

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES  
BOARD WORKSHOP**

A meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 11, 2015, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Tomkins, Board President, called the workshop to order at 1:12 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	present
	Trustee	Paul Ubelhart	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	present
	Student Trustee	Nayeli Castaneda	present

*Secretary* Arturo Reyes, Superintendent/President

*Support Staff* Mary Lamb, Executive Assistant II to Superintendent/President

*Agenda Approval* M/S (Haynes/Clark) to approve the agenda as submitted. The matter was approved via the following vote:

Ayes	Tomkins, Haynes, Geck, Chaniot, Ubelhart, Eriksen, and Clark
Noes	None
Abstentions	None
Absent	None

**Discussion Items**

**Introduction** Dr. Pamila J. Fisher, ACCT Consultant thanked the Board for the opportunity meet with them again. She informed the group she had a wonderful training session during the morning with the college leadership team and hopes to meet with them again in the future.

**Purpose and Outcomes** Dr. Fisher outlined for the board what she hopes to cover during this session which will include information regarding the best practices as a board. She asked about any ongoing issues which provided Board members the opportunity to bring forward any issues they felt needed to be addressed. A lengthy discussion ensued regarding previously unresolved issues.

**Roles and Responsibilities** **Expectations**

- Board members expressed their expectations for the outcomes they would like to achieve from today’s workshop.

**Communication Protocols**

- Dr. Fisher presented the concept of holding a special meeting as “study

meetings”. These would not be an action meeting but one that usually covers a single topic. Staff and the Superintendent/President may be asked to attend but such a meeting must follow Brown Act regulations. Meetings such as would give the Board members a chance to hear what is on the minds of the other members. It is one of the ways you can have a dialog with each other while still adhering to the Brown Act. During these types of study sessions, Public Comments are held at the beginning of the meeting but members of the public do not get to participate during the discussion and communication would only be with the Superintendent/President and/or staff members present.

- Dr. Fisher strongly recommended the Superintendent/President be part of any communication held directly between community members and members of the Board. If the need for an ad-hoc committee is deemed necessary, the Superintendent/President should be included as part of that committee.
- Dr. Fisher asked the Board to consider what strategy they are using to get their message out to the world at large.

### **Constituent Relationships**

#### **Complaints and Concerns**

A lengthy discussion ensued regarding serial meetings and what constitutes a serial meeting. Dr. Fisher highlighted the following areas she feels the Board should focus on:

- There needs to be a policy in place which specifically states there are to be no individual meetings by Board members with any constituent group or community members as a representative of the Board. She reminded Board members this is a serious violation of the Brown Act and is not to be tolerated.
- Public Comments at a Board meeting allow members of the public to make statements. Board members can discuss an issue among themselves but there should be no interaction between the two groups.
- Board members should not be afraid of a threatened lawsuit. Anyone can sue at any time over any issue and you only empower those who are threatening this type of action when you are influenced by a statement such as this.
- There needs to be a review of what policies need to be revised in light of the issues that have surfaced in the last few months.

### **Evaluation Best Practices: Policy and Procedures**

#### **President's Evaluation**

After reviewing the current Board Policy and Administrative Procedure for the evaluation of the Superintendent/President, there were several key issues Dr. Fisher felt the Board needs to address.

The current policy is straight forward and looks fine. The following comments from Dr. Fisher are in regard to Administrative Procedure 212.1:

- Do not mix the Board evaluation information with that from other sources.
- Should a 360 evaluation be completed at all? This is a very large group and the Board needs to determine if it is really necessary. If the Board wishes to continue obtaining the 360 evaluation, the use of software such as Survey Monkey to complete the survey would be extremely helpful. Be sure to disaggregate the data collected and provide the Superintendent/President

with the disaggregated data so he/she is aware of where certain comments came from. Keep in mind the information gathered from a 360 evaluation should be viewed “with a grain of salt”. The best practice would be to not include a 360 evaluation at all.

- Remove the statement regarding “clarification in some instances” from item #5-b. Do not include item #5-a if the Board decides to include a 360 evaluation as part of the process.
- Board members should be the only people completing the evaluation instrument using both the 0-5 rating and the comment areas. The portion of the evaluation completed by the Board members should be the only information to become part of Superintendent/President’s personnel file.
- The Board should be using a different evaluation tool than other evaluators. The written self-assessment by the Superintendent/President should be #1 in the process. Part 2 should also include job responsibilities and goals. A good example of an evaluation instrument can be found on the ACCT website to use as a reference.
- The current procedure takes way too long. A change in the timeline and a modified evaluation process should take place now which will enable the cycle to be placed on the correct cycle. Use the June board meeting to vote and work backwards to determine when certain items should be completed.

### **Board’s Self Assessment**

After reviewing the current Board Policy and Administrative Procedure for the Board’s self-assessment, there were issues Dr. Fisher felt the Board should address soon.

- The Board’s self-assessment should be reviewed each year and updated to reflect any current changes. It should also be coordinated to coincide with the timing of the Superintendent/President evaluations. The establishment of the Superintendent/President’s goals should be established at the same time the Board reviews its own self-assessment.
- Board goals should be established each year as well.

### **Next Steps**

- The Board should give direction to work on updating the procedures for AP 212.1 and AP 215.1 in order to get things moving onto the correct timeline.
- The Board should be directing all changes to policies and procedures under Chapter 2 – Board of Trustees. These would be all policies and procedures which begin with the number two.

### ***Adjournment***

M/S (Geck/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 4:02 PM.

Ayes	Tomkins, Haynes, Geck, Chaniot, Ubelhart, Eriksen, and Clark
Noes	None
Abstentions	None
Absent	None

Submitted by:  
Arturo Reyes, Superintendent/President  
Secretary, Board of Trustees