

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

MINUTES – SPECIAL MEETING

Tuesday, March 19, 2013 • 8:30 a.m.
Educational Services Center • Hearing Room
770 Wilshire Boulevard • Los Angeles, California 90017

The special meeting of the Board of Trustees of the Los Angeles Community College District (LACCD) was called to order at 8:50 a.m. with President Steve Veres presiding.

On roll call President Veres noted that the following Board members were present: Mona Field, Tina Park, Nancy Pearlman, Miguel Santiago, Scott J. Svonkin, and Steve Veres. Absent: Kelly Candaele (arrived at 9:20 a.m.).

Student Trustee Daniel Campos was not present. Student Trustee Campos' attendance was not required.

Chancellor Daniel J. LaVista was present.

REQUESTS TO ADDRESS THE BOARD OF TRUSTEES

None.

DISCUSSION OF AN ACTION PLAN FOR BOARD DEVELOPMENT

The following documents were distributed:

- “Article III Duties of the Board of Trustees”
- “Board of Trustees Evaluation Summary Report”
- “Board of Trustees Evaluation: Comparison Summary Report 2012-2013”

(Trustee Candaele arrived at 9:20 a.m.)

Dr. Jerome Hunter, representing California State University, Fullerton and the Center for Research on Educational Access and Leadership, served as the Facilitator for this meeting. He presented and discussed the following topics with the Board:

- Relevant Accreditation Standards and Board Policies
- Response to Team Recommendations
- Board Evaluation Survey Results

**Los Angeles Community College District Board of Trustees
Actionable Improvement Plan
March 19, 2013**

The chart below summarizes the Board of Trustees actionable improvement plan developed during its most recent retreat. Also included is the person(s) responsible for taking action on each actionable item.

Actionable Theme	Actionable Improvement Plan	Person(s) Responsible
Public Image	Commit to a policy of no cell phones during the meetings and allow for personal emergencies when board members may need to leave meetings to use their cell phones.	Board Members
	Periodically remind the public why the Board does not debate or respond to requests to intervene in campus issues.	Board President
	Be prepared for Board meetings by reading all materials ahead of time so that pertinent questions can be asked and limit all questions to the item being discussed.	Board Members
	Place "Be Where You Are" reminder at each Trustee's seat on the dais.	Graphic Designer
	Commit to attending campus events regularly; each trustee should visit a campus at least once a month; consider a plan to assign each trustee to campus events at a particular campus.	Board Members
	Commit to being respectful to fellow Board members at all times, especially during public sessions.	Board Members
	Develop an annual report regarding Board goals and accomplishments.	Chancellor Board Members
	Commit to giving full attention	Board Members

	during public comments but shorten the comment time given to public speakers.	
Employee Respect	Demonstrate respect for others without questioning the relevance of the statements they make.	Board Members
	Demonstrate behaviors that inspire and motivate, not punish employees.	Board Members
	Implement an annual retreat with Senior Staff to improve relationships.	Chancellor
Micromanagement	Commit to staying in a policy role and not being directive with staff.	Board Members
	Educate staff on the Board's legal role.	Chancellor
	Review the process for informing all Board members of District activities.	Chancellor
	Develop a process to have issues that need to be handled by staff given to them during the Board meetings.	Board Members
	Develop a statewide accreditation report summary with specifics on sanctions.	Chancellor
Accountability	Hire adequate senior staff to handle the necessary work.	Board Members Chancellor
	Study relationships between the Board's knowledge of college issues and concerns and the Board's accountability for them.	Board Members
	Develop a mechanism for budget accountability at the campuses and at the District office.	Board Members

	Develop a “cost to the campus” chart whenever the Board takes actions that pass on costs to the colleges that affect their budgets.	Board Members
Information for Decision Making	Visit other Districts and observe their Board meetings (e.g., Santa Monica, Glendale, Pasadena, etc.) to learn how other Boards operate and gain deeper knowledge of other Districts and their challenges.	Board Members
	Develop a process to solicit more information from a variety of sources, particularly other stakeholders in order to obtain information for decision-making.	Board Members
	Add an occasional discussion at Committee-of-the-Whole regarding curriculum so that the Board is more engaged in all aspects of the colleges.	Board Members