



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

## **BOARD OF TRUSTEES**

### **BOARD MINUTES**

Board Workshop / Self-Evaluation

June 3, 2009

11:30 a.m.

The Board of Trustees of the San Luis Obispo County Community College District met for a Board Retreat / Self-Evaluation in room 5401, Student Conference Center, San Luis Obispo Campus, San Luis Obispo, California, members having received notice as prescribed by law.

- 1. Call to Order**      The meeting was called to order by Board President, Patrick Mullen at 11:42 a.m.
  
- 2. Roll Call - Establish Quorum**      Board Members  
Patrick W. Mullen, President  
Angela Mitchell, Vice President  
Gaye Galvan  
Per Mathiesen  
Marie Kiersch (absent)
  
- 3. Approval of Agenda**      **Motion to approve:** Galvan — **Passed** by unanimous vote of those members present to approve the agenda, as presented.
  
- 4. Recess to Closed Session**      The Board recessed to Closed Session at 11:43 a.m.
  
- 5. Reconvene in Open Session & Pledge of Allegiance**      The Board reconvened in Open Session at 1:45 p.m.

**BOARD MEMBERS PRESENT**

Patrick W. Mullen, President  
Angela Mitchell, Vice President  
Gaye Galvan  
Per Mathiesen

**ADMINISTRATION PRESENT**

Dave Pelham, Superintendent/President

**6. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

Board President Patrick Mullen deferred announcement of action taken in closed session to the regular board meeting at 4:00 p.m.

**Supt/Pres  
Evaluation**

**SUPERINTENDENT/PRESIDENT**

- a. Agency Negotiator: Patrick Mullen  
Instructions Regarding Unrepresented Employees: Superintendent / President;  
general evaluation

**7. Hearing of Public Comment**

None

**8. Reports**

None

**BUSINESS AGENDA  
ACTION / DISCUSSION ITEMS**

- 1. Board of Trustees Self-Evaluation**      The Board conducted a self-evaluation in open forum. (Attachment A)

**ADJOURNMENT**

**Adjournment**      The meeting was adjourned at 2:45 p.m.

---

Dave Pelham  
Superintendent/President

**1. District Priority: Budget Development; Crisis Management**

Board Role/Goal		Action Plan	Comments						
a.	Closely monitor progress on state budget.	Staff will present regular reports on the state budget and its impact on College operations and plans.	Mitchell - Strongly agree; Input from the League (Scott Lay) is also reviewed. Galvan - Strongly agree The board expressed appreciation to Scott Lay and his dedicated efforts. Requested Dr. Pelham to prepare a letter to that affect. Mathiesen - Strongly agree						
The Board was well informed and provided with appropriate planning measures from the Superintendent/President and college staff.									
1 - Not Observed		2 - Strongly Disagree		3 - Disagree		4 - Agree		<u>5 - Strongly Agree</u>	
b.	Expect substantial budget cuts but maintain a quality institution which serves the community and its students.	The Board will work with the Superintendent/President to adopt adjustments to the College budget as needed to respond to funding reductions while maintaining institutional continuity.	Mitchell - The board has worked closely with the Administration and will continue to do so regarding any upcoming action. Mullen - Strongly agree; The board regretfully accepted the president's proposal to reduce his salary. Galvan - Strongly agree; It's difficult to make decisions when the state budget continues to fluctuate. Mathiesen - Strongly agree.						
The Board worked effectively with the Superintendent/President to adopt adjustments to the College budget in response to funding reductions.									
1 - Not Observed		2 - Strongly Disagree		3 - Disagree		4 - Agree		<u>5 - Strongly Agree</u>	

**2. District Priority: Accreditation**

Board Role/Goal		Action Plan	Comments						
a.	Monitor the progress of action determined appropriate to respond to the Accrediting Commission for Community and Junior Colleges.	Appropriate staff and faculty will make periodic reports to the Board regarding the mitigation of recommendations and/or findings as a result of the ACCJC's actions in January 2009.	Mullen - Reports have been regular from the VP, Student Learning. Galvan - It is going slower than expected. Mullen - The board must thoroughly review any future reports. Board consensus - Agree						
The Board is receiving adequate updates on the progress of the response to the ACCJC self-evaluation report.									
1 - Not Observed		2 - Strongly Disagree		3 - Disagree		<u>4 - Agree</u>		5 - Strongly Agree	
b.	Continued education on the accreditation process and standards.	Include workshop on accreditation as part of the Board's annual training/professional development.	Mitchell - Suggested adding items regarding accreditation to the end of the meeting for discussion. The accreditation liaison (VP, Student Learning) will provide input and comments on each item. Some will require more attention than others. Board consensus - Agree						

The Board has successfully integrated accreditation training into its workshops				
1 - Not Observed	2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree

### 3. District Priority: Strategic Planning

Board Role/Goal	Action Plan	Comments		
a. Complete the realignment of the annual college planning process to fit with the California Community College Strategic Plan, ACCJC/WASC standards and reference documents, and college needs and priorities.	The Board will work with the Superintendent/President to ensure that a 5-year strategic plan is adopted by the College, which is consistent with ACCJC/WASC standards, California laws and regulations, and the needs of the College and district.	Galvan - This process has been slow and difficult. Mullen - This issue has been challenged by competing priorities and the budget crisis. Board consensus - Agree		
The Board has made successful progress with regard to having the college develop a strategic plan.				
1 - Not Observed	2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree

### 4. District Priority: Board Function

Board Role/Goal	Action Plan	Comments		
a. Sustain a strong Board and Superintendent/President partnership.	The Board will provide ongoing support and direction for the Superintendent/President to foster a strong partnership.	Pelham - The fact that there is a standing item in closed session regarding the evaluation of the president reflects positively on this issue. Strongly agree. Mitchell - Strongly agree Galvan - Strongly agree Mullen - Does the president find real value in it and is it sincere, not cursory? Pelham - There is real value when dealing with real time issues. They are dealt with immediately and do not go unattended. Mathiesen - Strongly agree.		
The Board maintains a strong, productive partnership with the Superintendent / President.				
1 - Not Observed	2 - Strongly Disagree	3 - Disagree	4 - Agree	<b><u>5 - Strongly Agree</u></b>

<p>b. Complete the Superintendent/President evaluation process and use the results to strengthen the Superintendent / President's performance and relationships.</p>	<p>The Superintendent/President evaluation process will be completed annually using appropriate communication protocols.</p>	<p>Galvan - Strongly agree; Just completed. It is vital to the success of the president and the college.                  Mitchell - Was pleased to see the survey results from the college.                  Consensus - Strongly agree</p>		
<p>The Board has completed the Superintendent / President's evaluation, following all communication protocols.</p>				
<p>1 - Not Observed</p>	<p>2 - Strongly Disagree</p>	<p>3 - Disagree</p>	<p>4 - Agree</p>	<p><b><u>5 - Strongly Agree</u></b></p>
<p>c. Conduct a Board self-evaluation process and use the results for Board improvement.</p>	<p>Create a self-evaluation instrument and successfully conduct a self-evaluation.</p>	<p><b>ACCJC Warning letter January 2009</b>                  Mitchell - Corrected as evidenced by this evaluation. The results will not be immediately evident.                  Galvan - Strongly agree                  Mullen - Agree; the board is doing what is required but is it using the results to improve board action and activity?                  Mitchell - The discussions at the end of each meeting are helpful? What more can be done.                  Pelham - Recommended considering conducting a survey of those who most frequently interact with the board. Include in the scale "not observed" to enable them to respond to those things they are not comfortable with responding to. This could be done in advance of the next self-evaluation. This would be a separate survey other than the self-evaluation instrument. The survey would be done in advance. He recommended the board forward feedback on what is desired on the survey in the fall and it could be completed by April.                  Mullen - Fully embraces the idea.                  Galvan - Agreed; the survey can be prepared as discussed and expanded as necessary.</p>		
<p>The Board has completed an annual self-evaluation and will conduct subsequent evaluations on an annual basis.</p>				
<p>1 - Not Observed</p>	<p>2 - Strongly Disagree</p>	<p>3 - Disagree</p>	<p><b><u>4 - Agree</u></b></p>	<p>5 - Strongly Agree</p>

d.	Evaluate the structure of the Board to assure that it effectively supports decision-making.	The Board will assess the need for committees to assist its functioning process.	<p>Mullen - The board has one standing committee (Audit); appointed during the annual organizational meeting.</p> <p>Pelham - Some boards have standing committees to address different issues depending on the size of the institution.</p> <p>Galvan - The board chair can appoint adhoc committees as needed. In time of crisis, full participation by all members of the board is essential.</p> <p>Consensus - Agree.</p>	
The Board reviews its structure during the annual organizational meeting.				
1 - Not Observed	2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree

<p>e. Assure that Board members have the knowledge and skills needed to perform their roles effectively.</p>	<p>Develop a strong orientation program for new trustees and attend conferences, symposiums, and seminars as deemed appropriate to stay abreast of District and statewide issues and processes.</p>	<p>Mathiesen - In the past the board has relied on the Board President to organize their activities and provide input on which conferences or symposiums could be the most beneficial would be helpful. In the past it has been done by the college president.  Mullen - Would like to have input from the President but looks at it from the individual trustee perspective, i.e., what would most benefit him to be more effective in serving the district and represent the college.  Pelham - The most important event to attend at the state level is the annual legislative conference. Everyone should try to attend as many as possible. It is an opportunity to hear what everyone is saying; legislators, analysts, chancellor, etc. He thinks the student trustee should attend as well.  Consensus - Maximize attendance at the ACCT Congress in October and the legislative summit in January.  Galvan - The board chair should meet with new board members.  Mitchell - The district has an orientation checklist.  Mullen - The board should take a look at that and determine if it requires any updates.  Pelham - A consultant was brought in last year during the board workshop. He queried the board as to the desire to have local activities or issues added. He asked if the board would like to have a retreat exclusively on budget issues at a strategic point in the budget process. At some point during the process, certain assumptions are made. At the time a draft is being brought to planning and budget, a workshop could be held to inform the board on what is being forwarded to committee.  Consensus - Agree.</p>
--	---	---

The Board has developed an orientation program for new trustees.

1 - Not Observed	2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree
------------------	-----------------------	--------------	-------------------------	--------------------

Trustees attend conferences, symposiums and seminars to stay current on issues and processes.

1 - Not Observed	2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree
------------------	-----------------------	--------------	-------------------------	--------------------

**5. District Priority: Campus Community**

Board Role/Goal	Action Plan	Comments
-----------------	-------------	----------

a.	Affirm support of cultural competence on campus.	Encourage campus to continue dialogue share and affirm the definition of cultural competence as defined in BP 7100.	Mullen - Suggested expanding goal and conduct diversity workshops for the board. Pelham - The diversity committee would be happy to put something together. Consensus - Agree.		
The reaffirms its commitment to cultural diversity annually as per BP 7100 and Item 5. of the 2007-2009 District Priorities and Goals.					
1 - Not Observed		2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree
b.	Create an atmosphere that fosters employee commitment.	Encourage the Superintendent/President to work with employees to develop a collaborative, healthy, rewarding culture that results in improved decision making, shared governance, employee satisfaction, and institutional effectiveness.	Pelham - Scott Lay and Mark Wade Lieu came to campus to discuss shared governance. There has been some discussion regarding change to the formal communication process. Galvan - Believes there is headway being made in this area but the current fiscal crisis is impeding progress on this and other issues across the board. Consensus - Agree		
The Board has effectively created an environment which fosters a rewarding work environment and employee commitment.					
1 - Not Observed		2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree
c.	Promote institutional effectiveness and maintain accountability with new state measures.	Align institutional effectiveness outcomes with state measures and incorporate focus of student retention and achievement.  Work with the Superintendent/President to ensure that a timeline for the implementation and evaluation of strategies is developed that will result in ACCJC compliance with each program defining and publishing its expected student learning outcomes.	Pelham - Disagree. The college is making progress but a timeline has not been established. The college is working on a plan to get on track. Consensus - Disagree.		
The Board has established a timeline with the Superintendent / President for student learning outcomes.					
1 - Not Observed		2 - Strongly Disagree	<b><u>3 - Disagree</u></b>	4 - Agree	5 - Strongly Agree
d.	Obtain feedback from campus constituencies and the community regarding relevant issues and interests.	Conduct workshops to develop methods and procedures for obtaining feedback.	Mullen - Foundation board members are encouraged to attend board meetings and present quarterly updates. District dialogues with the President take place throughout the year. Consensus - Agree.		
The Board has established a method for obtaining feedback from campus constituencies and the community regarding relevant issues and interests.					
1 - Not Observed		2 - Strongly Disagree	3 - Disagree	<b><u>4 - Agree</u></b>	5 - Strongly Agree

### 6. District Priority: Campus Safety

Board Role/Goal		Action Plan	Comments		
a.	Provide a safe environment for students, faculty and staff at all college facilities and centers.	Encourage campus dialogue with students, faculty and staff to address areas of concern and foster sound relationships with public safety officers/personnel.	Galvan - Strongly agree; Bart Topham has effected some great changes within the department and throughout the campus. Pelham - The district hired a police sergeant. Mathiesen - The lighting around campus is better. Galvan - Bart Topham has done a good job with signage. Consensus - Strongly agree.		
The Board supports the work of the Public Safety Department and encourages the development of good rapport with students, faculty, and staff.					
1 - Not Observed		2 - Strongly Disagree	3 - Disagree	4 - Agree	<b><u>5 - Strongly Agree</u></b>
		Monitor the climate of the community and address concerns and recommendations to the administration regarding new developments that require a realignment or development of safety protocol.	Mullen - The District implemented the AlertU notification system and reaffirmed support for POST certified officers. Consensus - Strongly agree.		
The Board regards the safety of all employees and student as paramount and takes appropriate action regarding these issues.					
1 - Not Observed		2 - Strongly Disagree	3 - Disagree	4 - Agree	<b><u>5 - Strongly Agree</u></b>