Recommendation number and topic:
Recommendation #14  Board Organization

Full recommendation text:
To fully meet Standard IV.B Board and Administrative Organization, the team recommends that
the board act in a manner consistent with its policies and by-laws, assess and develop operating
procedures, develop and implement a plan for board development, and regularly evaluate the
effectiveness of its policies and practices (IV.B.1.a, e-h).

Related standards:
- Leadership Governance Decision Making and Governance Structures:  #12/#13
  workgroup on shared governance

Work group members:
- Board of Trustees: John Rizzo (President); Anita Grier (Vice President); Natalie Berg;
  Chris Jackson; Steve Ngo; Rodrigo Santos; Lawrence Wong; William Walker (Student
  Trustee)

Provide the dates and times of all meetings held to date. For each meeting, please briefly describe
the primary focus of the discussion that took place (1-2 sentences per meeting).

August 23, 2012 – At its regular meeting of the Board of Trustees, the Board discussed the
following items related to the recommendation and accreditation.  This included the following:

1.  Board of Trustees Self-Assessment Retreat and Draft Goals for 2012-2013 – On August 6
    and 7 the Board of Trustees participated in a retreat that focused on Board roles and best
    practices.  Facilitated by Dr. Narcisa Polonio of the Association of Community College
    Trustees (ACCT), the Board also identified some tentative goals and priorities for the
    coming year.  Most of these goals were related either to the self-assessment or the
    accreditation recommendations, or both.  Dr. Polonio prepared a set of recommendations
    based on the retreat and her individual conversations with trustees.  These
    recommendations and a draft statement of Board goals were presented for the Board’s
    consideration.  The Board reviewed and adopted the following goals for 2012-13:
    The Board of Trustees will:
    1.  Ensure appropriate responses to the recommendations of the Accrediting Commission.
    2.  Adopt a short and long term plan for acquiring fiscal stability.
    3.  Support the acquisition of a stable highly qualified senior leadership team.
    4.  Conduct a comprehensive review of board policies related to board organization and
        operation, administrative authority and shared governance.
5. Implement a professional development plan for the Board of Trustees that leads to increased board effectiveness and a cohesive and collegial team.

6. Do whatever it takes to save City College and best serve our students and community!

2. Recommendation #14: Board of Trustees Plan – Recommendation #14 pertains strictly to Board organization, performance and effectiveness. Thus the team members are the entire board and they need to confirm the response plan and determine who will take responsibility for carrying out the various components of the plan. The Chancellor presented a draft plan which the Board discussed. There was general consensus on the plan and activity matrix. Many of the specific activities/items noted in the recommendation had already taken place or were organized immediately upon receipt of the Accrediting Commission’s evaluation report. Some of the activities are also directly related to the workgroup dealing with shared governance and leadership (Workgroup #12/#13). Board members volunteered to take responsibility for certain activities.

3. Accreditation Progress Report – The Chancellor and the Accreditation Liaison Officer (ALO), Gohar Momjian presented a comprehensive report on the structure, activities, timeline and progress of the workgroups addressing the 14 recommendations and unmet eligibility requirements cited by the Accrediting Commission. The Board of Trustees reviewed the report and approved the working plans.

Describe your plans for addressing the recommendation. Include a brief paragraph describing each activity included on your timeline along with key dates for accomplishing those activities.

1. ACCJC Training with Board of Trustees - The Accrediting Commission President, Dr. Barbara Beno, with Trustee William “Bill” McGinnis of Butte-Glenn Community College District presented a 2-hour workshop on the topic of accreditation’s purposes, processes and standards, the roles and responsibilities of trustees, advice for board excellence and examples. (Completed July 10, 2012)

2. Board Self-Assessment - Dr. Narcisa Polonio, President of Association of Community Colleges Trustees (ACCT), conducted a self-evaluation of the board and held a two part retreat to better understand the roles and responsibilities of the board, and to outline common board goals. (Completed August 6 and 7, 2012)

3. Review of Board Bylaws and Policies – Specific policies noted on the work matrix include:
   a. Mission Statement – This is specifically addressed in workgroup #1 report; at a speciation meeting the Board reviewed a proposed statement and provided additional direction for revisions (completed August 14, 2012); first reading of revised statement completed August 23, 2012; second reading and adoption of revised mission statement completed on September 11, 2012.
   b. Self-Assessment – The policy is under review and will be included in Item e below as all board policies are reviewed; the board conducted its self-assessment (completed August 6-7, 2012), with adoption of 2012-13 goals (completed August 23, 2012)
   c. Attendance at Meetings – The Board of Trustees adopted revisions to its Board Policy 1.01, titled “Election and Membership” which deals with Board compensation. This policy amendment is intended to adhere to best practices of the District. The
amendment is based on language recommended by the California League of Community Colleges. First reading of the policy was conducted on July 26, 2012. At its second reading, the board adopted the revised Board Policy 1.01 ELECTION AND MEMBERSHIP (Completed August 23, 2012).

d. Shared Governance – This policy will be under review and is being addressed specifically in Workgroup #12/#13. As part of workgroup #12/#13 activity, Mr. Scott Lay, President of the California Community College League, and Michelle Pilati of the California Community College Academic Senate [need formal title] presented a workshop on [need title]. The workshop was attended by three Trustees and further professional development on the topic will be considered as part of the Board’s professional development plan.

However, the Board’s agreement with the Academic Senate regarding the 10+1 and ‘rely primarily’ or ‘consult collegially’ will need to be addressed directly. [Need to better describe plan for moving forward on this]

e. Board Organization, including committees, agenda development, etc – The Chancellor and staff has completed its review of Board’s Policy Manual Section 1, titled The Governing Board, the Community, and The Chancellor. The Board’s Policy Committee will review the proposed amendments to the policies in October (date tbd) to bring the policies up to date and align them with best practice models.

4. Create Professional Development Plan – [Steve Ngo was assigned to this item. What is plan to move forward on it?] – CCCL/AS Training

5. Adopt Board Goals – The Board reviewed and adopted its goals for the 2012-13 year as described above. (Completed August 23, 2012)

Summarize your progress to date on carrying out the activities described above where applicable. If you have completed any of these activities, please note the date on which it was completed and append the evidence or any products relating to the activity.

See above list. Related documents:
-ACCJC Training on Board Roles and Responsibilities presentation (July 10, 2012)
-ACCT Self-Assessment Retreat documents and presentation (August 6-7, 2012)
-Board Goals 2012-13 (August 23, 2012)
-Amended policies to date: Mission Statement; Board Election and Membership

List any challenges you have encountered or anticipate facing with respect to addressing the recommendation.