

**WEST KERN COMMUNITY COLLEGE DISTRICT
MINUTES OF THE BOARD OF TRUSTEES**

**SPECIAL MEETING
BOARD RETREAT**

August 26, 2016

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:32 a.m. by President Billy White. Secretary Kal Vaughn and Trustees Emmanuel Campos, Dawn Cole and Michael Long were also present. Superintendent/President Dr. Debra Daniels, Retreat Facilitator Dr. Cindra Smith and Executive Secretaries Shelley Klein and Sarah Criss were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

No closed session was held.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No public comments were made.

BOARD REVIEW AND SELF-EVALUATION OF 2015/16 GOALS

Dr. Smith noted that the 2016 Board Self-Evaluation was conducted in accordance with Board policy. In July, the Office of the President developed an evaluation form using the Board priorities and tasks adopted in 2015 as criteria. Each Trustee completed the form and the ratings were averaged. The discussion of the results at the workshop completed the annual Board self-evaluation.

Average scores in each goal area ranged from 4.2 to 4.93. There were numerous comments which provided qualitative assessments of Board performance.

Survey Results:

Focus Area 1 - Student Learning/Success

2016: 4.42

2015: (Student Services) 4.68

2014: (Student Services) 4.30

Comments included that reports and presentations at every meeting have been very good and that the data that has been presented is helpful. Board members discussed a desire to see action plans based on the data, continue development of the Student Learning Outcomes (SLOs), and continued updates on the development of pathways. Discussion was also held regarding continued development in programs such as dual enrollment/credit as well as adult education and certificate programs.

Focus Area 2 - Access

2016: 4.3

2015: (Enrollment) 4.5

2014: (Enrollment) 4.4

Board members' comments noted the link from presentations items such as Cougar Days and the re-branding projects. These presentations have shown efforts in the access area have led to meeting our 1% growth target in enrollment. Comments commended staff for outreach efforts, veterans' services addition, and new athletic programs to encourage further growth. Board members hope to see a continued effort in the area of outreach and research into the numbers of local high school seniors that enroll in TC courses.

Focus Area 3 - Business, Industry and Community

2016: 4.65

2015: (Community Success) 4.9

2014: (Community Success) 4.8

Board members commended the TC Foundation for their successful events featuring businesses and the community. WESTEC was also discussed as the program is remaining successful in providing services in this focus area. Continued efforts in this area are encouraged. Board members would also like to consider providing local economic information to the community as well as developing relationships with smaller vendors as well as the larger vendors the College already has relationships with. This would include diversifying the industry focus to include areas outside of the oil industry, possibly cross-referencing technologies in courses to include a multitude of industries.

Focus Area 4 - Facilities and Infrastructure

2016: 4.5

Continuous updates to the Board have shown progress in our Technology and Facilities plans. Board member comments focused on the need to pursue land acquisition as detailed in our Land Acquisition plan.

Focus Area 5 - Institutional Planning and Effectiveness

2016: 4.66

2015: (Institutional Effectiveness) 4.4

2014: (Institutional Effectiveness) 4.3

It was noted that the Accreditation mid-term report is due March 2017. A draft will be available to the Board in November. Reports to the Board have shown great progress in

Student Learning Outcomes (SLOs). It is desired that administration continue to make this a focus at this time. Comments from the Board included planning for SLOs to be in place before courses are Board approved, as well as the need for ensuring that all areas of training and plans are being utilized once complete. Training for Banner implementation was an area the Board would like to see a follow-up

Focus Area 6 - District Sustainability

2016: 4.47

2015: (Sustainable Resources) 4.4

2014: (Sustainable Resources) 4.3

Notes included a budget study session was held, as annually required. Board comments indicated a desire for closer grant monitoring, including deadlines and the need to transition properly when grant funding ceases.

Focus Area 7 - Board Effectiveness

2016: 4.2

2015: 4.7

2014: 4.4

Board attendance at conferences has supported good practice and alerted the Board to avoid poor practice. It was noted that the national conferences have a larger impression and effect as well as a broader perspective. The Board would like to continue, and encourage, student trustee participation in these opportunities. Trustee Cole was commended for completing the Excellence in Trusteeship Program.

REVIEW OF BOARD POLICIES, ETHICS AND TRUSTEESHIP

Dr. Smith reviewed Board Policy #2200 - Board Duties and Responsibilities. It was agreed that Board Policy #2200 fairly represents the expectations of members of the Board (Trustees) in general and no edits were necessary.

Board Policy #2715 - Code of Ethics/Standards of Practice was reviewed. The Board remains committed to the policy and maintaining its standards.

ESTABLISHMENT OF 2016/17 BOARD GOALS

The Board and retreat participants reviewed the 2015-18 Strategic Action Plan and identified priorities for their 2016/17 goals (draft priorities and tasks attached to official minutes). The Board was joined by Brock McMurray, Executive Vice President of Administrative Services; Mark Williams, Vice President of Instruction; Dr. Robert Meteau, Associate Vice President of Human Resources; and Primavera Arvizu, Interim Vice President of Student Services. The area administrators shared accomplishments and challenges of the areas going into the 2016/17 year. This information was discussed and used in evaluating possible Board Goal areas.

NEXT MEETING

The next meeting will be a regular meeting on Wednesday, September 14, 2016 at 5:00 p.m. It will be preceded that day by the 2016/17 Budget Study Workshop at 4:00 p.m. Both meetings will be held in the Cougar Room.

ADJOURNMENT

At 2:07 p.m., on a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary