The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 16 on Saturday, September 14, 2013, at the Courtyard Marriott, in the Mission Room, 180 North Fair Oaks Avenue, Pasadena, California 91103.

I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 7:31 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
Mr. Simon Fraser, 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

Mr. Martin adjourned the Board to Closed Session at 7:32 a.m.

II. CLOSED SESSION

Government Code §54957.6
Collective Bargaining (PCCFA)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

Government Code §54956.9(b)
Conference with General Counsel regarding anticipated litigation (one item)

Government Code §54957
Public Employee Evaluations:
Superintendent-President; Assistant Superintendent, Academic and Student Affairs; Assistant Superintendent, Business and College Services

III. RETREAT SESSION
Mr. Martin reconvened the Retreat Session at 9:01 a.m. and announced that the Superintendent/President’s evaluation was concluded.
A. **PLEDGE OF ALLEGIANCE**
   Mr. Martin led the Pledge of Allegiance.

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

The meeting was led and facilitated by Dr. Cindra Smith (see attached notes which cover agenda items C-E).

C. **REVIEW OF BOARD ROLES AND RESPONSIBILITIES**

D. **PROPOSED ANNUAL COLLEGE GOALS, 2013-2014**

E. **ADMINISTRATION AND STAFFING, 2013-2014**

IV. **ADJOURNMENT**
   Mr. Martin adjourned Meeting No. 16 at 2:30 p.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
Board Roles and Responsibilities

Board members identified the following as discussion topics related to board roles. The Accreditation Commission priorities related to Boards were noted; Standard IVB was included in the retreat materials.

Board as a unit (an accreditation standard and focus)
- Members affirmed that while discussions reflect a variety of viewpoints, members support board decisions once they are made.
- Members noted that the Board has a policy that requests for information and reports that may entail substantive time require board action, which reinforces the “board as unit” principle. Trustee Fraser requested clarification on requests he had made.
- The protocol of contacting the Board President and/or Superintendent/President to place items on the agenda or to request information was affirmed.

Committees
- All board members may attend board committee meetings as observers.
- Board President Martin led discussion on the Policy/Accreditation Committee purpose and membership. Members affirmed that the proposal at the January retreat to combine the Policy and Accreditation Committees. President Martin affirmed the membership of the committee.
- Discussion of the value of committees revealed differing perspectives. The Board President and Vice President will consider the input and bring back to the Board suggestion related to the committee functions and schedules. The Superintendent/President outlined the preparation required for board meetings, study sessions, and committees.

Role of Chair
- The facilitator noted that, nationally, the board chair role has been evolving from being seen as a ceremonial function to being more responsible for effective board functioning. Members affirmed that Board President Martin has been doing a good job in his role.

Communication Protocols and board self-monitoring
- Lengthy discussion and references to specific instances reflected that the Board needs to continue to work on effective communication, team-building, and trust. Members were encouraged to address concerns and rumors directly with another member.
- The principle that all members receive same information was discussed, including information that the Board Chair receives. A master calendar of reports and agenda topics, which could include requests from members, could be a helpful tool.
- The current board norms and protocols were discussed, including that the S/P be informed about questions and concerns from community members. Suggestions for change included incorporating board norms into the communication protocols.
January 2013 Retreat Followup
- The January retreat included discussion related to clarifying that the board approves policy and does not approve procedure. The issue has been addressed.
- Board norms are in each agenda packet.

2013-14 Goals
The Board reviewed the 2012-2013 Goals and contributed ideas and suggested emphases for 2013-2014, including:
- Continue to solidify progress on 2012-2013 goals, rather than adding new initiatives
- Goal 1: Long range fiscal planning should anticipate end of Prop 30 funding
- Goals 2 &3: Programs, curriculum, enrollment management—consider impact of high unit classes on unit caps and financial aid standards
- Goal 6: Consider inviting well-known experts to contribute to facilities planning; consider implications of facilities plan on need for bond election
- Goal 9: Update to reflect this year’s self-study
- Goal 10.2: Ensure College identity/branding reflects contemporary trends.

Trustees’ “passion points”
At each board retreat, members are invited to identify issues that they are most concerned about. Responses included: career and technical education (Goal 5), transfer quality (Goal 2), internships and SBDC (Goals 2 & 5), diversity and cross cultural education (Goals 2&5), and enrollment management to ensure student can make efficient progress toward goal (Goal 3).

Administration and Staffing
Assistant Superintendents Miller and Bell distributed proposed organizational charts, resulting from extensive internal consultation, for board comment and questions. Discussion included that there is no net increase in administrative costs or positions.