

**South Orange County Community College District  
Board of Trustees Self-Evaluation  
Workshop Notes  
Saturday, May 21, 2016**



### **Board Evaluation Survey Results**

The facilitator presented summaries of the ratings and comments from the employee survey, noting that most were essentially the same or slightly higher than the previous year's averages. The strongest areas were board delegation to the chancellor, trustee behavior setting a positive tone, and board meeting conduct and agendas. Three items had significantly higher scores: trustees representing community needs, the board respecting faculty, staff, and student input, and trustee behavior setting a positive tone for the district. Board members received both detailed survey reports and discussed their impressions of the results.

The facilitator presented the ratings and comments from the trustees' survey that were completed by all seven trustees. The survey covered board roles related to the district's strategic directions, board effectiveness goals, and ratings on standard criteria for effectiveness (the same form used by employees). Discussion included the following topics:

- Continued trustee satisfaction in monitoring strategic plan goals that illustrate similar high scores compared to last year's survey results.
- The value of conference attendance to enhance trustee development.
- Ongoing attention to reviewing and updating policies.
- Strategies to ensure trustee understanding of the budget and the district's fiscal status.
- Review Code of Ethics policy at the annual retreat (board members received online training related to legal ethics/conflicts of interest).
- Strategies to improve orienting new trustees to their role and facilitating the reading of board agendas.

### **Goal Setting**

Members reviewed the 2015-2016 priorities and gave their suggestions on the self-evaluation surveys. Proposed changes are indicated on the "Proposed Board Priorities and Tasks for 2016-2017."

### **Trustee Roles and Responsibilities**

Due to time constraints, trustee roles and responsibilities were not discussed. The facilitator encouraged trustees to review the handouts.

### **Accreditation and the Board's Role**

The self-study process and the responsibilities of the Board in accreditation were reviewed. Denice Inciong, District Director, Research, Planning and Data Management gave a high level presentation on the board's role in accreditation. It was noted that the self-study committee chairs for Standard IV will interview the current and/or past board president to ensure board input into the self-study response. The board will receive progress reports on the self-study at board meetings in October and November and will be asked to review and sign off before it is submitted to the accreditation commission in December 2016. The site visit is scheduled for the week of February 27, 2017, and trustees were asked to note that on their calendars. Trustee Whitt requested that a list of accreditation dates be sent to the

board. Trustee Wright suggested that board members avail themselves of the in service workshops that are being provided on accreditation during Professional Development Week, August 15-19, 2016.

### **Trustee Communication Standards**

Chancellor Poertner reminded the board members that he is the central point of contact for all communications relating to board matters. He added that the office staff offers administrative office support and coordinates the flow of information to trustees. Trustees should request that employees contact the Chancellor's office to coordinate appointments and appearances by trustees at college events and meetings, and should work through the Chancellors office to coordinate their participation in college and community activities.

The chancellor noted that as a public agency, we should conduct the people's business in the public domain in order to maintain transparency. He added that most records are public and disclosable. The use of personal email by board members could be problematic if public records are requested. Consensus was that trustees will use only their district email for district business, and that a standardized email signature will be created for each email.

### **Trustee Elections**

Chancellor Poertner discussed campaign protocol, laws, and regulations as it pertains to board members pursuant to Education Codes 7050-7054.

### **Professional Development – Conference Attendance**

Chancellor reviewed the various conference attendance opportunities. Trustees received information about the conferences sponsored by CCLC, ACCT, and AGB. The district rejoined ACCT in 2015 after the Leadership Congress in San Diego. Discussion included the value of conferences focused on effective trusteeship and the League's Excellence in Trusteeship program, as well as the positive experiences of those trustees who recently attended conferences. A request was made for the chancellor to provide a short analysis that will indicate which trustee is stronger in certain areas and/or who would benefit more from attending certain conferences.

### **Board Resolutions Discussion**

The board discussed the current process for presenting board resolutions which involves forwarding the resolutions to the colleges for special award ceremonies versus recognition ceremonies at board meetings. The board requested that the chancellor forward the guidelines that were originally put in place outlining the process. The board may decide to revise the current practice or remain with the new process that was adopted at the organizational meeting in December 2015.

### **Board Listening Sessions**

Participants reviewed the notes from the Board of Trustees Listening Sessions held at Saddleback and IVC, and discussed the main themes that were raised at both sessions. Follow-up reports will be presented to the board to address the issues raised. Discussion resulted in requests for two listening sessions per year, one each semester. One session will be held for managers and administrators and the other session will be held for classified staff and faculty from throughout the district. The board will evaluate how well the sessions fared at next year's board self-evaluation.

Meeting adjourned at 11:44 a.m.