MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
February 11, 2006
9:30 a.m. Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER (9:30 a.m.)

1.1 Members Present: Tom Andrews, Joan Bennett, Bruce Ketron, JoAnn Busenbark, Charles Meng, Michael Baldini, Margaret Lee
Staff Present: Dr. Chris McCarthy, Susan Callahan
Facilitators Present: Neil and JoAnn Bodine, the Bodine Group

1.2 Pledge of Allegiance
The board recited the pledge of allegiance.

1.3 Adoption of Current Agenda
The board adopted the current agenda.

2.0 BOARD SELF-EVALUATION
Board Policy B8320: Board Self-Evaluation Policy states that “the Governing Board shall conduct a self-evaluation every two years. The self-evaluation will review the board’s roles and responsibilities and assess the overall effectiveness of the board in performing these functions.” Materials were distributed to trustees to evaluate board performance.

As per the board’s request, a facilitator was present to move the discussion forward. The facilitators of the board’s self-evaluation, Neil and JoAnn Bodine, introduced themselves and reviewed their backgrounds. Mr. Bodine said they have worked extensively with schools, which Mr. Bodine described as “third-party neutral work.”

Mr. Bodine said the focus of the evaluation/retreat would be to provide a conceptual framework for the board to evaluate its own work. He began the discussion by asking each board member to introduce themselves, with a focus on their own backgrounds. These introductions were extensive.

Mr. Bodine described the superintendent/president’s role as a link between the board and others. He stressed that the board must work together in order to accomplish its goals and should seek consensus on issues. He said it is the responsibility of the board to function well together—not the superintendent/president’s responsibility. He also said the board’s role was to set policy—not to manage. He distributed materials on the subject of board governance, and stressed three realities: 1) You campaign as an individual but serve as a member of a team. 2) You do not have the authority as an individual to fix the problems you campaigned to fix. 3) Your success as a board member is inextricably tied to the success of your board. He reviewed the building blocks of effective board governance: unity of purpose; understanding the role of the board; understanding board culture; and establishing formal structures and processes.
The board agreed on several procedures: using Robert’s Rules of Order; respect the decisions the board reaches as a whole, even if you disagree and are in a minority. It is a board member’s obligation to raise an issue or concern by bringing it to the attention of the board chair or the college president. Board members should requests for an agenda items to the college president; the president would communicate to other board members that “this issue has been raised for discussion.” If a trustee feels that he/she needs more information to make an informed decision, he/she should move to postpone. The board as a whole should agree upon when the board seeks advice from the president. Michael Baldini, JoAnn Busenbark, and Bruce Ketron said they would form a committee to work on a straw design for this process.

3.0 DISCUSSION/APPROVAL OF NEW POLICY STATEMENT FOR VIOLATIONS OF ETHICS CODE
The new accreditation standards developed by the Accrediting Commission for Community and Junior Colleges state that “the governing board shall have a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.” The board did not have time to adequately review and discuss sample policy statements to address this new requirement. The facilitators agreed that they would return at no additional cost to complete this agenda item.

4.0 ADJOURNMENT