The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 2 on Friday, January 11, 2013, at the Athenaeum at Caltech, the Card Room, 551 South Hill Avenue, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 8:32 a.m. by Mr. Martin, President.

ROLL CALL

Trustees Present
Mr. John Martin, President
Dr. Anthony Fellow, Vice President
Ms. Berlinda Brown, Clerk
Mr. Geoffrey L. Baum
Dr. Jeanette Mann
Mr. William Thomson
Ms. Linda Wah
Ms. Hanna Israel, Student Trustee

Administrative Officers in Attendance
Dr. Robert Bell, Assistant Superintendent, Senior Vice President, Academic and Student Affairs
Mr. Robert Miller, Assistant Superintendent, Senior Vice President, Business and College Services
Ms. Gail Cooper, General Counsel

The Management Association was not represented.
The Academic Senate was represented by Dr. Dustin Hanvey.
The Classified Senate was not represented.
The Associated Students Board was not represented.

II. RETREAT SESSION

A. PLEDGE OF ALLEGIANCE
Mr. Martin led the Pledge of Allegiance.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment.

C. GENERAL DISCUSSION
The meeting was led and facilitated by Cindra Smith.

MUTUAL RESPECT
Board President John Martin and the trustees reiterated processes and procedures for Board interaction with each other and with the Superintendent-President. It is understood the Trustee will view topics differently, disagree and vote differently on issues, but a personal,
mutual respect between Trustees is important for a smooth operation of the college to help students and serve the district.

ROLE OF OFFICERS AND COMMITTEES

- The Board only acts as a whole and carefully follows the Brown act.
- Any and all information available to one Trustee should be provided to all Trustees.
- For timely and smooth operation of the Board, the Board may delegate some decisions to the Board President. These issues are mostly focused on the process of facilitating Board Meetings and Board decisions and will always be in consultation with the Superintendent. The Board President should use any of this authority on the most limited scale possible, to respect the right of the full Board to make decisions for the District.
- The Superintendent (and where applicable Board President) must always attempt to give the Board the proper amount of lead time and background information such that Board members may make their best decision.
- The Board President may call on the other Board Officers when he or she feels it necessary to help decide more difficult process issues. (For example, when trying to balance how many and which items to place on the Board agenda while providing each item appropriate time and still ending the meeting at a reasonable hour so Trustees are not too tired to make their best decisions.)
- To help assimilate new Board Members, the Board President should arrange for any new Trustee who desires to have a mutually agreeable Board Member serve as a Board Mentor.
- The responsibility of Board oversight may, on occasion, require an extra amount of time or study. In addition, some issues require a great deal of background material and understanding. Depending on the topic, the Board may schedule a Study Session of the whole or create an Ad Hoc Board Committee to meet this need. Ad Hoc Committees will be comprised of three Trustees or less. On items where an Ad Hoc Board Committee is called, all Trustees will still receive all materials and are welcome to attend. It is the charge of these Ad Hoc Board Committees to make sure a proper study and review of the item as been done and to bring the major substance and support information of that topic to the full Board for official action.

BOARD MEETING OPERATIONS

- Board Meetings should be focused on the Board’s legal obligations and responsibilities especially the Board’s legal charge to conduct the District’s Business.
- Room size and location should be decided with the public in mind.
- Meeting security should balance safety for all with atmosphere of public openness.
- We would like the Board Ad Hoc Policy Committee to review the issue of Public Comment on Non Agenda Items.
- It is each Board Member’s responsibility to review their Board Packet in advance of the meeting and forward to Superintendent (with cc to the Board President if by email) any questions or concerns. This will allow the Superintendent to either answer these questions in advance and/or be better prepared to address the question or concern if raised in the Board Meeting. This will make Board Meetings more efficient while insuring all important information is considered.
- When a Trustee does not feel appropriately informed, it is his or her responsibility to ask questions of the Superintendent until they are informed. It is best if these questions are presented to the Superintendent in advance of the Board Meeting to best facilitate a decision when it is presented at a Board Meeting.
- The Board agreed to allow the Board President to disband the Board Ad Hoc Accreditation Committee and to assign its responsibilities to the Board Ad Hoc Policy Committee. This was done because the Board’s main role in Accreditation is centered on Policy. The members of the Board Ad Hoc Policy Committee will be Trustees Fellow (Chair), Mann and Thomson.
BOARD POLICY AND ADMINISTRATIVE PROCEDURES

- It was clearly understood by the Board that in all its previous approval votes it was only approving the Board Policies on the white colored sheets and was not approving the Administrative Procedures that were presented as background information on the yellow sheets of paper.
- In general, the Board expressed a desire to make Board Policies (white sheets) more specific. This means we should expect Policy Statements (white sheets) to be one paragraph to one page in length, unlike the previous statements that were only one or two general sentences.
- This level of specificity will give better Board direction while clearly showing the public that it is not approving administrative procedures (yellow sheets). Administrative procedures are established by the superintendent-president following appropriate consultation. The Board is still entitled to receive the Administrative Procedures for a better understanding of how the policy is being enacted, but they should not be directly linked to the policy in a public meeting which may confuse the public that the Board is approving procedures.

ANNUAL GOALS

Dr. Rocha highlighted some of his thoughts on the Annual Goals. They included the following:
- More Legislative advocacy
- More/Better Community Outreach
- Upgrading Public Safety both in facilities and procedural preparedness
- Improving Teaching effectiveness – This is already happening!
- Revolutionize Basic Skills
- Focus more on adult education
- Prepare for the State’s proposal to base funding on course and program completion.

D. FUTURE BOARD MEETING DATES

REGULAR BUSINESS MEETINGS:

- **Wednesday, January 16, 2013**
  6:00 P.M. Closed Session.

- **Wednesday, February 6, 2013**
  6:00 P.M. Closed Session.

- **Wednesday, February 20, 2013**
  Study Session
  6:00 P.M.

- **Wednesday, March 13, 2013**
  6:00 P.M. Closed Session.

III. ADJOURNMENT

Mr. Martin adjourned Meeting No. 2 at 2:30 p.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees