

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees**

**Rules, Operations & Procedures Ad hoc Committee**

(Ad hoc committee Members: Trustees Cheryl Heitmann and Art Hernández)

**June 17, 2005**

Meeting Notes

Present: Trustees Cheryl Heitmann, Art Hernández, James Meznik, and Laura Brower

**1. Board Policy Manual**

❖ **Section A.g. Student Trustee Policy**

The Rules, Operations & Procedures Ad hoc committee suggested the policy be reviewed. It was decided information regarding the student trustee and election should be posted on the web site and at the campuses. Cheryl Heitmann said Dan Casey, who is a student worker at the District Service Center, was interested in running for student trustee. She asked about his eligibility. Dr. Meznik will provide an update to the committee.

❖ **Section D.15 a – Naming of Buildings**

There was discussion regarding obtaining feedback from the Foundations.

❖ **Animals on Campus**

Dr. Meznik advised there is no need for a board policy on this. He said unless it is prohibited by law or by contract, the Board has the right for the general welfare of the students to prohibit the behavior of bringing pets to the campuses. There will be a report prepared on this subject.

❖ **Business Section – Rebid Audit Every Three Years**

There was discussion on whether it would be beneficial to change auditors every three years. It was decided to review our current auditor one year prior to the expiration of their contract so the board has the option to keep the current auditor or re-bid that year. No board policy is needed on this subject.

**2. Legal RFP**

There was discussion on sending out an RFP for legal services. It was agreed that the board should be advised when an RFP is sent out for legal services. There was concurrence that at this time Lozano Smith shall be utilized on a month-to-month

basis until the current contract negotiations are completed. There was discussion that there is a need for specialty attorneys in certain instances.

**3. Discretionary Purchases for Local, Small, Emerging Businesses**

It was agreed that this item should be part of the agenda for the Board retreat. It should be placed under goals and objectives. It was agreed there should not be a board policy on this subject.

**4. Identification Badges**

There was discussion on providing board members with an identification badge. It was decided an identification card will be prepared (wallet size) using the current pictures we have of the board members and possibly using someone from Information Technology to design and produce.

**5. President's Contracts**

There was discussion regarding including the following items in the Presidents' contract: (1) rolling of car allowances into the President's salary and (2) allowing for six month notification of termination.

**6. Graduation Speakers**

There was discussion that a general policy about graduation speakers would be helpful. The Board would like to be more involved in the process. Also discussed was the setting of graduation dates. The committee suggested the campuses work together to stagger the ceremonies so each event could be attended by the Chancellor and the Board.

**7. Presidential/Chancellor Hiring Procedures**

There was discussion that a procedure should be set for the hiring process of Presidents and the Chancellor. Although the Board was quite involved in the interviewing process, they are not aware of what point background checks are performed, is it always necessary to do a site visit, should internal candidates be included, etc. These are a few of the areas that were brought up. If a procedure is set it would allow the board members to know where we are in the process at all times.

**8. AP Transfer Classes**

It was discussed that more background information should be collected on this subject. It was questioned why we wouldn't accept those classes if the four year schools do.