

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

**Board Workshop**

A meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Saturday, June 29, 2013, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 8:50 AM.

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

*Secretary* Arturo Reyes, Superintendent/President

*Support Staff* Gwen Chapman, Executive Assistant II Superintendent/President

*Public Comments* There were no comments from the public.

*Agenda Approval* M/S/C (Ubelhart/Tomkins) To approve the agenda as submitted.

**Discussion Items**

**Building Common Ground**

*Communication* Board President Clark introduced facilitator Bill McGinnis and commented on the goal for today which is building common ground with a new president.

Bill McGinnis has visited over 30 districts in the state to work with Boards on communication between board members and the president. Currently, he is a trustee at Butte College but does training on behalf of Community College League of California. He also works with the Accrediting Commission to do trainings for various colleges and serves on the Appeals Committee for the Accrediting Commission.

McGinnis stated that his goal is to facilitate communication between the Board and the President. It is important for the Board to share with the President how to communicate with them. Some important points for boards and board members:

- It is not necessary to always rubber stamp what the president says.
- It is not necessary to always feel that you have to vote the same as the other members.
- Discussion should take place in a respectful manner.
- Following the vote it is important to be respectful of the final choice.

*Trustee's Reasons for Serving on the Board* Board members spoke briefly about who they are and what inspired them to run to be a Trustee at Mendocino College. Some of the reasons expressed by Board members for their interest in serving on a community college board included:

- Supporting students who do not immediately transfer to a four-year school
- Supporting students interested in Career and Technical training
- Supporting online education.

<i>District Recognition</i>	<p>Some of the Board member's responses to the question "What do you want the College to be known for?"</p> <ul style="list-style-type: none"> <li>• Success of students</li> <li>• Local students makes good and stay local</li> <li>• Business incubator</li> <li>• Graduates narrow income gap</li> <li>• Largest class graduation</li> <li>• Expanded class offerings</li> <li>• Quality staff</li> <li>• College achieves accreditation</li> <li>• Increase the number of non-traditional students</li> <li>• New records for alumni donors</li> </ul>
<i>Board's responsibility</i>	<p>McGinnis commented that boards do not have direct responsibility for student success but their responsibility is to monitor Student Success. There was discussion on the many ways a board can monitor college activities. Mendocino College's Board receives monthly reports on programs and student successes. The process developed can be used in setting board goals.</p>
<i>Board's role in accreditation</i>	<p>The Board does not do the direct work in developing the self-study for accreditation, but it is their job to monitor the work and make sure it gets done. The Board reviews and approves the draft self-study. It is also helpful for the Board members to review Standard IV, regarding Boards, to make sure that they are aware of the requirements.</p>
<i>Board's Self-Evaluation</i>	<p>Board goals should be developed from the Board's self-evaluation. The Board's goals should be measurable.</p>
<i>Team Building</i>	<p>Points of Team Building</p> <ul style="list-style-type: none"> <li>• The Superintendent/President is part of the Board's team.</li> <li>• Individual trustees have no authority. Trustees come together at monthly meetings and as a board have the authority to take action.</li> <li>• The Superintendent/President should meet informally with individual trustees to learn personalities and to develop the best communication processes. Board members responsibility is to support the Superintendent/President to be successful.</li> <li>• Any responses to questions from individual board members should be shared with all trustees without the name of the person who asked the question.</li> <li>• In evaluating the Superintendent/President the board should ask whether they did enough to make the Superintendent/President successful.</li> <li>• Superintendent/President goals should be reviewed in six month to determine what has been accomplished and use that in the evaluation of performance.</li> <li>• Avoid Board micromanagement by asking what is being done, not how.</li> <li>• Learning to trust and respect a new Superintendent/President takes time. Communication is the key.</li> <li>• Bring up any problems or issues immediately.</li> </ul>
<i>Communication Issues</i>	<p>McGinnis led the Board and Superintendent/President in a discussion of how the Board would communicate with the Superintendent/President when a staff member or community comes to a Board member with a complaint. Issues or complaints, including those made about the Superintendent/President, should be shared with the Superintendent/President. Whether it is a verbal, written or email contact, it is important to share with the Superintendent/President immediately. The Superintendent/President will take care of the issue and the</p>

Superintendent/President usually will not inform the trustee of the result. Generally speaking, it is an administrative function for the Superintendent/President to handle.

It was discussed whether the Board President should be informed. Superintendent/President Reyes commented that he would prefer that all issues were brought directly to him. If it is something that is strictly the Board's business, then it could be shared with the Board President.

*Effective Board:  
Board/CEO Team*

Discussion regarding Board's Roles/CEO Roles:

- CEO must implement the Board's decisions. If implemented and it doesn't work then he needs to ask them to rethink the decision.
- CEO also keeps Board members informed about their responsibilities. It's part of the team effort.
- CEO is Board's only staff and he helps guide the Board.
- The Board gives the CEO authority to act on their behalf and the CEO leads Board to decisions by bringing them information.
- If the CEO does something improper that comes to Board President's attention, then the Board goes into closed session to discuss.
- Micromanaging by the Board – The CEO can give the Board members an alternative to what they were doing. CEO may need the full Board's support to talk with rogue Board members.

*Partnership*

Discussion about Partnering:

- Great Board makes great CEOs
- Leadership is not about forcing your will on the CEO or the Board, rather it is about the art of letting go.
- Board members should let the CEO know what information they need.
- Solving problems is all about listening. Engage with colleagues and explore other ideas before offering suggestions.
- Separate the concept from the individual
- Review goals throughout the year as a self-assessment

*Policies*

The CEO brings policies to the Board that have gone through all the College's shared governance process. It's the Board's job to determine if the policies will best benefit the community so the Board can and should offer some input while being respectful of the process. Staff has the right to participate in decisions through the shared governance but it's the Board's ultimate responsibility to make the final decision. Ninety percent of policies will be developed by staff other than the Board but the Board can offer input.

*Board Agenda*

The Board agenda should be structured to make meetings flow well in addition to maintaining a realistic meeting length to help board members stay focused. The Superintendent/President should provide the leadership in bringing information forward to the Board and items should be focused on student success.

*Review of Board's  
Goals and  
Objectives*

The Board reviewed their 2012-13 Goals with a list of activities completed. Additional activities achieved so far during the year were discussed. Board members offered further suggestions that will be included.

*ADJOURNMENT*

M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 1:10 PM.

Submitted by:

Arturo Reyes, Superintendent/President  
Secretary, Board of Trustees