

# Board of Trustees Ventura County Community College District

**Larry O. Miller**

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**Robert O. Huber**

Vice Chair

**Stephen P. Blum**

Trustee

**Cheryl Heitmann**

Trustee

**Arturo D. Hernández,**

Trustee

**Donna Valle**

Student Trustee

**James M. Meznik**

Chancellor/Secretary to the Board



**MINUTES  
FOR THE PLANNING SESSION MEETING  
SATURDAY, OCTOBER 18, 2008**

The Planning Session of the Board of Trustees of the Ventura County Community College District was held on Saturday, October 18, 2008, at the Ventura County Office of Education Conference & Educational Services Center Board Room, Camarillo, California.

## **ROLL CALL**

### **Board Members Present:**

Larry O. Miller, Chair

Robert O. Huber, Vice Chair

Stephen P. Blum, Esq., Trustee

Cheryl Heitmann, Trustee

Arturo D. Hernández, Trustee

### **Management Present:**

James Meznik, Chancellor

Robin Calote, President, Ventura College

Richard Durán, President, Oxnard College

Pam Eddinger, President, Moorpark College

Sue Johnson, Vice Chancellor, Business Services

Richard Dawe, Vice Chancellor, Planning and Organizational Development

Patricia Parham, Associate Vice Chancellor, Human Resources

Clare Geisen, Director of Administrative Relations

### **Faculty/Staff/Student Representatives:**

P. Scott Corbett, Academic Senate President, Oxnard College

Peter Sezzi, Academic Senate President, Ventura College

Eileen Welser, Executive Assistant to the Chancellor

Lynn-Marie Glaze, Executive Assistant to the Vice Chancellor

### **Absent:**

Donna Valle, Student Trustee

## **CALL TO ORDER**

Chair Miller called the meeting to order at 9:30 a.m.

PLEDGE TO THE FLAG

Trustee Hernández led the Pledge to the Flag.

PUBLIC COMMENTS

There were no Public Comments.

ACTION ITEM

**A-1 Acceptance of 2007 – 2015 Ventura County Community College District Master Plan** was moved by Trustee Blum, seconded by Chair Miller, and carried on a unanimous vote, to accept the formal 2007–2015 Ventura County Community College District Master Plan. (Valle – absent)

OPEN PLANNING SESSION

At 9:32 a.m., Chair Miller opened the Study Session.

- **Board Planning Session** – Richard Dawe provided an overview of the Planning Session.
  - **Review Vision/Mission/Values.** There was a brief discussion regarding accreditation requirements. Trustees Hernández and Huber expressed their concerns about the Planning Session schedule. Richard Dawe distributed the Vision, Mission, and Values statements and asked the Board to review them to determine if they needed to be reevaluated.
  - **Economic Conditions Update**  
**Bill Watkins, Ph.D., University California, Santa Barbara.** Dr. Bill Watkins provided an update on the conditions in the national, state, and local economy. There was discussion regarding economic development.

At 10:30 a.m., the meeting was recessed and reconvened at 10:55 a.m.

At 11:05 a.m., the Board moved to *Salon A* in the Ventura County Office of Education to discuss external threats and opportunities that affect Ventura County Community College District.

- **Prioritize External Threats and Opportunities.** Richard Dawe will develop a report for the Board regarding the discussion held during the breakout sessions.

At 11:30 a.m., the meeting was recessed for lunch.

At 12:05 p.m., the Planning Session reconvened.

- **Future Planning Cycle/Process.** Richard Dawe explained the planning cycle and said the process would be refined. Dr. Dawe indicated that an accountability report would be provided to the Board at the end of each semester and a summer planning meeting calendared. Chancellor Meznek reported the colleges responded to the Board’s objectives and the college plans would be distributed to the Board.

**The Planning process will ensure the following:**

1. Accountability reports to the Board following spring and fall semester
2. Summer planning meeting follows spring semester

3. All college plans show direct link to master plan
4. Budgets must show direct linkage to the Strategic Plans and District Master Plan

There was a lengthy discussion regarding the Board's Role. The following items were discussed:

- Decisions based on policy of the Board as one, not individuals
- Mini-study sessions to discuss issues, such as the budget, counseling
- Planning session twice a year

At 1:38 p.m., the meeting was recessed and reconvened at 1:48 p.m.

- **Discuss Master Plan Objectives and Outcomes.** Richard Dawe reviewed the completed outcomes for the following Board Objectives:
  1. **Develop and implement a comprehensive District-wide enrollment management plan.**
  2. **Develop and implement a comprehensive District-wide administrative reorganization designed to strengthen Human Resources, fiscal sustainability, and academic support functions.**
  3. **Strengthen district-wide student access, enrollment, and success.**
  4. **Strengthen District/College administrative operations and services in support of students and programs.**
  5. **Develop and implement a comprehensive District-wide integrated Economic Development and Career Preparation program for Ventura County.**
  6. **Implement a District-wide classified staff development program tied to strengthening professional practices and excellent customer service.**
  7. **Create reasonable progressive increases in instructional productivity for Moorpark, Oxnard, and Ventura Colleges.**
  8. **Complete data driven updated Educational Master Plans for Moorpark, Oxnard, and Ventura Colleges.**
  9. **Implement Cal-PASS agreement countywide with district public schools. Strengthen College curricular cooperation and program alignment with high schools.**
  10. **Implement College participation in Service Learning Programs to strengthen College partnerships with their respective communities.**
  11. **Strengthen College Science, Mathematics, and Technical Education Programs to address the national shortage of scientists, engineers, and highly skilled workers.**
  12. **Begin planning for the development of the District's Camarillo property.** This item was removed from the list and placed on the Capital Planning and Construction Committee for discussion.
  13. **Assist local public schools in the maintenance of fine and performing arts programming.**

The Board made the following suggestions:

- Host an economic conference
- Perform student surveys
- Assess grants to determine if they meet criteria
- Hold campus meetings with the Board present to address employee concerns.
- Identify all indirect costs for grants
- Reword Objective 13 to expand and include the development of a process to collaborate with the community to enhance existing programs.

Richard Dawe announced the California Partnership for Achieving Student Success (Cal-PASS) event to celebrate the newest members of the Cal-PASS Initiative would be held on November 21, 2008.

Dr. Dawe asked the participants of the Board Planning Retreat to complete the *VCCCD Planning Session Evaluation Form*.

The following objectives were suggested:

- Strengthen research and enhance more focused work in integrated countywide economic development
- Professional Development for Counseling, ESL, etc.
- District Protocols
- Encourage creativity and efficiency.

Chancellor Meznek thanked all staff for their efforts in addressing the Board objectives. Dr. Meznek stated the Ventura County Community College District would become the finest community college District in California and the nation.

#### CLOSE PLANNING SESSION

At 2:50 p.m., the Planning Session was closed.

#### ADJOURNMENT

At 2:52 p.m., the meeting was adjourned.