AGENDA
Special Board Meeting
Friday, July 31, 2015

Allan Hancock College - Lompoc Campus
Public Safety Training Complex
Building 5 - Room 5-111 - Open Session - 8:30 a.m.
Building 5 - Room 5-111 - Closed Session - 12:00 p.m.
One Hancock Drive Lompoc, CA 93436

Page   Time

1. Call to Order  8:30 AM

2. Public Comment

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

3. Information  8:30 AM

3.A. Human Resources Report
A report on recruiting and hiring procedures.

3.B. Enrollment in Special Training Programs
A report on enrollment procedures for special training programs.

3.C. Budget and Enrollment Information
A report on the impact current enrollment trends will have on the budget.
3.D. Institutional Goals and Effectiveness

An opportunity to discuss and set goals to improve institutional effectiveness.

3.E. Excellence in Trusteeship Program

An opportunity to discuss the Excellence in Trusteeship Program.

4. Action

4.A. Open Hour for Board of Trustees

An opportunity to consider holding an open hour with a member of the board of trustees on a monthly basis.

4.B. Appointments of Interim Academic Management Positions

A recommendation that the board of trustees approve the appointments of Douglas Dickson, interim director of fire, safety and EMS education, public safety department, effective August 3, 2015 through June 30, 2016, or earlier per district need; and David Humphreys, interim dean, academic affairs, effective August 3, 2015 through December 31, 2015, or earlier per district need.

4.C. Appointments of Tenure-Track Faculty Members

A recommendation that the board of trustees approve the tenure-track faculty appointments of Antonio Ramirez, Student Support & Success Program (3SP) counselor, counseling department, effective August 12, 2015, and contingent upon continued funding; and José Millan, Student Support & Success Program (3SP) counselor, counseling department, effective August 12, 2015, and contingent upon continued funding.

4.D. Board Self-Evaluation

Pursuant to the board policy 2745, the board will conduct an annual review of its performance.


An opportunity for the board and the superintendent/president to review past goals and set new priorities for the district that are consistent with 2014-2020 Strategic Plan.
5. Reconvene to Closed Session

6. Public Comment to Closed Session

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda. The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a Request to Address the Board of Trustees form and provide it to the superintendent/president prior to this part of the agenda.

7. Adjourn to Closed Session

7.A. Evaluation of the Superintendent/President

8. Adjournment

8.A. Adjourn to tour Public Safety Training Complex

The next regular meeting of the Board of Trustees will be held on Tuesday, August 11, 2015. Closed session begins at 4:30 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President’s Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees
AGENDA ITEM

To: Board of Trustees
From: Superintendent/President
Subject: Human Resources Report
Date: July 31, 2015

Reason for Board Consideration:
INFORMATION

Item Number: 3.A.
Enclosures: Page 1 of 1

BACKGROUND

The Interim Director of Human Resources/Equal Employment Opportunity will report on matters affecting human resources.

The items listed below will be shared as an update of human resources activities:

- Recruitment for FY 14-15
- Employee Diversity Data
- Professional Development Activities
- Hiring Trends
- Health and Welfare Benefits
<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date:</th>
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<tbody>
<tr>
<td>From:</td>
<td>Superintendent/President</td>
<td>July 31, 2015</td>
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<tr>
<td>Subject:</td>
<td>Enrollment in Special Training Programs</td>
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<tr>
<td>Reason for Board Consideration:</td>
<td>INFORMATION</td>
<td>Item Number:</td>
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<td></td>
<td>3.B.</td>
<td>Enclosures:</td>
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**BACKGROUND**

This report is designed to provide a brief overview of the Special Training Programs at Allan Hancock College. The information provided highlights program admission requirements as well as student participation, retention, success, and completion rates by demographic characteristic.
**BACKGROUND**

Michael Black is attending the State Budget Workshop on July 28th and will present information at the board retreat on budget updates and the impact of the 2014-15 annual enrollment certification on the 2015-16 district budget.
An overview of the Institutional Effectiveness Partnership Initiative (IEPI) will be provided. The presentation will include a summary of the four components of the IEPI, including an overview of the Framework of Indicators (Goals) for which community colleges are required to establish annual goals. Goal definitions will be discussed along with a review of Allan Hancock College’s five year history of performance with these indicators. The process for establishing goals and assessing progress towards the goals will also be shared.
BACKGROUND:

The Excellence in Trusteeship program is a primary feature of the Community College League of California, “designed to facilitate the ongoing education of all trustees in California community colleges by providing a solid foundation for effective board governance.” Information on the program may be found at the following website: http://www.ccleague.org/i4a/pages/index.cfm?pageID=3820

Recent conferences and seminars have offered opportunities for AHJCCD board members to attend workshops that fulfill the requirements of the Excellence in Trusteeship program.

Staff recommends that the board discuss the benefits of the program and determine how it may want to use this program as part of its development goals.
AGENDA ITEM

To: Board of Trustees

From: Superintendent/President

Subject: Board Open Hour

Date: July 31, 2015

Reason for Board Consideration: Item Number: Enclosures:

ACTION 4.A.

BACKGROUND

The board of trustees began holding an open hour on the Santa Maria Campus and the Lompoc and Solvang centers in the fall of 2013. Meetings giving students and staff an opportunity to share concerns or information with a member of the board of trustees have been held on a monthly basis. This will provide an opportunity to determine if the board will continue to hold an open hour.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the board of trustees decide to continue or cease holding an open hour.
BACKGROUND

The following interim management appointments are recommended:

1. Douglas Dickson, interim director of fire, safety and EMS education, public safety department, full time, range 13-D, management salary schedule, effective August 3, 2015 through June 30, 2016, or earlier per district need.

   Mr. Dickson has been employed by Allan Hancock College since September 22, 1982 as a program assistant and part-time faculty in the fire, safety and EMS program.

   Reason: Mr. Dickson will temporarily replace David Senior, who retired, effective July 1, 2015.

2. David Humphreys, interim dean, academic affairs, full time, range 7-D, management salary schedule, effective August 3, 2015 through December 31, 2015, or earlier per district need.

   Mr. Humphreys was employed by Allan Hancock College from February 26, 2001 through August 31, 2007 as dean, academic affairs.

   Reason: Mr. Humphreys will temporarily perform the duties of the interim dean, academic affairs due to the promotion of Dr. Paul Murphy to vice president, institutional effectiveness, effective August 1, 2015.

FISCAL IMPACT

1. The cost to the unrestricted general fund is approximately $117,689 for the 2015-2016 fiscal year.
2. The cost to the unrestricted general fund is approximately $52,052 for the 2015-2016 fiscal year.

These costs will be included in the 2015-2016 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointments of Douglas Dickson, interim director of fire, safety and EMS education, public safety department, effective August 3, 2015 through June 30, 2016, or earlier per district need; and David Humphreys, interim dean, academic affairs, effective August 3, 2015 through December 31, 2015, or earlier per district need.
To: Board of Trustees
From: Superintendent/President
Subject: Appointments of Tenure-Track Faculty Members

Reason for Board Consideration:
ACTION  

Item Number: 4.C.  
Enclosures: Page 1 of 1

BACKGROUND

Appointments:

The recruitments to fill the full time, 175-day, 10-month, tenure-track faculty positions, Student Support & Success Program (3SP) counselors, counseling department (2 positions), were completed and the following appointments are recommended:

1. Antonio Ramirez, 3SP counselor, counseling department, full time, 175-day, 10-month, tenure-track faculty position, column II, step 4, faculty salary schedule, effective August 12, 2015, and contingent upon continued funding.
   Reason: New position.

2. José Millan, 3SP counselor, counseling department, full time, 175-day, 10-month, tenure-track faculty position, column II, step 8, faculty salary schedule, effective August 12, 2015, and contingent upon continued funding.
   Reason: New position.

FISCAL IMPACT

1. The cost to the Student Support & Success Program (3SP) is approximately $77,206 for the 2015 – 2016 fiscal year.
2. The cost to the Student Support & Success Program (3SP) is approximately $86,350 for the 2015 – 2016 fiscal year.

These costs will be included in the 2015 – 2016 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the tenure-track faculty appointments of Antonio Ramirez, Student Support & Success Program (3SP) counselor, counseling department, effective August 12, 2015, and contingent upon continued funding; and José Millan, Student Support & Success Program (3SP) counselor, counseling department, effective August 12, 2015, and contingent upon continued funding.
To: Board of Trustees                      Date: July 31, 2015
From: Superintendent/President
Subject: Board Self-Evaluation

Reason for Board Consideration: Item Number: Enclosures:
ACTION                          4.D.                          Page 1 of 4

BACKGROUND

Board policy 2745 specifies that the board of trustees will conduct an annual self-evaluation. Each Trustee received an advance copy of the self-evaluation survey for review.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the board of trustees conduct its annual self-evaluation.
**BOARD OF TRUSTEES – SELF EVALUATION**

**Summer 2015**

Please rate your level of agreement with the following criteria:

<table>
<thead>
<tr>
<th>I.</th>
<th>Mission, Planning, and Policy</th>
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<tbody>
<tr>
<td>1.</td>
<td>The board assures that there is an effective planning process and is appropriately involved in the process.</td>
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<tr>
<td>2.</td>
<td>The board regularly reviews the district’s mission and goals and monitors progress towards the goals.</td>
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<td>3.</td>
<td>The board fulfills its policy role; the board’s policies are up-to-date and regularly reviewed.</td>
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<tr>
<th>II.</th>
<th>Board-CEO Relations</th>
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<td>4.</td>
<td>The board maintains an excellent working relationship with the CEO.</td>
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<td>5.</td>
<td>The board sets clear expectations for and effectively evaluates the CEO.</td>
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<td>6.</td>
<td>The board delegates authority to and supports the CEO.</td>
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<th>III.</th>
<th>Community Relations &amp; Advocacy</th>
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<tr>
<td>7.</td>
<td>Board members represent the interests of the citizens in the district.</td>
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<td>8.</td>
<td>The board advocates on behalf of the college to local, state, and federal governments.</td>
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<th>IV.</th>
<th>Educational Programs and Quality</th>
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<td>9.</td>
<td>The board effectively monitors the quality and effectiveness of the educational program and services.</td>
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<td>10.</td>
<td>Board members are knowledgeable about the district’s educational programs and services.</td>
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<td>Please rate your level of agreement with the following criteria:</td>
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<td></td>
<td>Outstanding</td>
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<td>V. Fiduciary Role</td>
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<td>11. The board assures the fiscal stability and health of the district.</td>
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<td>12. The board monitors implementation of the facilities plan.</td>
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<td>VI. Human Resources and Staff Relations</td>
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<td>13. Board members refrain from attempting to manage employee work.</td>
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<td>14. The board respects faculty, staff, and student participation in college decision-making.</td>
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<td>VII. Board Leadership</td>
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<td>15. The board understands and fulfills its roles and responsibilities.</td>
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<td>16. The board expresses its authority only as a unit.</td>
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<td>17. The board regularly reviews and adheres to its code of ethics or standards of practice.</td>
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<td>18. Board members avoid conflicts of interest and the perception of such conflicts.</td>
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<td>VIII. Board Meetings</td>
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<td>19. Board meeting agendas provide sufficient information and time to explore and resolve key issues.</td>
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<td>20. The board understands and adheres to the Brown Act.</td>
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<td>IX. Board Education</td>
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<td>21. New members receive orientation to board roles and the institution.</td>
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<td>22. Board members participate in trustee development activities.</td>
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<td>23. The board evaluation process helps the board enhance its performance.</td>
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BP 2745 BOARD SELF-EVALUATION

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

An annual self-evaluation will be conducted by the Board of Trustees.

To that end, the Board has established the following processes:

- The Board shall determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

- The process for evaluation shall be recommended to and approved by the Board.

- If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board Secretary.

- A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference: WASC/ACCJC Accreditation Standard IV.C.10

Adopted: 6/18/91
Revised: 8/18/92
Revised: 4/20/93
Revised: 4/26/94
Revised: 11/22/94
Revised: 3/21/95
Revised: 5/16/95
Revised: 3/19/96
Revised: 4/21/98
Revised: 6/20/00
Revised: 10/21/14
BACKGROUND

The Board of Trustees and Dr. Walthers meet twice a year to set and review goals and priorities for the college. Below is a summary of goals from last year’s board retreat and recommended goals for the coming year:

- Leading the campus to four year degrees
  - The college submitted a proposal to the Chancellor’s Office for a four year degree under the new pilot project. While well received, the program was not selected as one of the fifteen pilots.
  - Work is continuing toward development of a university center. CSU – Channel Islands has expressed interest in offering bachelor degree programs in Santa Maria that would serve our community.
- Developing a Veteran’s Center
  - The Veteran Success Center is operational, with staffing provided through the college’s student equity program. A grand opening will be held in September.
- Updating a policy manual related to accreditation
  - All policies of the board relating to accreditation have been approved. The college’s shared governance process has been used to update 31 other accreditation-related policies to date. Another 45 policies will be evaluated in the upcoming year.
- Work on the accreditation self-evaluation report for 2015-2016
  - Work has progressed throughout the year. The initial rough draft will ready to share with campus in time for All Staff Day. Dr. George Railey has also taken over as the Accreditation Liaison Officer and will lead the team in preparation for the Fall 2016 visit.
- Appropriate administrative team structure
  - The college’s administrative structure is in place. A new position, Vice President for Institutional Effectiveness, was created with campus consensus. For the first time in more than 5 years, all vice-president positions are filled. A draft plan is in place to organize the work of the deans and will be considered this fall by College Council.

(CONTINUED)

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees set goals and priorities for the college.
- Building a training schedule for board members
  - Board members have been attending training sessions organized by the CCLC and ACCT. This training may be applied by board members to the Excellence in Trusteeship program provided through the League.

- Restoring “Career Exploration Day”
  - Career Exploration Day in 2014 saw more than 1500 high school students visit the campus. The 2015 event is scheduled for October.

- Improving the recognition of milestones and events like 9/11 and Cesar Chavez day
  - ASBG took the lead on this and improved the college’s recognition of important dates. Work still needs to be done in regard to participation in local festivals – particularly the Lompoc Flower Festival Parade and Solvang July 4th Parade.

- Promoting national scholarship opportunities for students
  - AHC had its first member of the California All-Academic team. The AHC Alpha Gamma Sigma honor society will continue to assist students in applying for national awards.

- Update on the bookstore plan
  - The college will issue a RFP for bookstore management this fall. This is to determine the impact of contracting for services versus continuing to self-operate. The bookstore task force will continue the evaluation of options. One commitment to the process is that no CSEA member will lose a position if a contract option is pursued.

Goals for the 2015-2016 year:

- Complete Accreditation Self Report.
- Develop a comprehensive Enrollment Management Plan.
- Completion of Public Safety Training Center strategic and budget plan.
- Create a staffing plan.
- Complete bookstore analysis.
- Investigate options involving student housing.
- Development of partnerships with four year colleges and universities with an eye toward creation of a University Center.
- Improve participation in community events and festivals.
- In conjunction with Title V grant, establish Institutional Advancement operations at the college.
- Support board members in their effort to pursue Excellence in Trusteeship status.