MINUTES

SPECIAL MEETING OF THE GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

NORMA L. HERNANDEZ, GOVERNING BOARD PRESIDENT
HUMBERTO PERAZA, JR., GOVERNING BOARD VICE PRESIDENT
TIM NADER, GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
MELINDA NISH, ED.D., SECRETARY TO THE GOVERNING BOARD AND
SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Saturday, June 9, 2012
TIME: 9:00 a.m.
LOCATION: Southwestern College
Higher Education Center at National City (HEC, NC), Room 7120
880 National City Blvd.
National City, CA 91950

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 in advance of the meeting for information on such accommodation.

<table>
<thead>
<tr>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
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<tr>
<td>1. CALL TO ORDER (Hernandez)</td>
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<tr>
<td>9:03 a.m., HEC, NC, Room 7120</td>
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Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).

Present: Hernandez, Peraza, Nader, Roesch, Valladolid

| Oral Communication |
| 2. ORAL COMMUNICATION (Hernandez) |

Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered. Pursuant to the Brown Act (Government Code Section 54954.3) members of the public shall be afforded the opportunity to directly address the Governing Board concerning any agenda item that has been described in the notice for the special meeting.

An oral presentation to the Board does not constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3.”

No speakers.
3. BOARD RETREAT
   (Hernandez)

   The Governing Board will conduct its annual retreat, facilitated by Dr. Cindra Smith, to include the following:

   *Facilitator Dr. Cindra Smith began by providing a background of her experience. Board members gave brief introductions and provided accomplishments of the Board. Ground rules for the retreat were established.*

3A. CONDUCT THE BOARD ANNUAL SELF-EVALUATION

3A1. Board Self-Evaluation Results (ENCLOSURE)

   *The Board discussed the self-evaluation results. Highlights of discussion including the following:*

   - **Board Organization:** How meetings are conducted and how to be more efficient—how to take care of business items of the district while receiving communication from presenters.
   - **Focus on future—due to circumstances, the Board has been reactive rather than proactive.**
   - **Board/CEO relations improved from last year. Discussed protocols for dealing with staff and newspaper/media.**
   - **Development of budget—schedule follow-up Board meeting regarding budget in late July/early August.**
   - **Importance of maintaining confidentiality of closed session discussions.**

3A2. Discuss Self-Evaluation Tool (ENCLOSURE)

   *There was consensus that the number of questions should be decreased, including the open-ended questions. Members agreed that the self-evaluation is too long and contains redundant questions. It was determined that the survey response options should be clarified and revised to the following:*
   - **Exceeds Expectation**
   - **Meets Expectation**
   - **Needs Improvement**

   Hernandez and Roesch volunteered to be an ad hoc committee to review the instrument and make recommendations.

3A3. Campus Climate Survey Board Results (ENCLOSURE)

   *A revised Campus Climate Survey Board results was distributed by Superintendent/President (S/P) Nish.*

   **Nish reviewed the results from the campus climate survey that pertained to the Board, noting the trends in perceptions of various constituency groups. Board members noted that the percent of those agreeing with positive comments about the Board is somewhat lower than last spring, but still much higher than Fall 2010. Board members continue to recognize the importance of modeling collegiality and civility and to work together as a team.**

   The importance of Board communication with the campus community was noted, along with the need to be aware that individual trustee conversations with staff can be perceived as possible micromanagement. Board members discussed the need to set and follow protocols in communicating with the campus community (see below).
3B. CLARIFY BOARD AND CEO ROLES AND PROTOCOLS (ENCLOSURE)

Facilitator Smith reviewed a list of common areas for boards and CEOs to discuss related to roles and communication protocols, which is particularly important when there is a new board and/or new president.

Discussion and consensus included:

- Trustees will take care that any communication they have with college employees will not and cannot be construed as directives, assurances of support, or opinions about complaints. Trustees will refer concerns to established channels of communication, and will alert the President to such concerns and seek information from the S/P and Board Chair. The facilitator noted that adhering to this protocol reinforces the role of the S/P as the leader of the college, as well as the policies and channels of communication established by Board Policy.

- Trustees recognize that whenever they meet with a group or an individual, they are representing the Board.

- Trustees will always let the President know when they will be on campus.

- Media contacts should be referred to the S/P and/or the Public Information Officer if they are asking about college business, and to the Board Chair if they are asking about Board positions. If trustees are uncertain about the appropriate referral, they should check with the Board Chair. The facilitator noted the importance of having designated contacts.

- The S/P will provide a periodic (weekly or biweekly, as time permits) update to the Board about activities on campus. If there is an urgent need to inform Board members, she will call or email all.

- Requests for information on college issues should go through the S/P Office, who will provide the questions and response to all Board members. Should she and the Board Chair deem that the request will require significant resources, the Board may be asked to vote on the request (see Board Policy 2430).

3C. REVIEW AND/OR DEVELOP BOARD GOALS (ENCLOSURE)

3C1. Board Institutional Goals

**Board Goals/Priorities for the Institution**
The Board self-evaluation indicated good progress on Goals 1 and 3 (accreditation and fiscal stability). Goals 2, 4, 5 and 6 still offer significant challenges due to ongoing fiscal constraints.

Consensus was to retain the concepts in the goals from last year, including (but not necessarily limited to) revising Goals 1 and combining Goal 3 and 5. In addition, the Board and the S/P will add performance goals related to improving campus climate and trust.

3C2. Board Performance Goals

The Board deemed that Board Performance Goals 2 and 5 had been accomplished.

**Board Performance Goals for 2012-2013**
Goals 1, 3, 4, and 6 will be carried over for the 2012-2013 year. Notes included:

- Goal 1 will be revised to reflect that the Board will monitor progress on district strategic directions, Board goals, and Superintendent/President goals.
• Goal 4 will be revised to reflect the expectation for a systematic approach for Board members to be visible and involved in the community, including with business, industry, education, labor and civic organizations.

• Goal 6 will be addressed by an ad hoc committee of the Board, which will make recommendations for changes to the Board self-evaluation instrument.

In addition, new goals would be added:
• Continue to clarify and differentiate the roles of the S/P and Board; clarify and adhere to protocols and practices for effective Board/CEO communication and relations.

• Institute time management strategies for Board meetings in order to ensure efficient and effective use of meeting time.

• Become more knowledgeable and monitor policy standards and implementation, particularly in fiscal and business areas.

• Foster a climate of trust and collegiality by continuing to adhere to ethical standards and model civility and respect.

RECESS FOR LUNCH BREAK

The Board recessed for lunch.

3D. DISCUSS AND/OR DEVELOP SUPERINTENDENT/PRESIDENT GOALS (ENCLOSURE)

Participants discussed how strategic directions, Board goals, and Superintendent/President goals are aligned; the S/P presented charts that showed the alignment. She discussed the need to add a goal to reinforce trust and collegiality on campus. Participants noted that her presentation encompassed an impressive integration of goals and strategies.

Superintendent/President Nish then presented her proposed goals and objectives for 2011-2012, as well as activities that support each objective. Board members discussed a number of items and requested a few minor changes. Consensus was that her goals and objectives aligned with the priorities of the Board and district.

3E. REVIEW BOARD POLICIES AND PROCEDURES

Selected policies from Chapter 2, Governing Board, were reviewed.

The S/P stated her desire for regular performance evaluations. An evaluation of S/P Nish will occur in August based on the job description and accomplishments during her first six months. The process described in the draft procedure will be used.

3E1. Chapter 2 – Governing Board Index (ENCLOSURE)

3E2. Policy No. 2435 Evaluation of The Superintendent/President (ENCLOSURE)

Policy No. 2435 Evaluation Of The Superintendent/President
Participants reviewed the policy and a draft procedure for the Superintendent/President evaluation. They supported an annual evaluation using the annual goals established by the Board and CEO as criteria. Amendments to the procedure were proposed, and the procedure will be brought back to the Board for approval.

3E3. Proposed Procedure No. 2435 Evaluation of The Superintendent/President
3E4. Policy and Procedure No. 2715 Code of Ethics and Compliance Form (ENCLOSURE)

Pursuant to Procedure No. 2715, the Board will review, read and sign the Code of Ethics at its annual retreat.

**Procedure 2715 Code of Ethics**
Facilitator Smith raised a question about the code of ethics procedure to address violations of the code, noting that many boards had steps to address perceived violations prior to seeking legal counsel.

**Code of Ethics Compliance Form**
Board members signed the code of ethics compliance form.

3E5. Policy and Procedure No. 2712 Conflict of Interest Code (ENCLOSURE)

Due to time constraints, Items 3E6 through 3E9 were not discussed.

3E6. Policy No. 2430 Delegation of Authority to the Superintendent/President (ENCLOSURE)

3E7. Policy No. 2720 Communications Among Board Member (ENCLOSURE)

3E8. Policy No. 2210 Officers (ENCLOSURE)

3E9. Policy No. 2310 Regular Meetings of the Governing Board (ENCLOSURE)

Strategies for Time Management at Board Meetings

3F. REVIEW/ESTABLISH CALENDAR OF STUDY SESSION (ENCLOSURE)

Due to time constraints and the scheduled training on BoardDocs, review of the tentative calendar of study sessions, retreats, and special meetings was postponed to the next meeting of the Board.

3G. BOARDDOCS DEMO/TRAINING

The Board participated in a BoardDocs webinar demonstration conducted by Bill Terry.

There was consensus to move forward with implementation of BoardDocs.

**Adjournment**

4. **ADJOURNMENT** 3:00 p.m.
(Hernandez)

Melinda Nish, Ed.D.
Governing Board Secretary

Norma L. Hernandez
Governing Board President