

Board of Trustees

Ventura County Community College District

RULES, OPERATIONS AND PROCEDURES SUBCOMMITTEE MEETING MINUTES FOR THE MEETING OF MONDAY, FEBRUARY 25, 2008 5:00 pm

Ventura County Community College District Office, Chancellor's Office
255 W. Stanley Avenue, Suite 150
Ventura, CA 93001

CALL TO ORDER

Roll Call 5:05 pm. The meeting was called to order at 5:10 pm.

Board Members Present

Cheryl Heitmann, Trustee

Art Hernández, Trustee

Management Present:

Bill Studt, Interim Chancellor

Clare Geisen, Director, Administrative Relations

Sue Johnson, Vice Chancellor, Business Services

Patricia Parham, Vice Chancellor, Human Resources

Staff Present:

Lynn-Marie Glaze, Executive Assistant to the Interim Chancellor

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

AGENDA ITEM:

VCCCD Environmental Policy

Interim Chancellor Studt presented copies of BP 6560: Environment as modified following discussion at the last Board meeting. The Trustees discussed changes to the wording for clarification of language to further define the policy.

Action being sought: Commentary, revision/endorsement

Attachment: Draft Board Policy, BP 6560 - Environment

Staff: Bill Studt

Trustees Heitmann and Hernández requested the addition of a paragraph which would require a report for future building projects to identify environmental elements and provide cost/benefit estimates for each option. Bill Studt will draft the language for inclusion in the facilities portion of the Board policy. The revised Environmental Policy will be returned to the Board for further review/approval.

Vice Chancellor Sue Johnson will contact environmental experts to investigate the feasibility of hiring a consultant to review current and proposed projects for environmental issues, and provide a report on the environmental status.

Board Policy Manual - Update to Chapter 6 (Administrative Procedures for Travel)

Vice Chancellor Sue Johnson presented a draft revision to Board Policy Manual Chapter 6 (Administrative Procedures for Travel) regarding reimbursement parameters for meals. A survey of other Community College policies regarding travel reimbursement policies was conducted, and the survey results were provided for comparison purposes. The policy is being rewritten to change the per-day and per-meal policies to provide more flexibility in the daily meal allowance.

Action Being Sought: Approval of revised policy

Attachments: Draft Board Policy - Recommended Procedure for Employee Travel Meal Allowance, Community College Travel Reimbursement Survey Results

Staff: Sue Johnson

The proposed change to the procedures for meal reimbursements was reviewed, and the committee recommended the rewrite of this policy for presentation to the Board of Trustees.

Communication: Protocols Procedures and Guidelines

The Chair and Vice Chair would like to take advantage of press opportunities and be prepared when issues are pending.

Action being sought: Discussion

Attachments: None

Interim Chancellor Studt suggested developing a list of potential activities in each of the Trustees' areas. The lists may be sent to the Trustees to add their own activities, then work with Clare Geisen in Administrative Relations to plan communications around these activities. Clare Geisen pointed out that when press releases are sent to the media, it is still the option of the media whether or not to include the release in their publications.

Further suggestions for enhanced communication with the press included conducting a District-wide Media Day where press packets could be provided that would include directories, etc. Discussions could be conducted with the press regarding issues facing both parties and possible solutions for these issues to further relations between the press and the District/campuses.

Update on Human Resources (General Recruitment Reports)

The Chair and Vice Chair requested monthly reports regarding status of recruiting activities for management positions.

Action being sought: Discussion

Attachments: Current Recruitments for Management Positions Report

Staff: Patricia Parham

Patricia Parham provided a copy of the Current Recruitments for Management Positions Report, providing detail of open management position recruiting timeline and activities. This report will be included monthly in the Friday update packets to the Board of Trustees.

Future Agenda Items

Trustee Hernández suggested having the District assist in making a calendar of Board activities, having agenda suggestions for future meetings brought to a brainstorming session, and to plan subcommittee meetings in advance.

Interim Chancellor reminded the Trustees to provide available dates for a Board Planning Retreat.

Next Meeting

The next Rules Committee Meeting will be held Wednesday, March 26 at 5:00 pm in the District Administrative Center.

ADJOURNMENT

The meeting was adjourned at 6:50 pm.