

Board Committee Meeting Notes
District Standards & Management
Meeting Date: June 30, 2005

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

1. Review of the Strategic Planning Process

Chair Withrow indicated that faculty is working with the colleges and stakeholders to come up with a series of goals. Mr. Jelks continued that the district administration took the categories identified by the Board at its recent retreat to the best-attended strategic planning steering committee meeting. Most of the categories were addressed which gave a focus for the next meeting on July 18. Mr. Jelks stressed that the district and colleges must always be mindful of the implications of accreditation – it is integrated planning between the district and the colleges. Dr. Bielanski expounded on the steering committee meeting stating that the committee spoke to the Board priorities and raised questions regarding the Board's goals, incorporating them into their own thinking and review. Following discussion, consensus reached by the steering committee was "access and success" – that the district provide unlimited student access leading to student success.

Next, Chair Withrow spoke about how goals are incorporated into a district structure so that they become part of the structure's day-to-day functions. General goals, stratification and prioritization of goals and the statement of work were next discussed by Trustee Withrow. A statement of work keeps the larger goals before the Board and public with continual reviews. By adopted goals and objectives, the Board is putting into place a structure in which stakeholders should understand what is occurring, the emphasis, how they can participate, and the degree to which they are moving forward. Additionally, a work plan must be broken into tasks that can be successfully accomplished. The committee structure provides a way that makes the task understandable to all.

Trustees Withrow explained that M/S Project 2003 is a program in which project managers can communicate with stakeholders and allows the ability to manage and monitor projects. Monthly briefings on all goals will establish systems of accountability for each goal; for non-high priority goals the Board should be briefed at least twice a year.

Chancellor Harris suggested that the district consultants, MIG, should look at what other districts are doing relative to broad goals and objectives. The Board needs to ensure that the goals and standards are measurable.

2. Establishment of Performance Standards

In answer to a question from Trustee González Yuen, Trustee Withrow explained that the strategic items conveyed by the Board becomes the basis for the performance contract with managers. Chancellor Harris spoke about the increased duties for all managers within the district and the multitasking that must be done by managers because of lack of management positions at the district and college level. Replying to a Trustee inquiry relative to what the Chancellor believed should be considered due to manager time restraints, Chancellor Harris replied that the following needed to be considered: what are the measurements of performance; degree of achievements of a goal; overarching issue to ensure that writing additional reports and participating in observations beyond those previously required; what sort of detail needs to be included to satisfy each goal and what information would be useful to the Board. Chancellor Harris spoke of the newly-formulated performance evaluation that includes 25 peer evaluations.

There was committee discussion regard refining of the evaluation process so that in March 2006 a trial evaluation tool could be used that would incorporate both the perception and achievement of goals. Trustee González Yuen suggested beginning the process in August, and completing evaluation by February, in light of the March 15 lay-off notice deadline. Trustee Withrow recommended separating the goals objective evaluation from the peer evaluation process.

Trustees González Yuen and Gulassa recommended waiting to finalize the goals upon which management should be evaluated until the district goals are set. Additionally, the question arose regarding whether the performance standards should be agreed upon collectively or should be a set of previously agreed-upon goals and standards for performance.

Mr. Jelks stated that when looking at goals, Boards normally start with governance and oversight, fundraising, image, fiscal stability, problem resolution and definition of the board's critical areas of responsibility with a set of evaluation tools.

Program Review:

Mr. Jelks brought the committee up to date on program review and course development within the district using a flow chart. Mr. Bielanski mentioned that course curriculum review is part of program review. In answer to a Trustee González Yuen inquiry, Dr. Bielanski stated that curriculum committees (at Vista) review every course on the campuses on a regular basis, evaluate according to the general education outlines and other goals established by the colleges. Mr. Jelks will bring to the September 2005 committee meeting an outline of how program review is conducted at all the campuses.

The next meeting of the Standards Committee will be held on September 22, 2005, 5:00 PM.

Submitted by Beth Weyand