

CHANCELLOR'S CABINET
May 14, 2013 Meeting Summary
8:30 am – 1:00 pm
DO Board Room

Present: Helen Benjamin, Peter Garcia, Gene Huff, Bob Kratochvil, Tim Leong, Mojdeh Mehdizadeh, Denise Noldon, Ray Pyle, Greg Stoup

Absent: John al-Amin

Guests: Michael Bonetti and Michael Yoshikami (Destination Wealth Management), Dr. Mac Powell (Interim President of JFK University), Laurie Earp (Earp Events and Fundraising), Chief Charles Gibson, Jonah Nicholas, Ronke Olatuji

| Agenda Item | Outcome | Follow-Up |
|--|---|---|
| Review agenda | No other items were added to the agenda. | None |
| Michael Bonetti and Michael Yoshikami, Destination Wealth Management | Cabinet heard a presentation from Destination Wealth Management on how they could help the college foundations with investment decisions. | College presidents will schedule one-on-one visits with Destination Wealth Management. |
| Dr. Mac Powell, Interim President, JFK University | Dr. Mac Powell talked with Cabinet about JFK University and explored possible, future partnerships. | Gene will follow up with Dr. Powell to discuss employee scholarship programs similar to the District's Brandman University partnership. |
| Laurie Earp, 65 th Anniversary Event Planner | Cabinet heard a progress report from Laurie Earp, who was selected to assist in the District's 65 th anniversary celebration. | None |

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| Internal Audit Report | Ronke provided Cabinet with a summary of activities her department has completed so far during this academic year. | Mojdeh will craft a message to faculty regarding reminders on managing classroom rosters, and review and revise the A&R document outlining class enrollment list procedures as a checklist. Ronke will schedule additional time on the May 28, 2013, Cabinet meeting to complete her report. |
| Review of 04.23.13 Cabinet notes, 05.22.13 GB Agenda | No additional comments were offered on the April 23, 2013, Cabinet meeting notes. Helen reviewed the May 22, 2013, Governing Board meeting agenda with Cabinet. | None |
| Calendar review and Chancellor's Report: <ul style="list-style-type: none"> • Cabinet Retreat • 2013-14 Cabinet Schedule | Helen announced the Kennedy-King scholarship awards dinner on May 17, 2013. The DO will observe the summer 4-10 schedule that will start Memorial Day week. The Cabinet retreat has been rescheduled for 4.5 hours to the May 28, 2013, Cabinet meeting. Cabinet reviewed the 2013-14 meeting schedule and deleted the following | Helen will send out a revised 2013-14 Cabinet meeting schedule. |

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| | meetings: 12/24, 8/13, 7/9. Helen shared with Cabinet a draft outline of the District's governance structure in preparation for next year's accreditation visits. | |
| District Position on AB 955 and AB 806 | Cabinet reviewed AB 955 and AB 806, and reached consensus to support AB 806 and remain neutral-watch on AB 955. | Helen will communicate our positions to the organizations supporting these bills. |
| Report on Summer Marketing Campaign | Cabinet reviewed and asked for additional data on how many of the summer students are new how many are returning students. | Greg will research the information requested. Upon receipt of the information, Tim will decide if additional media buys are needed. The colleges will also increase their marketing effort to current students. |
| Student Success Scorecard | Greg led a Cabinet review of the new Student Success Scorecard. | Mojdeh will place this as a follow-up agenda item on the May 28, 2013, Cabinet meeting. |
| Enrollment Update | Mojdeh reviewed the enrollment statistics for summer 2013 registrations. | None |
| Placement of Security Cameras on Campus/DO | Chief Gibson presented an update on the idea of placing security cameras | Chief Gibson, Ray and Mojdeh will work as a subcommittee on this |

| | on our college campuses. | project and will bring a recommendation back to Cabinet at the May 28, 2013, meeting. |
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| Number/ and Title | | Outcome/Follow-up |
| AP1015.01, Process to Conduct Governing Board Self-Evaluation | | Final approval given |
| To begin the Approval Process | | |
| BP2020, Leaves for Attendance at Educational Activities Professional Development | | Deferred to May 28, 2013, Cabinet meeting. |
| Final Approval | | |
| Bus. 5.01, Scheduled Maintenance and Special Repair Program | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 3.38. Guidelines for the Establishment of Accounts for Clubs, Trusts or Donations | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 4.11, Gratuities: Tipping/Food Products (<i>2nd Read</i>) | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 6.05, Serving Alcoholic Beverages at College/District Activities | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 6.06, Student Credit Card Solicitation | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 7.06, Enrollment Fees and Nonresident Tuition Refunds | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 7.09, Nonresident Fees and Determination of Residence (<i>Delete</i>) | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 7.12, Nonresident Tuition Refunds (<i>Delete</i>) | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 7.30, Banking and Armored Car Service (<i>2nd Read</i>) | | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 9.10, Payment of Special Service Contractors | | Deferred to May 28, 2013, Cabinet meeting. |

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| Bus. 9.13, Special Service Contractor Requisition Prior Board Approval Not Required (Form 4cd-31) <i>(Delete)</i> | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 9.18, Use of Personal or District-Owned Telephones | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 9.46, Signature Authority and Delegation | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 12.30, United Faculty Release Time <i>(Delete)</i> | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 17.05, Instructions for Use of Expenditure Object Codes | Deferred to May 28, 2013, Cabinet meeting. |
| <i>To begin the Approval Process</i> | |
| Bus. 9.22, Employee Reimbursement (3 rd Read) | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 18.01, The CCCCD General Fund Budget <i>(Academic & Professional)</i> | Deferred to May 28, 2013, Cabinet meeting. |
| Bus. 18.06, Budget Preparation | Deferred to May 28, 2013, Cabinet meeting. |
| <i>To begin the Approval Process</i> | |
| BP3005, Intercollegiate Athletics | Deferred to May 28, 2013, Cabinet meeting. |
| S/S3005, Intercollegiate Athletics | Deferred to May 28, 2013, Cabinet meeting. |
| S/S3005.01, An Agreement Concerning Intra-District Athletic Participation <i>(Delete)</i> | Deferred to May 28, 2013, Cabinet meeting. |
| Adjournment 1:00 p.m. | |

PROCESS TO CONDUCT GOVERNING BOARD SELF-EVALUATION

The evaluation of the Governing Board consists of an annual self-evaluation and a biennial evaluation that includes the self-evaluation and participation by employees and others who regularly attend Board meetings. ~~The following process will be used to conduct the self-evaluation of the Governing Board:~~

~~4.~~ The annual Board self-evaluation ~~session~~ will include a review of the evaluation results and the identification of Board priorities for the coming year. The priorities will be designed to further progress on the District Strategic Plan and to respond to the results of the previous-year Board self-evaluation.

- ~~2.1.~~ At the annual Board self-evaluation retreat, the Board Chair will appoint an ad hoc committee of no more than two Board members to draft criteria for the next Board self-evaluation, in consultation with an external evaluator. The criteria will be derived from the priorities identified at the self-evaluation discussion and in strategic plan reviews. Board tasks and roles will be specified.
- ~~3.2.~~ After its annual retreat, the Board ad hoc committee will present the criteria to the Board for approval at a regular meeting of the Board.
- ~~4.3.~~ The Board will appoint an external evaluator to assist with the evaluation, in consultation with the Chancellor and Board Chair.
- ~~5.4.~~ In May of each year, the Chancellor's Office will distribute an evaluation form to all Board members based on criteria developed the previous year. The form shall also include open-ended questions to gather accomplishments, strengths, areas for improvement, and suggested priorities for the coming year.
- ~~6.5.~~ Board members shall submit their evaluations to the external evaluator in June (deadline date to be determined each year). The external evaluator will compile the results and distribute the summary to Board members and the Chancellor.
- ~~7.6.~~ The results will be discussed at the annual Board self-evaluation workshop in June-July.

Every two years, the Board evaluation will include a participatory component wherein employees and others who regularly attend Board meetings participate in the evaluation of the Board. The following process will be used in conducting that portion of the evaluation.

1. Biennially, in May, in open session, the Board shall identify participants in the survey of its performance, including District staff, constituency and union leaders, community members, and others who have regularly attended Governing Board meetings during the evaluation period.
2. Working with the Chancellor and the Governing Board Chair, the external evaluator will distribute the surveys to the participants, collate and summarize the results.
3. The external evaluator will present the results to the Governing Board for discussion and review in its evaluation retreat in June-July.

Accreditation Standard IV.B.1. e, g

Governing Board Evaluation Survey Form

You have been selected to participate in the evaluation of the Contra Costa Community College District Governing Board. Please rate the Board's performance on each item and factor listed below. In the space following the factor, make specific comments that support the rating. If not applicable, so indicate.

Rating Scale: 4 Strongly Agree
 3 Agree
 2 Disagree
 1 Strongly Disagree
 N/A - Unable to evaluate

| CRITERIA | RATING |
|--|--------|
| 1. The board understands its policy role and differentiates its role from those of the CEO and college staff. | |
| Comment: | |
| 2. The board assures that there is an effective planning process and is appropriately involved in the process. | |
| Comment: | |
| 3. The board's policies are regularly reviewed and are up-to-date. They effectively guide college operations. | |
| Comment: | |
| 4. The board clearly delegates authority to and supports the CEO. | |
| Comment: | |
| 5. The board sets clear expectations for and effectively evaluates the CEO. | |
| Comment: | |
| 6. Board members represent the interests and needs of the communities served by the college. | |
| Comment: | |
| 7. The board advocates on behalf of the college to local, state, and federal governments. | |
| Comment: | |
| 8. Board members are knowledgeable about the district's educational programs and services. | |
| Comment: | |

| CRITERIA | RATING |
|---|--------|
| 9. The board understands the budget and fiscal status of the college. | |
| Comment: | |
| 10. Board decisions assure the fiscal stability and health of the district. | |
| Comment: | |
| 11. The board effectively monitors implementation of institutional plans. | |
| Comment: | |
| 12. The board respects faculty, staff, and student participation in college decision-making. | |
| Comment: | |
| 13. Trustees refrain from attempting to manage or direct work or activities of college employees. | |
| Comment: | |
| 14. Trustee behavior sets a positive tone for the district. | |
| Comment: | |
| 15. The board regularly reviews and adheres to its code of ethics or standards of practice. | |
| Comment: | |
| 16. Board members maintain confidentiality of privileged information. | |
| Comment: | |
| 17. Board meeting agendas include sufficient information and the topics reflect board responsibilities and tasks. | |
| Comment: | |
| 18. Board meetings are conducted in an orderly, respectful manner; sufficient time is provided to explore and resolve key issues. | |
| Comment: | |
| 19. The board evaluation process helps the board enhance its performance. | |
| Comment: | |