

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

MINUTES OF SPECIAL TELECONFERENCE MEETING (AMENDED)

May 7, 2008
2:30 PM

Colorado Community College System
9101 E. Lowry Blvd.

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

Members present: Barbara McKellar, Jerry Nickell, John Trefny, Tamra Ward, Wanda Cousar, Bernadette Marquez, Patty Erjavec, Shawn Olsen, Michael Milhausen and Jennifer Hopkins

Members absent: Ledy Garcia-Eckstein

II. PUBLIC COMMENTS No public comments

III. DISCUSSION AND ACTION ITEMS

The board called a special meeting to discuss the process of electing a board chair and vice chair and also to discuss the roles and expectations of the board members. Barbara McKellar asked Tamra Ward to give the board an update.

Ms. Ward recalled during the early part of 2000 there were two vice chairs and a chairman. She also reported the board took action to move to one vice chair. Patty Erjavec does not remember two vice chairs but stated an action was taken to disband an existing executive committee.

Ms. McKellar stated the time was around 2002 or 2003 and that the minutes and board approved items were not transcribed and placed into the bylaws.

Nancy McCallin stated she spoke with Barbara McDonnell who does not recall two vice chair positions on the board. She suggested looking post 2003 for an action that removed one of the vice chair positions.

Ms. McKellar asked if the board wanted two vice chairs and if the board would like to wait to see what the by laws state. Ms. Ward responded that the bylaws can be amended by the majority of the board.

Ms. Marquez asked what is the role of the vice chair. John Trefny read the current. **Section 2.2 Vice Chair.** *The Vice Chair shall act as Chair in the absence or incapacity of the Chair. The vice chairs shall perform such other duties and functions as may be delegated to the offices by the Board.* The board agreed to delay making changes and evaluate things at the retreat.

Mr. Nickell asked if there was protocol, if there are bylaws or does the board hold new elections each year. Members of the board responded that new elections are held each year. Ms. Ward added that it is silent on succession. Ms. Ward added that succession planning is important.

Ms. Marquez suggested the board devise a plan to know ahead of time who the vice chair will be. Ms. McKellar asked if the board wanted a motion now or should things remain as status quo for now and make a motion for changes during the board retreat. The board members agreed to wait until the retreat.

Dr. McCallin asked the board to clarify if they are considering putting it in bylaws or just have it in place to follow. Ms. Marquez responded that bylaws should not have to change. As long as the bylaws clearly state the process of how the chair and vice chair are elected, it can be decided by policy of the board. Shawn Olsen stated the bylaws should be clarified specifying one or two vice chairs. Ms. McKellar suggested no motion was needed.

IV. OTHER ISSUES OF CONCERN TO THE BOARD

John Trefny expressed concern regarding the wording of the bylaws regarding meeting preparation. He was surprised that it did not state, "By the president and in consultation with chairman of the board" **Section 6.1 Preparation, states:** *The agenda for each meeting of the Board will be prepared by the President acting as Secretary to the Board.* Dr. McCallin asked if the wording should be changed now. Mr. Trefny suggested making the changes in the bylaws all at once. Wanda Cousar suggested reviewing bylaws prior to retreat. Dr. McCallin suggested inviting a consultant from the Association of Governing Boards to the July 23rd retreat to discuss a self-assessment tool, the characteristics of highly effective governing boards and facilitation for the strategic plan. The self assessment would require more than a one day retreat. The consultant sent an extensive survey. (12 sections, 10 questions each, and a review). The board agreed this would be beneficial and that it would be best to split this session into two days. Dr. McCallin suggested looking at additional dates in August or September for the second meeting.

She reported the first session at the retreat on July 23rd would last approximately 3 hours. Issues covered would include: the role of the board, background information on strategic planning, strategic planning, getting to the vision and the mission statement.

Ms. Ward stated that she would be out of the country when the conversations occur for selection of board chair and vice chair and would like to offer her support for Barbara McKellar as chair and Bernie Marquez as vice chair. Ms. Ward thanked Ms. McKellar for the wonderful job performed as Chair. She added that the bylaws are silent about consecutive terms and would like to give the board her consent to reelecting Ms. McKellar as chair.

Ms. Erjavec seconded the statement. She added that it is important to keep in mind when choosing a vice chair that it should be someone who lives within the metro area. Ms. McKellar asked if everyone was okay with reelecting her as chair and electing Ms. Marquez as vice chair. The board agreed.

V. ADJOURN – Ms. Marquez moved to adjourn the board meeting. John Trefny seconded the motion which passed unanimously.