

Victor Valley Community College District SPECIAL MEETING OF THE BOARD OF TRUSTEES Minutes

Date: May 21, 2011

Place: 9 a.m. President's Conference Room,
Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA ~ President's Conference Room

President's Conference Room Victor Valley Community College

CALL TO ORDER

9 a.m.

The Board of trustees of Victor Valley Community College District met in Open Session on May 21, 2011 in the President's Conference Room. Mr. Henderson, Board President called the meeting to order at 9 a.m.

TRUSTEE ROLL CALL: Dennis Henderson, President; Joe Range, Vice President; Lorrie Denson, Clerk; Michael Krause, Trustee; Joseph Brady, Trustee

Absent: Judy Schmoll, Student Trustee

Introductions and Ground Rules

Participants introduced themselves and set the following ground rules for retreat discussion:

- Stay on task
- Be honest and open
- Everyone is heard
- Seek to understand each others' points of view
- Work together as a group; Recognize nature of group as a team
- Support group decisions, once they are made
- Be willing to come together on a plan or decision
- Be open to the responsibilities of a trustee
- Have fun

Desired Outcomes

Participants identified desired outcomes from the retreat:

- Build a sense of team
- Better understand board roles
- Propose strategies to address accreditation and board effectiveness
- Review communication protocols between board and Superintendent/President, including requesting information/action and placing items on the agenda
- Complete board self-evaluation
- Review board policies on the mission, ethics, and student trustee

At the close of the retreat, participants noted that most outcomes were achieved. The board policy on mission, vision and values, and discussion of the Board self-evaluation results will be scheduled for a future retreat.

Board Roles and Responsibilities: Effective Governance

Discussion included that board members have no individual authority – the only authority is through the Board as a whole.

The board's ethics policy (BP2715) was reviewed, particularly the third and fourth bullets on the authority of the board and appropriate channels of communication. Discussion included:

- Only the board as a whole may direct the Superintendent/President. Trustees forward requests for S/P action to the board president, who refers it to the S/P. They determine whether the request needs to be placed on the board agenda and/or what the appropriate response should be. Such requests include asking for information or making requests that take a relatively substantial amount of time to complete or respond to.
- Concerns expressed to trustees from community members and college staff should be referred to the superintendent/president.
- Modes of communication were discussed. For the board chair, phone calls are best. One trustee requested that the chair respond quickly to his requests. It was noted that numerous requests and suggestions for action take significant time for response, and should be prioritized.
- Members were encouraged to discuss questions and concerns and to learn as much as possible about an issue prior to making suggestions for Superintendent action or college operations. A good opportunity is in the meeting with the Superintendent/President to review the agenda. Longer-term trustees discussed the extensive learning curve they experienced in adapting to the academic culture.

Members explored ways to strengthen team-building through more discussions, and to bring the three new trustees up to speed on district history and the background for current decisions and operations. Suggestions included holding another retreat in a few months and/or adding periodic study sessions on specific topics.

Facilitator Smith noted the publication, "Upholding Board Ethics," and encouraged the Board to add statements to its policy on how violations of the code of ethics will be addressed. She encouraged periodic review of the ethics policy and noted that a number of boards have adopted specific communication protocols in board policy or as a guide for the board.

Upholding the *Brown Act*

Discussion included avoiding serial meetings, limits on communication among trustees, and the importance of maintaining confidentiality of closed sessions.

Responding to the Accreditation Draft recommendations

The Superintendent/President discussed his written response to the recommendations of the accrediting team, and that there are errors of fact in the report that were not corrected as requested. He has written a response to the Accrediting Commission and will be speaking at the Commission's June meeting, when they will vote on Victor Valley's status. He noted that the college received full accreditation in 2009, and that college operations had not deteriorated--in fact they have improved.

Participants discussed the recommendation to encourage participation in governance groups by students (#7), and reviewed the current policy on the student trustee. It was noted that the student trustee has a spot on the board agenda, and that the Board welcomes the student perspective.

Board members will receive regular reports on accreditation and college response to the recommendations. It was noted that this retreat is a partial response to Recommendation 8 related to board performance. Board members no longer serve on college committees.

Facilitator Smith noted the publication, "Preventing Micromanagement: Creating High Performing Boards", as a resource to assist new trustees in understanding their roles, particularly in response to Recommendation #8.

Board Self Evaluation

Board members completed their board self-evaluation forms and provided them to the Superintendent/President, who will compile and summarize the results. The results will be discussed at the next board retreat or future meeting.

District Directions and Board Goals

Victor Valley College will be focusing on the following four key areas in 2011-2012

- Fiscal Stability
- Student Success
- Responding to Accreditation
- Image

The Board identified a number of tasks or goals for itself in 2011-2012 related to these areas to board performance, which is provided as a separate document. It expects the Superintendent/President to focus his efforts in these areas. The facilitator encouraged the board to evaluate progress on these throughout the year and in the 2012 board self-evaluation. The Superintendent/President will provide a master calendar that includes addressing these issues at board meetings.

The following board tasks/goals were identified in the Board retreat on May 21, 2011.

District Direction: Fiscal Stability

- Continue to monitor and address fiscal issues to maintain financial stability and a balanced budget.
 - Be knowledgeable about and respond to state economy.
 - Understand implications of local economic trends for the college.
 - Be alert to opportunities to expand revenue sources, including contract education and federal advocacy.
 - Expect that the college lives within its budget; understand the benefits and limits of ensuring cash flow through borrowing.

District Direction: Student Success

- Expect that student success is a high priority for the Superintendent/President
- Monitor and support efforts to define and improve "student success" at the College. Areas may include:
 - Links with other educational institutions to improve readiness for college.
 - Links with business and industry to strengthen college programs.
 - Support setting priorities for class offerings that meet the most important needs of students and the community (e.g. workforce development, remediation, transfer, etc.).
 - Become knowledgeable about the indicators used to measure student success

- Expect that students receive the support needed to make progress toward their goals.

District Direction: Accreditation Recommendations

- Monitor and support the CEO in responding to the accreditation recommendations.
- Review the mission, vision and values policy at a future retreat or board meeting.

District Direction: Image

- Continue to support efforts, including staffing, to maintain and promote the reputation of the college in the community.
- Expect and support partnerships with the business community to promote the college.
- Expect transparency on uses of the bond monies.
- Be a cohesive board that promotes the college in the community.

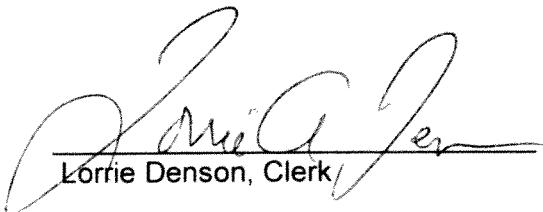
Board Performance

- Continue to integrate new and continuing board members into an effective team.
- Be committed to working together and using professional styles and appropriate channels of communication.
- Uphold principles of effective trusteeship; continue to learn about effective board roles and responsibilities.

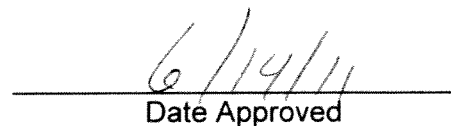
These notes were prepared by Board Consultant Dr. Cindra Smith, and are subject to review and revision by the Victor Valley Board of Trustees and Superintendent President.

ADJOURNMENT

It was unanimously approved to adjourn the meeting at 1 p.m.



Lorie Denson, Clerk



Date Approved