

**Special Meeting**  
**Board of Trustees**  
**Coast Community College District**  
**Board Conference Room**

9:00 a.m.

Wednesday, April 9, 2014

**MINUTES\***

A Special Meeting of the Board of Trustees of the Coast Community College District was held on April 9, 2014 in the Board Conference Room at the District Office, located at 1370 Adams Avenue, Costa Mesa, CA 92626.

**1.01 Call to Order**

Board President Hornbuckle called the meeting to order at 9:00 a.m.

**1.02 Roll Call**

Trustees Present: Trustees Hornbuckle, Grant, Prinsky, Moreno and Kelly  
Trustees Absent: Trustee Patterson

**1.03 Pledge of Allegiance**

Trustee Hornbuckle led the Pledge of Allegiance.

**1.04 Opportunity for Public Comment**

There were no requests to address the Board at this time.

**1.05 Meeting with Accreditation Team**

The Board was asked for their thoughts on receiving the Commission's report. Trustees responded that they were aware of the areas of needed improvement prior to receiving the report and were already in the process of making necessary changes, with the oversight of the Board Accreditation Committee. One of the areas was policies and procedures, and the District had been working extremely hard to update all District policies and procedures, under the direction of the Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology and Trustee Prinsky.

The Board Self Evaluation was discussed and the Accreditation Team asked what plans were in place to improve from the 360 survey results, and how the improvement would be implemented. Trustees responded that they had been working hard to meet the goals, communicating on a regular basis with employees on Board issues and decisions. Additionally, they indicated one of their major goals was to hold regular Board retreats. A four year plan to review all policies and procedures had been implemented, the General Counsel policy had been revised, and employee training had been conducted on monitoring invoices. Additionally, delegation of authority had been revised, better communication with the Chancellor had been established, and the Board Office reporting structure had been addressed.

At this time, Dr. Mann requested that staff members leave the Open Session Board Meeting so that discussion could ensue on the Commission's recommendations regarding the role of the Board Secretary and the employees in the Board Office. Trustees were asked how well the dual reporting role of the Secretary of the Board was working, and they responded that this had helped strengthen the relationship between the Board Office and the Chancellor, and would be monitored over the long term. Concerns of some employees regarding micro-management by the Board was mentioned, and Trustees indicated they were sensitive to this perception and were attempting to be more transparent, and were going through the proper process, working more through the Chancellor. The Board Secretary's job duties were discussed and it was noted that in addition to working for the Chancellor and supporting the Board, she was the advisor to the Student Trustee and District Student Council, and that her job description and board policy had been revised. It was pointed out that the other Board Office employees reported to her and not to the Board. Additionally, the perception that the Board Secretary spoke on behalf of the Board was addressed.

The reporting relationships of District General Counsel, the Lobbyist, and External Auditor were also discussed. The changes that had been made to the role of District General Counsel and his assignments were explained.

Further discussion took place regarding policies and procedures and the Board clarified the District's four year review plan. A concern was raised by a member of the Accreditation Team that the District report stated that a review of all policies had been done when, in fact, review of some HR policies had not been completed. The Board provided an explanation of the status of the remaining HR policies and how the process would be completed by June 14, 2014. Dr. Mann indicated that she felt it necessary to include in her report that there was a discrepancy in our response, however, it would be up to the Team Leader as to whether this was included in the Accreditation Team's final report.

The Code of Ethics was discussed and the option to have an annual Ethics Statement signed by Board Members was suggested. Trustees indicated that they reviewed their Ethics policy on a regular basis.

The members of the Accreditation Team thanked the Trustees, and Board President Hornbuckle called for the meeting to recess at 9:58 a.m.

The meeting was reconvened at 10:15 a.m.

The Board was congratulated on their self-evaluation process by other members of the Accreditation Team, who felt the Board had gone above and beyond, including the 360 and posting the results on the website. Additionally, the hard work updating the policies and procedures, and aligning them with the CCLC numbering was recognized. Trustees indicated that they had looked at several self-evaluation processes and had used the ACCT



template that had been used by other college districts. They added that they believed this tool had definitely helped clear the air and they would use the feedback for self-improvement.

Trustees indicated that they felt comfortable with Delegation of Authority, allowing the Chancellor to run operations and support the colleges, delegating to the Presidents and Administrative Staff, and they felt confident that this change was alleviating concerns that they were micromanaging.

Members of the Accreditation Team commented on the Commission's recommendation regarding the Board Secretary position, and asked for clarification on the joint reporting responsibility to the Board and Chancellor. Trustees responded that they had worked hard to revise that board policy, stressing that all employees working in the Board Office were District employees. They indicated that the Board Secretary was working more closely with the Chancellor, and that this was already in process prior to receiving the recommendation. Trustees indicated that the position was now integrated more into operations, working for the Chancellor but also being responsive to the needs of the Board.

Trustees also clarified that the External Auditor reported to the Board, and the District's Internal Auditor reported to the Chancellor. They indicated that the reporting role of the District General Counsel, the Lobbyist and External Auditor had been closely reviewed and that they had taken the report recommendations very seriously and had worked hard to comply with them.

The Board was asked if they had the structure to sustain all the changes that had taken place as personnel changed. Trustees responded that one quarter of District policies would be reviewed each year and that they were on track for sustainability. They added that the Board Accreditation Committee met on a regular basis and reported out at each Board Meeting. Members of the Accreditation Team commended the Board for the review of all the policies and procedures in the timeframe.

The Accreditation Team thanked the Trustees for taking the time to meet with them.

#### **1.06 Adjournment**

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to adjourn the meeting at 10:50 a.m.

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Grant, Prinsky, Moreno and Kelly
Noes:	None
Absent:	Trustee Patterson
Abstain:	None



Julie Frazier-Mathews

Secretary of the Board/District Director of the Office of the Board of Trustees

*\*The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.*

