

Board Committee Meeting Notes
District Standards & Management
Meeting Date: March 30, 2006

Present: Trustees Withrow (Chairperson) and Riley, Vice Chancellor Haig, General Counsel Nguyen, Presidents Walters and Wesley, Spec. Asst. To the Chancellor Jelks, Inspector General Waiters, DAS Representative Lord, Reporter Handa, recording secretary Weyand

1. Review and Approval of Agenda

_____ The Committee approved the agenda as presented.

2. Review and Approval of the March 2, 2005 Meeting Minutes

The Committee approved the minutes of the March 2, 2005 committee meeting as presented.

3. Performance Standards

Inspector General Waiters presented and expounded on her "Six Steps to Establishing Performance Standards" report, pointing out that buy-in are of utmost importance (a copy of the report is appended to these minutes). After establishment of performance standards, easily-collected, data-driven measurements must be available. When establishing performance measures, it should be done in a team concept.

President Walters recommended adding an educational side using the extensive work already done through the strategic planning process at the college and districtwide level. President Wesley indicated that Merritt's strategic planning process began two years ago beginning with identification of institutional priorities that achieve the mission of the district. Because of the district strategic planning projects, those institutional directions had to achieve 7 Board strategic directions. Summary: All are working on the same values and goals but may be speaking with different terms and language; common language must be created.

Consensus: Expectations must be realistic. There needs to be a review of the college plans, what has already been done, looking toward performance standards.

President Walters indicated that in order to measure how Vista is doing, the strategy adopted by Vista is to ask the question: what is it about Vista that makes it what it is? Inspector Waiters indicated that most programs try to work from a "positive statement" basis, but benchmarks and targets must be established and met. Mr. Jelks stated that at one point the district must be at a point of no longer debating a subject but must talk about an institutional success as an outcome.

Recommendation: For a pilot project: look at an existing structure, e.g., student equity plans, to come forward with benchmarks.

Speaking to performance evaluations, General Counsel Nguyen stated that management evaluations have been revised, and there is a component that asks managers to meet with their supervisors to spell out performance standards. Some managers may need training in order to identify performance standards.

Consensus: Look at the strategic planning committees to review the work that is currently proceeding, establish outcomes and criteria for measuring those outcomes.

3. Review Plan to Reorganize Relationship Between Board of Trustees, Office of the Chancellor and Colleges

Trustee Withrow explained that the reason for moving the Board meetings to the colleges is to afford Trustees the opportunity to interact with college faculty, staff and students and to become more visible on the campuses as well as more familiar with the campuses. Presidents Walters and Wesley stated that

in the past when Board meetings were held at the campuses, they were very poorly attended. Suggestions: Trustees attend special programs at the various campuses. Base meetings at the district office but focus on one campus. Hold Board committee meetings at the colleges. Hold one Board meeting per semester at a college with 5 PM reception to which staff and students are invited. Hold faculty recognitions at the individual colleges.

The next meeting of the Standards Committee will be held on April 27, 2006, 5:00 PM.

Submitted by Beth Weyand