

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S CONFERENCE ROOM - HS 324  
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE SPECIAL BOARD OF TRUSTEES' MEETING  
January 13, 2020**

**PRESENT**

Members of the Board of Trustees:

T.J. Prendergast, III, President  
Timothy Jemal, Vice President  
James R. Wright, Clerk  
Marcia Milchiker, Member  
David B. Lang, Member  
Barbara J. Jay, Member  
Terri Whitt Rydell, Member

Also present for the duration of the meeting were:

Kathleen F. Burke, Chancellor  
Ann-Marie Gabel, Vice Chancellor, Business Services  
Denice Inciong, District Director Research, Planning and Data Management  
Elliot Stern, Saddleback College  
Chris McDonald, Vice President, Instruction  
Bob Bramucci, Vice Chancellor, Technology and Learning Services  
Kim Widdes, Acting Vice Chancellor, Human Resources

**CALL TO ORDER: 5:00 P.M.**

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

**1.2 Public Comments**

*Members of the public may address the Board on items listed on the agenda. **Speakers are limited to two minutes each.***

There were no public comments.

**1.3 Invocation**

Led by Trustee David Lang

**1.4 Pledge of Allegiance**

Led by Trustee Marcia Milchiker

## 2.0 DISCUSSION ITEM

### 2.1 Board of Trustees Self-Evaluation

Board President T.J. Prendergast opened the meeting and turned over the workshop to Chancellor Burke.

Chancellor Burke announced the plan for the evening. The board will review 2018-2019 trustee goals and evaluation and setting of 2020 goals for the first hour and a half. During the final thirty minutes, the board will review the self-evaluation and employee survey results.

Chancellor Burke noted that the first page of the presentation includes a one page summary of board goals. The board was successful in meeting all of their goals. An evaluation of progress for the 2018-2019 board goals will be presented illustrating the Board's progress on each individual goal.

Dr. Burke further explained the rationale for the decision the board made to move the board self-evaluation to January 2020, which was a change from past practice. Since the new board goals were going to be based on the Vision for Success goals, the board realized that they were not going to have the complete data until well into the fall semester and award data was not going to be posted until October. Another factor considered was that board leadership is elected in December, following the November elections. Considering these factors together, annual goal review and setting of new goals would be conducted in January. Moving the date of the self-evaluation to the beginning of the newly elected board president's term would align the goals with the calendar year. Alignment of the board goals in a calendar year rather than fiscal year supports a more effective evaluation of the progress on the goals.

Chancellor Burke facilitated the board's self-evaluation by reviewing each board goal and the related state's vision for success goal, evaluating local data collected on the progress of the goal and discussing setting next year's board goals.

Chancellor Burke reviewed with the board how the state's Vision for Success goals and the Board goals are part of the District's new strategic plan goals that will be in effect for the next five years, 2020-2025. She noted the board has been involved with the development of the new district-wide strategic plan and college education master plans and met with consultants from MIG in March and August of last year. Dr. Burke noted that what is being reported out today are the metrics that the board established as their goals in September 2018.

- I. Board of Trustee Goal 1 – Increase by at least 5% the number of SOCCCD students who acquire associate degrees, credentials, certificates or specific skill sets that prepare them for an in-demand job.***

Chancellor Burke read the Vision for Success System Goal 2022 which states, "Increase by at least 20% the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.

Board members set a goal to increase by 5% the number of SOCCCD students who acquire associate degrees, credentials, certificates or specific skill sets that prepare them for an in-demand job.

Denice Inciong reviewed with the board members the data on the handout entitled "Data Workbook." Denice noted that many of the baselines for the goals with metrics are set by the 2016-2017 data.

Dr. Burke stated that the evaluation of Goal 1 was met, due in part, to the auto awarding of degrees and certificates. After some discussion, board members agreed to adjust the goal by **increasing degrees and certificates by 15% above the 2016-2017 base number of 6,631 to 7,626.**

***II. Board of Trustee Goal 2 – Increase by 8% the number of SOCCCD students transferring to 4-year colleges or universities.***

The chancellor reminded the board this goal included all transfers and it is not limited to UC and CSU's. Overall district-wide, there was a 10% increase in transfers therefore, the board exceeded their goal. Board members reviewed and commented on the data. After discussion, the board agreed to revise this goal by increasing by **10% the number of transfer students from the 2016-2017 base number of 6,165 for a January 2021 goal of 6,812.**

***III. Board of Trustee Goal 3 – Increase the percent of exiting CTE students who report being employed or advanced in their field of study.***

Dr. Burke reviewed with Career and Technical Education Outcome Survey results and the establishment of this goal which aligned to the Vision for Success goals. Board members reviewed and commented on the data.

Denice Inciong explained that survey data is difficult to collect after a student is no longer enrolled in the college. However, the colleges have worked on projects with external companies like Economic Modeling Specialists, Incorporated (EMSI), to get more data on students' occupations that were aligned to their area of study at the colleges. The results have been mixed and although the data is difficult to use, the colleges have been successful in identifying successful alumni who can support further outreach efforts.

Following discussion, the board agreed to keep the goal as it is written. The goal would be stated as **"Increase the percent of exiting CTE students who report being employed or advanced in their field above the 2016-2017 base of 67% at Irvine Valley College and 65% at Saddleback College."**

***IV. Board of Trustee Goal 4 – Decrease the average number of units accumulated by SOCCCD students earning their associate degrees by at least 3%.***

Dr. Burke stated that this is one of the goals that was not met in the last year. She explained that this particular goal will take time to reach since the AB 705 legislation efforts were only implemented in the last academic year. The elimination of the requirements for remedial English and math, the emphasis on educational planning, and implementation of guided pathways is anticipated to reduce the number of units students are taking to complete their degrees but it will take several years for this data to change.

Dr. Burke, Saddleback College's President, Dr. Eliot Stern, and Irvine Valley College's Vice-President of Instruction, Chris McDonald, further discussed aspects of advisement, curriculum, and dual enrollment of high school students that can also influence the accumulation of additional units by students. The colleges are working to align and reduce the number of units students are taking to complete their associate degree programs.

After further discussion, the trustees agreed to revise the goal by **decreasing the average number of units accumulated by SOCCCD students earning their associate degree below the 2016-2017 base of 88 units district-wide.**

***V. Board of Trustee Goal 5 – Research and identify equity gaps and report back to the Board on a plan to reduce achievement gap(s).***

Dr. Burke reviewed the progress on the goal and highlighted that there are also many objectives in the new district-wide strategic plan that focus on reducing these achievement gaps. The colleges have identified the main priority groups of students in their equity plans as Hispanic/Latinx, African American, economically disadvantaged, veterans, foster youth and LGBTQ+ students.

Denice Inciong reviewed demographic information on the groups identified at the colleges and reviewed how the colleges are evaluating the equity gaps in achievement in these groups.

Following discussion, the board agreed to revise the goal by **decreasing achievement gaps of 2017-2018 college identified groups by 10%.**

The next three board goals are not based on the Vision for Success System Goals.

***VI. Board of Trustee Goal 6 – Maintain life-long learning and emeritus program enrollment at (at least) current levels.***

Dr. Burke stated that this goal was met as the colleges have maintained or increased emeritus enrollment.

After discussion, the board agreed to revise the goal slightly and will read, **maintain life-long learning and the Emeritus Program enrollment, at a minimum, at the level of enrollments in the 2016-2017 academic year of 37,353.**

**VII. Board of Trustee Goal 7 – Research and identify non-academic barriers and report findings to the Board on strategies to address these barriers.**

The chancellor reviewed the progress in researching and identifying non-academic barriers in the district. After discussion, the board agreed to revise the goal to focus on housing and to **initiate student and employee housing feasibility studies for Irvine Valley College, Saddleback College, and ATEP.**”

**VIII. Board of Trustee Goal 8 – Review the current status of ATEP for the purpose of establishing measurable goals.**

The chancellor reviewed the progress to build out the ATEP vision for the colleges, including public-private partnerships.

Additional data on ATEP enrollment was provided and Dr. Burke stated that student enrollment has increased at ATEP.

After discussion, the board agreed to revise the goal to include the following specific metrics:

- **Increase enrollments at ATEP above the 2018-2019 base of 1,702.**
- **Develop preliminary planning for the SC building(s) at ATEP.**
- **Continue to identify and evaluate prospective tenants for ATEP.**

The chancellor also shared a draft brochure created by the Office of Public Affairs and Government Relations that would highlight the evaluation of their 2019 goals. Dr. Burke stated that the brochure highlights the evaluation of the eight board goals and achievements. A suggestion was made to add the 2020 goals to the brochure to make it current and implement minor corrections and suggestions.

### **Board of Trustees’ Self-Evaluation and Employee Survey Results**

Board members reviewed their Self-Evaluation and Employee Survey Results. The data was provided in the board packet and a dashboard that compared the 2018 and 2019 results was reviewed.

Denice Inciong reviewed the participation for each survey and highlighted the results which showed strengths and areas for improvement.

### **Discussion:**

The board discussed the possibility of reinstating the *Listening Sessions* or *Coffee/Tea with the Trustees and Chancellor*. Trustee Prendergast asked for board input. The trustees are interested in reinstating the format of the Coffee/Teas, where fewer than four trustees are present at each session. The board recommended excluding administrators from the sessions.

The board agreed to have the chancellor and college presidents draft the new format and to bring back the topic to the board for further discussion and approval.

Trustee Prendergast brought up an issue for discussion. He asked, “when a board member is violating confidentiality, to whom is the matter reported?” He commented that the board needs to have a mechanism to deal with these matters. Chancellor Burke read from Board Policy 110 – Code of Ethics – Standards of Practice and reviewed the area that covers censure. After learning about the process, the board agreed to adhere to the policy. No further discussion took place.

## **ADJOURNMENT**

The meeting was adjourned at 7:06 p.m.



Kathleen F. Burke  
Secretary