



Butte-Glenn Community College District  
Board of Trustees  
3536 Butte Campus Drive  
Oroville, CA 95965

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Notice of Special Meeting  
July 13, 2011  
1 PM  
Butte College Chico Center  
2320 Forest Avenue, Chico, CA

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*Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society. We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.*

## AGENDA

### Call to Order

Mr. Michael Boeger, President  
Mr. William McGinnis, Vice President  
Mr. Louis Cecchi, Clerk  
Dr. Allan Forbes  
Mr. Thomas McLaughlin  
Mr. Fred R. Perez  
Mr. David Vodden

### 1. Agenda Approval

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### 2. Public Comments

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### 3. Board of Trustees

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Acceptance of Trustee Retirement - Dr. Allan Forbes	Action
Board Self Evaluation	Discussion
Board Ethics - Policy and Procedure Review	Discussion
Board Annual Goals	Discussion

### 4. Reports

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- Planning
- Accreditation
- Enrollment Management
- Budget
- Superintendent/President's Report

### 5. Adjournment

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For Information concerning this Agenda, please contact:  
Butte College President's Office  
3536 Butte Campus Drive  
Oroville, CA 95965  
(530) 895-2484

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting. Meetings are held in wheelchair accessible locations.

Any public records distributed to the Board of Trustees less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Office of the President during normal business hours.

June 7, 2011

Michael Boeger, President  
Butte-Glenn Community College Board of Trustees

Dear Mike:

This is a very difficult letter for me to write, but a very necessary one.

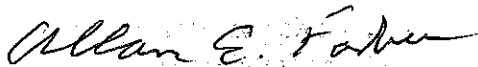
I ask the Board to accept my resignation as a Trustee of the College. I prefer this resignation to be accepted by the Board at it's July meeting which I do not plan to attend.

This action on my part is taken strictly for medical reasons. It would still be possible for me to attend most Board meetings. It is my firm belief that a Trustee should be present at all major college functions, student related activities, and attend meetings and conferences that benefit our College. Unfortunately, these things I can no longer do.

After forty years at Chico State and now twenty years connected with Butte College it is difficult to remove these items from my schedule of life. Be assured that in an "unofficial" way I will always be supporting education in every way I can.

The friendship of each of you has meant a great deal to me and I will do all I can to see it continues. May success under our new leader continue as it has for the past tenure of this Board.

Sincerely,



cc Dr, Van der Ploeg, President



# Butte-Glenn Community College District

## BOARD POLICY

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### BP 2745 Board Self-Evaluation

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*Reference: Accreditation Standard IV.B.1.e & g*

The Board 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.

To that end, the Board has established the following:

- Each year the Board will review the self evaluation instrument and process. The instrument will incorporate criteria contained in board policy regarding board operations, and board effectiveness.
- All board members will be asked to complete the evaluation instrument and submit it to the Board Secretary.
- A summary of the evaluations will be presented at a special board session scheduled for that purpose. At that time the Board Chair will facilitate discussion of the self evaluation results with all Board members and together the board will develop goals as needed for self improvement.
- The Superintendent/President will be invited to participate in both the evaluation and the special board session.

**Butte-Glenn Community College District  
BOARD SELF EVALUATION**

Board Member Signature \_\_\_\_\_ SUMMARY \_\_\_\_\_ Date 2011

Question	Yes	No	Comments
1. Do Board Members know and understand the role and mission of the community college?	7		Based on my early observations and research of other colleges, our Board members rank at the top of the category.
2. Do Board Members believe that they are in charge and know what goes on at the College?	7		<ul style="list-style-type: none"> <li>• Yes, this clearly emanates.</li> <li>• If not, most are good at asking appropriate questions.</li> </ul>
3. Do Board Members do their homework, actively participate in meetings, and identify items for the agenda?	6	1	<ul style="list-style-type: none"> <li>• I have seen excellent awareness in Board meeting dialog/action.</li> <li>• Not always. Decisions are sometimes made before gathering information and asking questions.</li> </ul>
4. Has the Board clearly defined the matters which need not be brought to the Board's attention and should be handled by administrative action?	7		Limited experience here, but this seems to originate at the board officer level.
5. Do Board Members withhold judgment until they have all the facts?	5	2	<ul style="list-style-type: none"> <li>• Always.</li> <li>• Not always. Not entire board.</li> </ul>
6. Do Board Members have the courage to face adversity and criticism when making an unpopular decision?	7		So far this would again appear to be a strong point of the board.
7. Do Board Members communicate well with other members of the Board?	7		<ul style="list-style-type: none"> <li>• I personally need to improve in this area by asking questions to be able to understand the motivation or reasoning for decisions by my colleagues on the Board. I think I am too quick to disagree without asking for or seeking additional information. My goal for the coming year is to improve in this area by seeking information before disagreeing.</li> <li>• Yes.</li> </ul>
8. Do Board Members respect and value the professional judgment of the President?	7		Based on all I have seen and heard.
9. Do Board Members understand that they have no authority as individuals?	7		Clearly documented in all materials and actions.
10. Does the Board resist the opportunity to give more authority to one, or more, members just because they have the time/or are willing to do the board's business?	5	1	<ul style="list-style-type: none"> <li>• Not always.</li> <li>• There does seem to be some specialization based on skill and willingness to "step up."</li> </ul>

11. Do Board Members accept the authority of the majority even when they don't agree with the decision?	7		<ul style="list-style-type: none"> <li>• Always.</li> <li>• Clearly demonstrated.</li> </ul>
12. Are Board Members able to disagree agreeably?	7		<ul style="list-style-type: none"> <li>• While we are able to disagree agreeably, I would like to have an opportunity to ask questions about positions I don't agree with so I can more fully appreciate views different than mine and possibly develop a compromise proposal.</li> <li>• Clearly demonstrated.</li> <li>• This is what makes our board so exceptional.</li> <li>• One of the board's greatest strengths.</li> </ul>
13. Do Board Members accept their legal responsibilities and work within the parameters established by the law?	7		There is excellent dissemination of Brown Act/meeting laws and the board appears knowledgeable and committed.
14. Do Board Members believe in the "democratic process" and the right of all groups to be heard?	7		Yes.
15. Do Board Members attend Board Meetings regularly?	6		
16. Do Board Members attend other important college functions regularly?	6		<ul style="list-style-type: none"> <li>• It would seem so.</li> <li>• Some more than others.</li> </ul>
17. Do Board Members keep themselves informed of educational matters on both the state and national levels?	7		<ul style="list-style-type: none"> <li>• Thanks to Bill and Dr. Forbes.</li> <li>• Mr. McGinnis appears to rank at the highest level here. We benefit from his knowledge and commitment.</li> <li>• Some do more than others, but those who do are good about sharing with those who don't.</li> </ul>
18. Do Board Members demonstrate a willingness to grow as Board Members by attendance at workshops and seminars on the state and national level?	6	1	<ul style="list-style-type: none"> <li>• The budget reductions and limitations on our budget make it difficult for trustees to feel free to travel to conferences. We need to be sure to encourage our newest member to attend such training programs and conferences in order for him to learn about our system and how other colleges operate.</li> <li>• Attended annual Trustees conference.</li> </ul>
19. Do Board Members understand their role of assisting in gaining acceptance and support in the community?	7		Appears to be a well practiced core value.
20. Do Board Members avoid seeking personal privilege?	6		The board exudes the highest qualities of character.
21. Do Board Members make an effort to foster unity and harmony within the Board itself?	7		<ul style="list-style-type: none"> <li>• This board is exceptional.</li> <li>• I have been helped immensely.</li> </ul>
22. Do Board Members have an understanding of the role of the President and the Board in policy making?	7		

23. Do Board Members consider available facts before making a decision?	5	1	<ul style="list-style-type: none"> <li>• It would seem so.</li> <li>• Not always.</li> </ul>
24. Does the Board provide the President with a clear statement of the expectation of performance and personal qualities against which he or she will be periodically measured?	5		<ul style="list-style-type: none"> <li>• Our Board needs to do a better job of developing goals for the President and should try to improve now that we have a new President starting in the summer of 2011.</li> <li>• Yearly evaluations.</li> </ul>
25. Are Board Members active in taking the leadership in suggesting and securing community support for additional financing when necessary?	5		
26. Do Board Members channel significant concerns, complaints and criticisms of the College through the President for study and report back to the Board if action is required?	6		<ul style="list-style-type: none"> <li>• Regularly.</li> <li>• I have been exposed to policy and dialog that supports this strategy at the board level.</li> </ul>
27. Does the Board protect the President from unjust criticism and the efforts of vocal special-interest groups?	6		It would seem so.
28. Do Board Members reflect board policy in individual answers to public questions and in public statements?	7		Based in part on what I have read over several years.
29. Do veteran Board Members assist new members in becoming effective members of the Board?	7		<ul style="list-style-type: none"> <li>• Not needed because we have not had any new board members except now with David Vodden.</li> <li>• We all have helped Mr. Vodden; we aren't critical.</li> <li>• Excellent!</li> </ul>
Additional comments.			

Last Board Review: June 9, 2008



# Butte-Glenn Community College District

## BOARD POLICY

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### BP 2715 - Board Code of Ethics

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*Reference: Accreditation Standard IV.B.1.a, e. and h.*

The Board of Trustees of the Butte-Glenn Community College District maintains high standards of ethical conduct for its members and hereby adopts this Code of Ethics.

- Be bound by approved District policies and act only in the best interests of the entire community served by the District.
- Practice the highest ideals of honor and integrity in all public and personal relationships in order that the trustees may merit the respect and confidence of other elected officials, appointed staff, and the public.
- Be informed about the district, educational issues, and responsibilities of trusteeship.
- Respect others and act with civility irrespective of the differences of opinion that may arise during discussion or motions on the floor.
- Board members shall comply with the Brown Act concerning communication among themselves regarding items that are within the jurisdiction of the Board and/or District, and in conducting open meetings and appropriate closed sessions.
- Recognize that all the trustees, as a Board, establish the College's policies and implementation of those policies rests with the appointed staff. Further, recognize that individual trustees have no legal authority outside the Board meetings. No Board member shall interpret Board authority in a manner that diminishes the administrative and professional responsibilities of any District employee.
- Handle all personnel matters on the basis of fairness and impartiality regardless of race, creed, sex, religion, age, physical ability, national origin, or political ideals.
- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public office is dishonest. Avoid situations that may constitute a conflict of interest, or the perception of conflicts of interest.
- Participate in all Board meetings possible and notify the President of the Board or the Secretary to the Board of an expected absence from a Board meeting.
- Direct all requests for information through the Superintendent/President.
- In the event a matter arises which apparently is not provided for in the above standards, both individual Board members and the Board will resolve the issue from the highest possible principles of honor and integrity.

In the event of a violation of this Code of Ethics, the board will take appropriate action (see Administrative Procedure 2715).

The initial Code of Ethics was adopted on October 1, 1992, and is reviewed annually.

Last Board Review/Adoption: January 26, 2011



# Butte-Glenn Community College District

## ADMINISTRATIVE PROCEDURE

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### AP 2715 - Board Code of Ethics Violations

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A complaint of trustee misconduct will be referred to an *ad hoc* committee of the Board comprised of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in BP 2715. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a written report of its findings to the Governing Board for action.

Possible courses of action include:

- If alleged behavior violates laws governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- Should the *ad hoc* committee find that the complaint constitutes a minor violation that is not a violation of any applicable law, the committee may recommend that the Board President or Vice President discuss the violation with the Board Member by describing the impact of such violation and by offering mentoring or coaching assistance in order to assist the trustee to become more effective and to improve future Board performance.
- Should the *ad hoc* committee find that the complaint constitutes repetitive minor violations or is an additional complaint but does not constitute a violation of any applicable law, the *ad hoc* committee may recommend that the Board President and the Superintendent/President schedule a Board retreat with the entire Board of Trustees to focus on the issues identified in the *ad hoc* committee's written report and recommendations and place the individual Board Member on warning of a possible censure unless the Board Member's performance improves.
- Should the *ad hoc* committee find that the complaint constitutes repetitive and/or significant violations not constituting the violation of any applicable law the *ad hoc* committee may recommend that the Board of Trustees consider the censure of the Board Member. A censure of a Board Member by a majority vote of the Board may include penalties of not recognizing motions made by the censured Board Member, not responding to the censured Board Member's comments, and/or not allowing the censured Board Member to hold any Board officer position.
- If the full Board, acting upon the *ad hoc* committee's written report, finds the actions of the trustee to be so egregious and compelling, the Board could request that the trustee resign at once.