

COAST COMMUNITY COLLEGE DISTRICT Chancellor's Cabinet Summary

February 27, 2012

CALL TO ORDER

Cabinet members present were:

Lori Adrian, President, Coastline Community College
Wes Bryan, President, Golden West College
Andy Dunn, Vice Chancellor, Finance & Administrative Services
Dennis Harkins, President, Orange Coast College
Deborah Hirsh, Vice Chancellor, Human Resources
Andrew C. Jones, Chancellor
Theresa Lavarini, Academic Senate President, Golden West College
Margaret Lovig, Academic Senate President, Coastline Community College
Dean Mancina, President, Coast Federation of Educators
Vesna Marcina, Academic Senate President, Orange Coast College
Martha Parham, District Director, Public Affairs, Marketing & Government Relations
Barbara Price, President, Coast Community College Association/CTA-NEA
Vince Rodriguez, President, Coast District Management Association
Andreea Serban, Interim Vice Chancellor, Educational Services
Christian Teeter, Secretary of the Board

Also in attendance were:

Jim Moreno, Board President
Lorraine Prinsky, Ph.D., Board Clerk
Nancy Sprague, Executive Assistant to the Chancellor

Chancellor Jones called the meeting to order at 8:33 a.m. and welcome **Board President Moreno** and **Board Clerk Prinsky** to the meeting.

Proposed New/Revised Policies and Administrative Procedures

Discussion:

- **Andreea Serban** explained that in fulfillment of **Trustee Moreno's** motion at the February 8 Board Study Session to have a procedure that operationalizes Board Policy 2410 (Board Policy and Administration Procedure), she prepared a draft for consideration. She noted that there are several policies and procedures that currently do not exist, which are required as evidence in support of accreditation standards. Some relate to the general institution and others fall under Board operations. **Trustee Patterson** and **Trustee Prinsky** have worked on revising one existing Board policy and creating several new Board policies and joined the meeting to discuss these drafts.
- Several members of the Chancellor's Cabinet noted that although Board policies may have undergone legal review by General Counsel, there may be occurrences in which language may cause concern for accreditation teams. For example, as Boards are policy-making entities and staff are responsible for institutional operations, policy language stating that the Board has the responsibility to "operate" the District and colleges could raise a red flag to accreditation teams, even though the language is technically legal.
- It was noted that Boards are increasingly under scrutiny by accreditation site teams, and how Boards function is one of the frequent reasons colleges are placed on sanctions although colleges have no control in this matter. The intent is to align as closely as possible to the accreditation standards, particularly Standard IV.B Leadership and Governance.

ACTION:

- Copies of the following Board Policies and Procedure were distributed and discussed, with action noted.

Draft of New BP 2200 - Board Authority, Responsibility and Duties

(required as evidence in support of accreditation standards)

It was agreed that two draft versions would be presented to the Board: one to contain the bulleted lists of Board responsibilities and one without the bulleted lists, wherein the bulleted items would appear in an administrative procedure or on the District website. It was further agreed that references to Accreditation Standard IV-B, J would be added to the policy.

Revision of BP 2223 – Board of Trustees’ Accreditation Committee

It was agreed the policy would be pulled for further revision by Trustee Prinsky before bringing it for review and approval by the Board of Trustees.

Revision of BP 2410 – Board Policy and Administrative Procedure

(required as evidence in support of accreditation standards)

Agreed as submitted.

Draft of New AP 2410 – Board Policy and Administrative Procedure

The proposed draft of Administrative Procedure 2410 relates to Board Policy 2410, and explains who is responsible for what. It was agreed to revise the following sentence, as follows: “Individual employees will bring forth such suggestions either to their supervisor or their Academic Senate representative, or to the representative of the appropriate bargaining unit.”

It was also agreed to revise the following sentence to be compliant with BP 2410, as follows: “The Chancellor and the Vice Chancellors will develop and maintain a schedule to ensure the review and update of all existing Board policies and administrative procedures on a four ~~six~~ year cycle.”

Draft of New BP 2510 – Participation in Local Decision Making

(required as evidence in support of accreditation standards)

Dr. Serban suggested that BP 2510 could incorporate and replace existing BP 7837 and BP 3901. **Andreea Serban** will email her draft policy to **Trustee Prinsky**, and will add a section that includes administrators, classified members, classified senate, classified connection, classified forum, confidentials, and managers for consideration.

Dr. Jones will meet with the Coastline Classified Senate, Golden West Classified Connection, and Orange Coast Classified Forum about having them represented at Chancellor’s Cabinet.

Draft of New BP 3200 – Accreditation

(required as evidence in support of accreditation standards)

After discussion, it was agreed that the draft of BP 3200 would be pulled for review and language alignment by the Board of Trustees’ Accreditation Committee, Chancellor, and Vice Chancellors.

Draft of New BP 3250 – Institutional Planning

(required as evidence in support of accreditation standards)

It was recommended that the second paragraph be modified to read, “The Chancellor shall ensure that the District office and the Colleges implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.”

It was further recommended that the bulleted list of various types of plans be removed from the policy, updated, and placed in an accompanying procedure. The procedure shall also include what happens at each college.

- **Trustee Moreno** thanked members of the Chancellor’s Cabinet for their time and the opportunity to review these policies. **Trustee Moreno** and **Trustee Prinsky** excused themselves from the remainder of the meeting.

Homework Assignment from January 23, 2012

Professional Development Exercise

Discussion:

Chancellor's Cabinet members offered the following in response to the homework assignment to report on professional development activities, development and implementation.

- Assess student population to determine deficiencies and tailor professional development activities.
- Using a Center of Excellence approach, hold brown bag lunch training sessions utilizing strengths of internal constituents that focus on Excel, PowerPoint, etc.
- Survey those holding existing professional development activities to determine needs; create inventory.
- Develop inventory of professional development practices at other colleges.
- Create on-line portal as a "go to" site.
- Develop student-centered professional development. Ideally, this would be discipline specific.
- Devise effective use of accreditation data. Tie data to employee improvement and employee progress.
- Utilize existing California Partnership for Achieving Student Success (Cal-PASS) data.
- Greater engagement at K-12 level so more students are prepared for college studies.
- Create faculty inquiry groups.

Dr. Jones reported that the idea of the exercise was to determine needs for incorporation into professional development opportunities, which should be faculty-driven, comprehensive, timely and relevant. Peer professional development can be less threatening and more helpful. Professional development portfolios can also be developed.

What Can You Contribute?

Discussion:

- In this time of decreasing resources with the potential for more bad fiscal news if the Governor's tax proposal does not pass, **Dr. Jones** asked Cabinet members to consider what they can do, as an individual, to make a positive impact on the District, to make things better, easier, smoother. The assignment is singularly about the individual, not the department or discipline, and is due at the March 12 Chancellor's Cabinet meeting.
- Reflect on the influence we have on those around us. Some possible considerations include:
 - Instructional practices
 - Leadership
 - Finding a way to be more constructively critical of colleagues (e.g.: pulling up your colleagues)
 - Risk taking
 - Change how you do things
 - Displaying a more positive attitude
 - Developing a problem-solving philosophy

The meeting adjourned at 10:40 a.m.

Next Meeting Date:

March 12, 2012, 8:30 a.m.

Coastline Community College, College Center

Fourth Floor Conference Room