

The logo of the Community College League of California, featuring a stylized sun with rays emanating from a central circle, set against a background of vertical and horizontal lines.

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

**2015
EFFECTIVE
TRUSTEESHIP
WORKSHOP**

January 23–25

*Board Chair Workshop
January 24*

Sheraton Grand • Sacramento

WELCOME

On behalf of the California Community College Trustees, welcome to “Effective Trusteeship.” I particularly welcome new trustees to the fascinating world of being a community college board member.

Community college boards are responsible for the effective delivery of education, a critical local and state resource, on behalf of the people in their communities. Governing boards are guardians of and stewards for the public’s interests. They ensure that the community college district fulfills its responsibility to lead and serve its ever-changing communities.

Being a trustee on the board is a demanding and extremely satisfying responsibility. Trusteeship requires significant time, much new knowledge, and the skills to work with a wide variety of people. Trustees must respond to complex and often challenging situations. But the rewards are many -- seeing students graduate, hearing about the positive impact of the college on the community, enjoying the privilege of playing an important leadership role -- all make the commitment to trusteeship worthwhile.

CCCT is committed to helping you become the best trustee you can be. Our Effective Trusteeship Workshop has been rated the single best orientation to the board’s role; the Board Chair Workshop also provides much practical advice. I hope you enjoy and benefit from these events. Please do not hesitate to use the resources of CCCT and the League office as you continue in your role as a California community college trustee. We are here for you.



Louise Jaffe
President
California Community College Trustees

WORKSHOP TRACKS

There are two tracks for this workshop. Sessions are noted throughout the program with the corresponding track abbreviation, either NT or CE.

TRACK: NEW TRUSTEES (NT)

Friday, January 23

1:00 p.m. – 2:45 p.m.

Introduction to the Brown Act
Carr

3:00 p.m. – 5:00 p.m.

Introduction to Roles and Responsibilities
Tofanelli

5:30 p.m. – 6:30 p.m.

Reception for New Trustees
Suite 2622 (26th Floor)

Saturday, January 24

9:00 a.m. – Noon

Effective Trusteeship
Gardenia

1:45 p.m. – 3:30 p.m.

*Introduction to the
Student Success Initiative*
Carr

3:45 p.m. – 5:00 p.m.

The Board's Role in Fiscal Policy
Carr

Sunday, January 25

8:00 a.m. – 10:15 a.m.

*The Board/CEO Partnership:
Making It Work*
Gardenia

TRACK: CONTINUING EDUCATION (CE)

Friday, January 23

1:00 p.m. – 2:45 p.m.

Introduction to the Brown Act
Carr

3:00 p.m. – 5:00 p.m.

Best Practices in Board Orientation
Bondi

Saturday, January 24

9:00 a.m. – Noon

Effective Trusteeship
Gardenia

1:45 p.m. – 3:30 p.m.

*The Role of the Board in
Labor Negotiations*
Beavis

1:45 p.m. – 5:00 p.m.

Board Chair Workshop
(separate registration required)
Tofanelli

3:45 p.m. – 5:00 p.m.

*Surviving Accreditation Sanction and
Living to Tell About It*
Beavis

Sunday, January 25

8:00 a.m. – 10:15 a.m.

*The Board/CEO Partnership:
Making It Work*
Gardenia

PROGRAM SCHEDULE

The program is subject to change

For Trustees enrolled in the Excellence in Trusteeship Program (ETP), sessions have been noted throughout the program with the designated competency. Notations in **RED** are as follows:

(A) – Accreditation

(BA) – Brown Act

(BE) – Board Evaluation

(E) – Ethics

(FR) – Fiscal Responsibilities

(G) – Governance

(SS) – Student Success

Friday, January 23

1:00 p.m. – 2:45 p.m.

Introduction to the Brown Act (BA, NT/CE)

Carr

The Brown Act ensures that the public's business is conducted openly. The legal requirements and constraints for open meetings and trustee communication are covered in this workshop.

Todd Goluba, Partner, Atkinson, Andelson, Loya, Ruud & Romo

3:00 p.m. – 5:00 p.m.

Introduction to Roles and Responsibilities (G, NT Only)

Tofanelli

As governing board members, trustees perform complex and demanding roles that require sophisticated skills and knowledge. This session provides a broad overview of trusteeship with a focus on the first year in office and an introduction to the League.

Teresa Brown, Trustee, San Joaquin Delta CCD; Dianne McKay, Trustee, Ventura County CCD; Wanden Treanor, Trustee, Marin CCD and Members of the Advisory Committee on Education Services (ACES)

Friday, January 23

Best Practices in Board Orientation (A, CE)

Bondi

Does your district provide a formal orientation for newly elected board members? Come share your district's practice and learn what others are doing. This information will be used to update the League publication, *Orientation and Development for Community College Trustees*.

Moderator: Doug Houston, Chancellor, Yuba CCD; Facilitators:

Jannett Jackson, Chancellor, Chabot-Las Positas CCD; Keith Curry, CEO, Compton CCD; Mojdeh Mehdizadeh, Executive Vice Chancellor, Education and Technology, Contra Costa CCD

5:30 p.m. – 6:30 p.m.

Reception for New Trustees (NT Only)

Suite 2622 (26th Floor)

6:30 p.m.

Out on the Town – Dinner Break

On your own. Visit the “Sheraton Link” on the 2nd floor or the hotel front desk for local restaurant information.

Saturday, January 24

7:30 a.m.

REGISTRATION

Ballroom Foyer

8:30 a.m.

LIGHT BREAKFAST

Gardenia

9:00 a.m. – Noon

Effective Trusteeship (A, G, SS, NT/CE)

Gardenia

Both new and experienced trustees will benefit from this comprehensive overview of governing board responsibilities with emphasis on participatory governance, student success and accreditation.

David Morse, President, Academic Senate for California Community Colleges; Brian King, Chancellor, Los Rios CCD; Doug Houston, Chancellor, Yuba CCD; Gil Stork, Superintendent/President, Cuesta CCD; Sherrie Guerrero, Associate Superintendent, Instruction and Institutional Effectiveness, Laura Hope, Dean of Instructional Support, Jim Fillpot, Dean of Institutional Research, Chaffey CCD.

Discussion Table Leaders

Members of the Advisory Committee on Education Services

Noon – 1:30 p.m.

LUNCH BREAK

Colleague Connections Lunch Break

On your own. An opportunity for new trustees to discuss effective boardmanship with a trustee member of the League's Advisory Committee on Education Services (ACES). Visit the "Sheraton Link" on the 2nd floor or hotel front desk for local restaurant information.

BOARD CHAIR WORKSHOP

Saturday, January 24

1:45 p.m. – 5:00 p.m.

Tofanelli

(*BE, CE*)

Presenters/Panel:

Helen Benjamin, Chancellor Contra Costa CCD

Donna Miller, Trustee, North Orange County CCD

Wanden P. Treanor, Trustee, Marin CCD

*Members of the Advisory Committee on Education Services
(ACES)*

Part I

**The Role of the Chair & Effectively Engaging Others,
Board Retreats & Board Self-Evaluations**

Presenter: Wanden P. Treanor

Part II

Effective Meeting Strategies & Techniques

Presenter: Donna Miller

BREAK

Part III

CEO Perspectives on the Board Chair Role

Presenter: Helen Benjamin

Part IV

Question and Answer Discussion: Evaluation/Feedback

Facilitator: Donna Miller & ACES Members

Saturday, January 25

1:45 p.m. – 3:30 p.m.

CONCURRENT SESSIONS

Introduction to the Student Success Initiative (SS, NT)

Carr

State leaders provide an overview of the Student Success Initiative, its requirements, and related funding model. The presentation ensues with a review of the Student Success Scorecard, focusing on the board's role in monitoring student success.

*Moderator: **Mojdeh Mehdizadeh**, Executive Vice Chancellor, Education and Technology, Contra Costa CCD; Panelists: **Debra Sheldon**, Specialist, Student Success and Support Program, Chancellor's Office, California Community Colleges; **Greg Stoup**, Sr. Dean of Research and Planning, Contra Costa CCD*

The Role of the Board in Labor Negotiations (F, CE)

Beavis

Effective labor negotiations are central to a fiscally healthy district. The board's role is critical in this process. This session will cover the board's role in negotiation preparation, including the selection of a negotiation team, establishment of framework and authority, and communication protocols during and after negotiations.

*Moderator: **Keith Curry**, CEO, Compton CCD; Panelists: **Ron Gerhard**, Vice Chancellor, Finance and Administration, City College of San Francisco; **Eugene Huff**, Executive Vice Chancellor, Contra Costa CCD; **Jannett Jackson**, Chancellor, Chabot-Las Positas CCD; **Jeff Kellogg**, Trustee, Long Beach CCD; **Eileen O'Hare-Anderson**, Partner, Liebert Cassidy Whitmore*

A SPECIAL WELCOME!

We extend a special welcome to new California community college trustees. New trustees are identified by stars on their name badges.



Saturday, January 25

3:45 p.m. – 5:00 p.m.

CONCURRENT SESSIONS

The Board's Role in Fiscal Policy (*F, NT*)

Carr

Fiscal stewardship is a key responsibility of public governing boards. This session focuses on how colleges are funded, legal and other constraints on expenditures, and what policy issues boards consider when setting fiscal policy standards, approving budgets, and reviewing expenditure reports.

Dianne McKay, Trustee, Ventura County CCD; Andrew Suleski, Vice President, Administration, Butte-Glenn CCD

Surviving Accreditation Sanction and Living to Tell About It (*A, CE*)

Beavis

A panel of administrative, trustee, and faculty leaders from Cuesta College discuss their experiences with accreditation sanction and how they rallied to address problems, issues, and strategies used for their success.

Facilitator: Doug Houston, Chancellor, Yuba CCD; Panelists: Kevin Bontenbal, Academic Senate President, Cuesta College; Patrick Mullen, Trustee, Cuesta College; Gil Stork, Superintendent/President, Cuesta College; Deborah Wulff, Vice President of Academic Affairs, Cuesta College

Saturday, January 25

6:00 p.m. – 7:00 p.m.

RECEPTION

3rd Floor

Sponsored by Atkinson, Andelson, Loya, Ruud & Romo

Music by American River College Jazz Collective

7:00 p.m. – 9:00 p.m.

WELCOME DINNER

Gardenia



Introduction of New Trustees

*Louise Jaffe, President, CCCT
and Trustee, Santa Monica CCD*



California's Community Colleges

*Brice Harris, Chancellor,
California Community Colleges*

Sunday, January 25

7:30 a.m.

BREAKFAST

Gardenia

8:00 a.m. – 10:15 a.m.

The Board/CEO Partnership: Making It Work (BE, NT/CE)

Gardenia

An effective board/CEO relationship creates an environment in which both the CEO and institutions flourish. The relationship is complex and paradoxical; this session covers principles that lead to strong partnerships between boards and CEOs.

Moderator: Donna Miller, Trustee, North Orange CCD; Panelists:

Mary Hornbuckle, Trustee, Coast CCD; Nancy Palmer, Trustee, Sierra Joint CCD; Brian King, Chancellor, Los Rios CCD; Jannett Jackson, Chancellor, Chabot-Las Positas, CCD

Join the Community College League for the

2015 TRUSTEES CONFERENCE



MAY 1–3, 2015

MONTEREY HYATT REGENCY

WWW.CCLEAGUE.ORG/TRUSTEES



Community College League of California

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Program Details

"The governing board has an ongoing training program for board development, including new member orientation." – WASC Accreditation Standard IV.C.9

What are the program requirements?

- submit an application;
- in 24 months complete three (3) sessions per competency plus ten (10) sessions in competencies of choice (27 sessions total); and
- submit the Track Your Progress form for review to receive a Certificate of Participation.

Note: Brown Act and Ethics trainings require only one session per competency.

Where can I get training?

- League events and online resources
- Local or national board training events

What are the costs?

- \$150 registration and program review fee

How do I sign up for the program?

*Apply Online at
www.ccleague.org/ETP*

For more information contact:

Carmen Sandoval

Director of Education Services

csandoval@ccleague.org

Yolanda Avalos

Program Associate

yolanda@ccleague.org

Excellence in Trusteeship Program



Presented by the Community College League of California



Board Governance Education

“The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.” – WASC Accreditation Standard IV.C.1

An educated and well-informed governing board is the foundation of a successful community college. As the policy-making body of the community college, the governing board is responsible for the overall success of the institution and the students served.

Excellence in Trusteeship is a program designed to facilitate the ongoing education of all trustees in California community colleges by providing a solid foundation for effective board governance. You can obtain the training through League events, local board training, and national association conferences and webinars. Whatever venue you select, you are sure to get the most current and up-to-date governance information available.

Program Overview

“Community college boards ensure the wise and prudent delivery of education, a critical local and state resource, on behalf of the people in their communities. They are guardians of and stewards for the public’s interests. Trustees, as members of boards, ensure that the community college district fulfills its responsibility to lead and serve its ever-changing communities.” – CCLC, Trustee Handbook, p.23, Rev. 2013

The program covers seven (7) areas of competencies with subtopics to complete the knowledge and skills learning to support strong leadership. Participants attend sessions in each of the seven (7) competencies which define the roles and responsibilities of governance boards and provide tools that keep efforts focused on student learning.

A certificate of participation in governance leadership from the League can be earned with completion of the program. Participants must complete the program within 24 months of the start date. The program can be completed in one year.

Competencies

Accreditation

This module covers accreditation as a regional peer-review process that looks at the entire campus/district, and provides an opportunity for continuous self-improvement, grounded with data-driven evidence.

Student Success

This module covers topics from the Student Success Act of 2012, Senate Bill 1456, including utilizing student services in individual education planning, monitoring student progress, and improving completion and transfer rates.

Governance

This module covers the governing board’s policy-making function, and its role in the participatory governance process.

Fiscal Responsibilities

This module will cover the skills and knowledge needed to make fiscal policy decisions and set guidelines for fiscal and asset management practices that support college goals and student success.

Board Evaluation

This module will cover the role of the board and its limits; how to run effective meetings; and how to develop and maintain a strong Board/CEO relationship; the board self-evaluation and its evaluation of the CEO.

Ethics Training

Learn how to perform in both ethical and legal ways as you govern.

Brown Act Training

Learn how to set agendas, provide for public comment, run board meetings and when to hold closed sessions.

Excellence in Leadership and Governance