

Contra Costa Community College District

Contra Costa College • Diablo Valley College • Los Medanos College • Brentwood Center • San Ramon Valley Campus

BOARDreport

*The Governing Board Believes In Open Lines of Communication
with Employees and the Community*

Contra Costa
Community
College District

pathways to success

BOARD MEMBERS

**John T. Nejedly, President (Ward IV) • David N. MacDiarmid, Vice President (Ward I) • Jo Ann Cookman, Secretary (Ward V)
Tomi Van de Brooke (Ward II) • Sheila A. Grilli (Ward III) • Valentin Lorien, Student Member**

The Governing Board of the Contra Costa Community College District is comprised of five trustees elected from individual wards and one student member with an advisory vote selected on a rotating basis from our colleges. The Governing Board meets on the last Wednesday of the month in the George R. Gordon Education Center, 500 Court Street, Martinez. You can reach the Governing Board by calling (925) 229-1000. Minutes of the meetings are available online at www.4cd.net.

Special Governing Board Meeting of February 15, 2006

On February 15, 2006, the Contra Costa Community College District (CCCCD) Governing Board held a special meeting at Contra Costa College to discuss future bond planning and Board goals and objectives. At that meeting, the Governing Board approved a facilities bond be placed on the June 2006 ballot and also adopted the attached action plan.

Governing Board Meeting of February 22, 2006

The CCCCCD Governing Board met in the George R. Gordon Education Center at 500 Court Street in Martinez on February 22, 2006. The meeting began with a closed session at 6:00 p.m. followed by open session at 7:00 p.m. Highlights of the meeting follow:

Measure A Bond Oversight Committee Report

Mary Nejedly Piepho, Chair of the Measure A Oversight Committee, summarized the efforts of the committee to date and thanked the colleges and the facilities staff for their work in completing campus projects. Ms. Piepho said that inflation has put on hold some of the projects originally slated under Measure A. On behalf of the committee, Ms. Piepho expressed the desire to complete deferred projects with future bond money.

Interim Special Assistant to the Chancellor Welcomed

The Governing Board welcomed Ted Wieden as the new Interim Special Assistant to the Chancellor (Board Report No. 59-D). Ted is the former division chair for the Physical Sciences and Engineering Division and current geography and geology instructor at Diablo Valley College.

New Associate Degree in Engineering at Los Medanos College (LMC)

The Governing Board approved a new associate degree program in engineering at LMC (Board Report No. 60-A). LMC and Diablo Valley College (DVC) plan to work cooperatively to offer engineering courses in a cost effective manner.

Calendar of Governing Board Meetings for 2006

The Governing Board approved study sessions and regular meetings for the remainder of the calendar year (Board Report No. 60-B). The study sessions in April, July and November will begin at 4:00 p.m. They will focus on two or more important topics, and the locations for these meetings will alternate among the three colleges. The regular Board meetings will begin at 7:00 p.m. and continue to be held at the District Office.

Academic Calendar for 2006-07 Academic Year

Since agreement was not reached by both United Faculty and the District, the decision was made to roll over the 2005-06 academic calendar (Board Report No. 62-A). Acting Vice Chancellor, Human Resources and Organizational Development, Eugene Huff said in 2007 Good Friday falls on Cesar Chavez Day. The District will meet all of its legal requirements by designating Cesar Chavez Day as a holiday next year.

Project List for Proposed Bond

Special Assistant to the Chancellor, Ted Wieden, shared recently received information with the Board on the probability that passage of a June 2006 capital facilities bond is questionable. Acting Board President MacDiarmid appointed a subcommittee of Board members Grilli and Van de Brooke to work with the Chancellor, staff and others to investigate this new information and present a recommendation to the Board at its March 6, 2006, special meeting. Director of Operations and Maintenance Alex Edwards also presented a proposed project list for the future bond election.

State Budget Proposal for 2006-07

Doug Roberts, Acting Vice Chancellor Finance and Administration, indicated that, in general, the budget was favorable to community colleges. It includes a 3.18% COLA increase and the third installment of equalization funding. However, the amount of equalization funding to be received by CCCCD is uncertain at this time as attempts are being made to change the distribution formula used in the first two years of the allocation.

Upon approval at the next regular meeting, complete Governing Board minutes for both the special meeting on February 15, 2006, and this meeting will be posted at: http://www.4cd.net/governing_board/minutes05_06.asp.

**THE NEXT MEETING OF THE GOVERNING BOARD
WILL BE HELD ON MARCH 29, 2006**

Contra Costa Community College District (CCCCD) 2006 Governing Board Goals

The following Board goals are linked to the District Strategic Directions for 2005-2007. The tasks define the Board's role in supporting and achieving the Strategic Directions and are performed by the Board. The Board will evaluate its performance on these tasks as part of the Board self-evaluation criteria for the January 2007 Board self-evaluation.

District progress on the District Strategic Directions is assessed through evaluation of the Chancellor and other institutional effectiveness monitoring practices.

The Strategic Directions and Board Tasks are numbered for convenience only and do not indicate priority status.

District Strategic Direction 1: Achieve Enrollment Growth to Better Serve Our Community

1.1 Monitor enrollment patterns by review and discussion of relevant reports.

- By August 31, 2006, the Board will review market survey results that identify perceptions about and needs for Contra Costa Community College District (CCCCD) services, including those in the areas of general education, associate of arts degrees, transfer, (re) training, certificate/vocational education, and life long learning.
- The Board will receive updated enrollment projections in January, April, July and September of 2006 in order to make effective decisions about enrollment and request additional information as appropriate.

1.2 Assure that appropriate resources are allocated to foster enrollment growth through the budget approval process and the Board's ongoing monitoring of expenditure categories.

- Confirm that sufficient resources are effectively allocated in the 2006-07 budget to foster enrollment growth.

1.3 Monitor the effectiveness of strategies designed to promote enrollment growth through review and discussion of relevant reports.

- An enrollment management plan to increase enrollment in opportunity areas identified by the market survey to remove barriers for students is presented to the Board by August 31.

1.4 To develop and monitor strategies to fulfill the economic development mission and assure that appropriate resources are allocated to the mission.

- Board receives annual reports on college and District economic efforts and reviews the return on investment.

District Strategic Direction 2: Reestablish the Fiscal Health of the District

2.1 Ensure that all Board members have adequate and appropriate knowledge related to fiscal standards and accountability.

- A study session on the relevant documents to develop an understanding of the new accountability standards to assess the financial condition of community college districts developed by the State Chancellor's Office will be held in January 2006.

2.2 Make sound fiscal decisions, based on District priorities and good information that ensure the long term financial health of the District.

- The Board will review the 2006-07 state allocation schedule as soon as it is available.
- Conduct study sessions on the needs and priorities of the District and budget assumptions and projections by May 1, 2006. The budget will include the following:
 - 1) District spending within the revenue budget and a minimum 5% reserve;
 - 2) long-range projections of proposed expenditure commitments for Board review; and
 - 3) recommendations on the fiscal implication of retiree health benefits and the GASB 45 requirement.
- As part of all contract negotiations, the Board will review and discuss the long-range implications and revenues required to meet expenditure projections.
- The Board will receive a report and recommendations on the fiscal implications and revenue needs to complete current and proposed building projects in February 2006.

2.3 Monitor the fiscal health of the District.

- In January and December of 2006, the Board will review the degrees to which CCCCD meets the criteria set forth in Accounting Advisory: Monitoring and Assessment of Fiscal Conditions.
- Reports will be given monthly on the rate at which District budgeted funds are being spent.
- Once the annual audit is completed, a Board finance committee meeting will be held in which the auditing firm presents the findings to the Board. At the Board meeting following the finance committee meeting, the firm will formally present the findings to the Board.
- Ensure that any deficiencies reported in the annual audit are addressed in a timely manner.

District Strategic Direction 3: Improve Morale throughout the Entire District

3.1 Work together to create a well-functioning Board unit by adhering to principle of effective Boardmanship.

- The January 2007 Board self-evaluation will show evidence of the following:
 - 1) that an open climate among Board members results in creative and respective problem solving and signals the District's commitment to superior student learning, sound financial management, and high employee satisfaction has been developed;
 - 2) Board members fully participate in regular Board retreats and study sessions to promote thoughtful and thorough discussion of issues;
 - 3) Board members are knowledgeable about principles of effective Boardmanship and new Board members receive an orientation to their role;
 - 4) Board members participate in at least one professional development activity annually; and
 - 5) Board members fully prepare for Board meetings by reviewing all materials prior to the meeting and communicating any concerns or questions to the Chancellor.

3.2 Maintain a strong Board/Chancellor partnership by providing ongoing support and practicing open communication.

- The Board chair will meet monthly with the Chancellor to review the Board agenda.
- Establish Board goals/tasks annually with the Chancellor and meet regularly to check progress toward goal achievement.
- Follow the process agreed upon for evaluation of the Chancellor.
- Respond in a timely, thoughtful and candid manner to communications from the Chancellor and Board president regarding the business of the District.

3.3 Ensure that our interactions with our communities and constituencies are based on integrity, good will and mutual respect.

- Define and honor communication protocols that promote best practices for communicating with community and employees.
- 3.4 Emphasize teamwork in our approach to problem solving through processes that adhere to applicable regulations and contracts.
- Board members will uphold the principle and courtesy of “no surprises” regarding questions and concerns related to Board and District business by communicating with the Board chair and Chancellor.
 - Board members will uphold the principle that Board maintains positions on issues that come before the Board are decided at the Board meeting after full debate and consideration of all points of view.
- 3.5 Actively support the colleges and advocate on their behalf in the communities they serve.
- Work with Chancellor to increase the total number of employees who respond to the climate survey by 20%.
 - Work with Chancellor to develop a plan for improving the five lowest and most important responses to statements on the climate survey.
 - Work with Chancellor to increase the number of climate survey respondents overall that agree or strongly agree to climate statements by 20%.
 - Identify opportunities for the Board, the Chancellor and her designees to speak and interact with the community and to promote the District and its services.
 - Improve dialogue among Board members and with the Chancellor to create a broader and better understanding of successes and challenges in the District.

District Strategic Direction 4: Improve Student Learning and Achievement of their Educational Goals

- 4.1 Communicate and uphold educational values and strategies that support student learning in all Board deliberations.
- Expect that the colleges have processes for determining the prevalence of excellent instructional practices as well as staff development activities to support those practices.
 - Ensure that funds are allocated through the budgeting process for sabbaticals and other activities to enable instructors to experiment with new teaching methods and that the results are publicized within the faculty.
- 4.2 Monitor student learning by reviewing reports on the establishment and assessment of student learning outcomes.
- Ensure that the District is engaged in a systematic process of establishing and assessing student learning outcomes at the course, program and degree levels.
- 4.3 Expect and monitor that educational programs are high quality, cost effective, and support student success.
- Ensure that the Board policy on the establishment, review, modifications, and elimination of programs are conducted and followed as set forth in the policy.
 - Identify metrics or measures that will engage the Board in monitoring the effectiveness of the educational programs.
- 4.4 Expect and monitor that institutional planning meets the needs of the communities served by the District.

- By July 1, 2007, the Board will receive a District master plan that addresses current and future community needs and an analysis of the District's response to those needs.
- 4.5 Ensure that the workforce development for the CCCCD reflects the mission called for by the state.
- By December 2006, the Board will receive the workforce development plan for the District.
- 4.6 Support student involvement in deliberations that involve student learning and educational goals.
- Ensure that students have the opportunity to participate in constituent-based college leadership processes.