

Board of Trustees Ventura County Community College District

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James M. Meznek

Chancellor/Secretary to the Board

Rules Committee

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

June 5, 2008

Meeting Notes

Roll Call

Board Members Present:

Cheryl Heitmann, Chair

Arturo D. Hernández, Trustee

Management Present:

James M. Meznek, Chancellor

Sue Johnson, Vice Chancellor, Business Services

Staff Present:

Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

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

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEM

There were no public comments.

AGENDA ITEMS:

- **Board Policy BP 6560: *Environment*.**

Chancellor Meznek distributed policies from other colleges, the current draft policy, and a new draft of BP 6560: *Environmental, Health, Safety, and Energy Management* that incorporated the changes suggested by the Board. Chancellor Meznek gave a brief overview of the revisions and indicated that additional detail would be included in the procedures. Trustee Heitmann asked the Chancellor to incorporate education and staff development in the policy and to place BP 6560 on the agenda for approval.

- **Trustee Presentations to the Community**

Trustee Hernández commented on Board presentations to the community. Chancellor Meznek indicated that the District would place presentation documents on the web for the Board.

Marketing and Public Relations. There was discussion regarding marketing and public relations operations, including ads, videos/DVDs, presentations, Board photos, public access channels, and PIO participation.

Request for Proposals (RFP). Trustee Heitmann asked about requests for proposals. Sue Johnson explained the RFP process. It was decided that there would be a periodic review of all professional services. Sue Johnson will develop a timeline for review of professional services for Board discussion.

Enrollment, Board objectives, and internal audits were discussed.

- **New Policies**

Chancellor Meznek reported the Board Policy would be revised to incorporate the changes recommended by the Community College League of California Policy & Procedures Service. Dr. Meznek indicated that the League also suggested a few additional policies.

- **Review BP 6330**

- **Adopted - October 9, 2007**
- **Revised - April 8, 2008**

- **Future Agenda Items**

There was no discussion on this item.

ADJOURNMENT

Chair Heitmann adjourned the meeting.