

**Board Committee Meeting Notes**  
**District Standards & Management**  
**Special Meeting Date: November 10, 2005**

Present: Trustees Withrow (Chairperson), González Yuen and Gulassa, Spec. Asst. To the Chancellor Jelks, DAS President Bielanski, recording secretary Weyand

1. Strategic Planning and Accreditation Commission Review

Chair Withrow passed out copies of the negative WASC response to College of Alameda's progress report and reviewed the findings with the committee. Although WASC's response to the other colleges' report have yet to be received, it is anticipated that the responses will be similar. It was noted that WASC has a very explicit definition of the Board's role at each college within multi-college districts and that WASC does not evaluate districts, they evaluate colleges.

The committee agreed that a response to the WASC report should be immediate and should address the roles and responsibilities of the Trustees, Chancellor and his staff; what functions need to be centralized/decentralized, and a very clear delineation of district and college responsibilities. It was noted that there also needs to be identification of improprieties by some WASC team members during their visit.

Discussion ensued with regard to how the district might turn the negative WASC response into a positive to help strengthen the district. Chair Withrow indicated that the Trustees and administration need to convey to the colleges that the district should view the WASC reports in a positive light; the district should not consider itself as deficient from the standpoint of the educational process, however, there are areas that need to be improved and there will be an immediate effort to improve those areas. In summary: ensure that the WASC action is not punitive; take appropriate and immediate action to respond to WASC's criticism, and deal with the possible morale issues that might result from WASC's negative response.

Speaking to the roles and responsibilities of the Chancellor/administration, Trustee Withrow stated that the district is not here to serve the colleges but to support the Chancellor in his role of administering four colleges – this is what WASC was alluding to in its report. There was lengthy discussion regarding the various philosophies of district and college management and roles, exceptions and standards. In the WASC report, PCCD is perceived as five units – the district and the four colleges, and they are not integrated. Mr. Jelks stated that in order to be integrated, the following questions must be answered: What are the services? What are the processes? and What is the method of communication, feedback and measures? Various models of the roles and responsibilities of the Chancellor, Presidents, managers were discussed. Dr. Bielanski stated that it is about how decisions are made and what constituents were involved in the decision-making.

Committee members next reviewed a matrix created by Mr. Jelks that would help in coordinating responses and actions to the following: (WASC Recommendation #1-Integrated Planning) planning outcomes, planning processes, budget allocation, implementation, data driven, planning leadership, measurement and criteria for on-going evaluation; (Recommendation #2 - Board Governance) more defined role of college presidents; performance standards for Presidents; budget and service centers. It was recommended that the person responsible for each area needs to be identified in order that the information can be shared with stakeholders, a response formulated with a strategic direction, defined goal, set of priorities and outcomes that are measurable. There was committee agreement that the steering committee can examine the areas outlined on the matrix, except for the service centers.

Discussion turned to the need for a systematic way of effective communication within the district, emanating from the district. Internal public relations and information about the roles and responsibilities of personnel, the colleges and district is missing.

Another goal that was agreed upon by the committee is a progressive set of goals to lower the decision-making process to the lowest possible level, with an information system that informs all.

*The next meeting of the Standards Committee will be held on December 1, 2005, 5:00 PM.*

Submitted by Beth Weyand