

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees**  
**Rules, Operations & Procedures Ad hoc Committee**

February 16, 2005

Meeting Notes

**CALL TO ORDER**

Present: Trustees Cheryl Heitmann, Art Hernández, Chancellor Meznek, and Eileen Welser

---

At 10:30 a.m. the meeting was called to order.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments.

**AGENDA ITEMS:**

**1. Board Policy Manual – Chapter 1**

- Criteria for Policy Development
  - Legally Required
  - Required for Accreditation
  - Legally Advised
  - Suggested as Good Practice

Chancellor Meznek explained the criteria for policy development. Dr. Meznek reported that the changes requested at the Board meeting were incorporated into the policy. There were no additional changes made to this item.

Dr. Meznek said a planning retreat would be held to review the Mission Statement.

**2. Removal of Board Agenda from Policy**

It was suggested that the agenda format be removed from the Board Policy and it was decided to place this item on the March agenda for First Reading.

**3. Review of Accreditation Recommendations**

Jim Meznek provided a list of recommendations from the ACCJC, WASC. He explained the process and the procedure that would be used to revise the Board Policy.

Dr. Meznek reported on the update of the degrees on the campuses.

Trustee Hernández expressed his concerns regarding this issue. It was suggested that staff and the Board needed to be trained on the degree process. Dr. Meznek pointed out the need for staff development and an up-to-date Board Policy.

Jim Meznek said that he would provide an update on accreditation to the Board.

#### **4. Discretionary Purchases for Local, Small, Emerging Businesses**

Dr. Meznek indicated that the Purchasing Department was in the process of researching this item. There was discussion regarding the current purchasing process and the use of local businesses.

#### **5. Naming Facilities**

##### **o Foundation Naming Opportunities/Decisions**

The revised policy was distributed and reviewed. Trustee Heitmann updated the subcommittee on this item. It was decided to place the proposed policy on the March Board agenda for First Reading.

There was discussion regarding the college Foundations. After the Foundation agreements are complete, the Foundation presidents will be invited to the Board meeting.

#### **ADJOURNMENT**

At 12:30 p.m., the meeting was adjourned.