roll Call 5:00 p.m.** The meeting was called to order at 5:10 p.m.

**Board Members Present:**

Cheryl Heitmann, Trustee  
Arturo D. Hernández, Trustee

**Management Present:**

James M. Meznik, Chancellor  
Eva Conrad, Moorpark College President  
Sue Johnson, Vice Chancellor, Business Services  
Pam Eddinger, Executive Vice President, Student Learning  
Patricia Parham, Associate Vice Chancellor, Human Resources  
Clare Geisen, Director of Administrative Relations

**Staff Present:**

Eileen Welser, Executive Assistant to the Chancellor

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments.

**AGENDA ITEM:**

○ **Environmental Policy**

Chancellor Meznik presented a draft of BP 6560: Environment. The Trustees requested that a policy be developed during its November 13 Board meeting.

**Action Being Sought:** Commentary, revision/endorsement.

**Attachment:** Draft Board Policy, BP 6560 - Environment

**Staff:** James Meznik

Chancellor Meznik gave a brief overview of the policy. Trustee Hernández asked for examples of policies from other districts. There was discussion regarding the current process used to recycle. Trustee Hernández asked for a report from the campuses and the District Administrative Center regarding the current recycling program.

○ **Phone/Equipment**

The Chair and Vice Chair of the Rules Committee wished to discuss a phone/equipment policy with staff.

**Attachments:** BP 2717 – Personal Use of Public Resources and May 22 Memorandum: Alternatives for Board Cell Phones

**Staff:** James Meznec and Sue Johnson

Sue Johnson gave a brief overview of the memorandum regarding alternatives for Board cell phones. There was a brief discussion regarding the alternatives.

○ **Partnerships with Universities**

The Chair and Vice Chair wished to discuss with staff Board Policy on Civic Center facilities use.

**Attachments:**

BP 2430 – Delegation of Authority to Chancellor

BP 4050 – Articulation

BP 6700 – Civic Center and Other Facilities Use

Memorandum of Understanding with the University of La Verne.

**Staff:** James Meznec, Sue Johnson, Eva Conrad

Chancellor Meznec gave a brief overview of the development of the memorandum of understanding (MOU) with the University of La Verne at Moorpark College and explained the agreement did not require Board approval. Dr. Conrad pointed out that the University of La Verne would be offering all upper division courses. Trustees Hernández and Heitmann expressed their concerns regarding the release of the MOU prior to Board notification. Trustee Hernández expressed his concerns that the Marine Biology Program article in the *Ventura County Star* did not have quotes from the President, Chancellor, or the Board. Trustee Hernández suggested that a districtwide media event be scheduled. Clare Geisen provided an update on activities in the public information offices.

○ **Board Leadership Succession**

The Chair and Vice Chair wished to discuss with staff the development of a succession of Board officers' policy.

**Attachments:**

BP 2130 – Term Limits

BP 2210 – Officers

BP 2305 – Annual Organizational Meeting

**Staff:** James Meznec

Chancellor Meznek gave a brief overview of the attachments. He indicated that the Chair's term limit varied by District. The committee suggested that the office rotation after one year term be incorporated into the Board Policy. It was suggested that committee appointments be agendized in January instead of December.

o **Performance Measures**

The Chair wished to discuss establishing a policy to assess District goals as part of the goal-setting process.

**Staff:** James Meznek

Trustee Hernández explained the process that is currently used in the County of Ventura and suggested that the District's performance measures be tied to the goals. He asked that the examples that he provided at an earlier meeting be reviewed and that the measures be developed. Trustee Hernández asked that Measure S progress be provided quarterly. Chancellor Meznek pointed out that one of the Board Goals is productivity measures.

Dr. Meznek gave a brief overview of the Management Training and indicated that the Board would receive an update. Chancellor Meznek mentioned that a plan would be developed, based on the approved Board goals.

Dr. Meznek pointed out that the District Consultation Council is the districtwide planning body that will provide Strategic Plan recommendations to the Board. Trustee Hernández asked for a presentation on the development process. Chancellor Meznek mentioned that the Board planning meeting would be held in the summer. He said that the Strategic Plan would provide a general template for the leadership of the campus to achieve their goals.

Trustee Hernández suggested the District prepare for a possible decline in the state budget. Sue Johnson gave a brief overview of the process that is currently in place in anticipation of the possible decline in funds. There was a brief discussion regarding retention and the P-16 model.

## **ADJOURNMENT**

The meeting was adjourned at 6:40 p.m.