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**Delta College
Board of Trustees Special Meeting
Delta College Board Room B-151
Monday, June 19, 2023
8:30 am**

Board Present	A. Baldwin, A. Clark, S. Gannon, B. Handley-Miller, D. Middleton, M. Nash, M. Thomas, M. Wood
Board Absent	M. Rowley
Others Present	T. Brown, S. DuFresne, M. Gavin, R. McQueen, A. Ursuy, J. Wakefield
Press Present	None
Call to Order	Board Chair, M. Thomas called the meeting to order at 8:31 am.
Approval of Agenda	<p>Board Chair, M. Thomas, called for the approval of the agenda. M. Wood made a motion to approve the agenda. A. Baldwin seconded the motion.</p> <p>Motion passed unanimously.</p>
Public Comment	Board Chair, M. Thomas called for public comment.
Welcome and Overview	<p>M. Thomas welcomed everyone to today’s professional development session. M. Thomas noted that today is Juneteenth and encouraged everyone to participate in activities happening today and throughout the week. Today is about learning what we don’t know and getting a refresher on what we do know.</p> <p>M. Gavin welcomed everyone as well and introduced the facilitator, Dr. Jill Wakefield from the Association of Community College Trustees (ACCT). J. Wakefield was the search consultant for Delta’s recent presidential search. J. Wakefield is very well known in the higher education world, especially in community colleges as she served as the Chancellor of Seattle Colleges. She serves as a search consultant, leadership coach and conducts board retreats and evaluations.</p> <p>J. Wakefield shared with the Board her wonderful experience with the presidential search. In meeting each trustee, she noted their desire to learn what makes a good board including getting to know each other better, board etiquette and finally a refresher on Robert’s Rules of Order.</p> <p>The Board participated in an ice breaker activity.</p>
Professional Development Sessions	<p>J. Wakefield had the Board participate in an activity called “Coat of Arms.” They drew four drawings representing the following: what is important to you; your special skill, strength or knowledge; a personal or professional success; and a personal or professional project. Finally, they included a motto that guided their life.</p> <p>J. Wakefield shared the following quote from Arundhati Roy in an article, “The pandemic is a Portal.”</p> <p>“Historically, pandemics have forced humans to break with the past and imagine their world anew. This one is no different. It is a portal, a gateway between one world and the</p>

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next. We can choose to walk through it, dragging the carcasses of our prejudice and hatred, our avarice, our data banks and dead ideas, our dead rivers and smoky skies behind us. Or we can walk through lightly, with little luggage, ready to imagine another world. And ready to fight for it.”

J. Wakefield had each Board Member share why they ran for the Board and what they were hoping to accomplish. She also asked them what they needed from the college President as well as other Board Members to be their best as a trustee.

J. Wakefield shared with the Board various characteristics of high performing board.

They included the following:

Act as a Unit

- Integrate multiple perspectives into decision making
- Establish and abide by rules for conducting board business
- Speak with one voice
- Support the decision of board once made
- Recognize that power rests with the board, not individual trustees

Represent Common Good

- Know community needs and trends
- Link with the community
- Debate and discuss issues in public
- Serve the public good

Employ, Evaluate and Support the President

- Select and retain the President
- Define clear expectations for performance
- Conduct annual evaluation
- Act ethically in the relationship with the President
- Support the President – create an environment for success

Define Policy Standards for College Operations

- Set standards for quality and ethics
- Define clear expectations for high quality programs
- Define expectations for student achievement, equity and fair treatment of students
- Require wise and prudent use of funds
- Set parameters to attract high quality personnel

Create a Positive Climate

- Board sets the tone for the entire college
- Board establishes a climate in which learning, inclusion/equity and student success are valued

Other characteristics of high performing boards include: it derives its authority from the community and it is committed to advocate on behalf of the entire community; it endeavors to remain accountable to the community; it clearly defines and articulates its role; it honestly debates the issues affecting its communities and speaks with one voice once a decision has been

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made; it is responsible for creating and maintaining a spirit of cooperation and mutually supportive relationship with its President; Board is a “thought partner” with President; trustees vote their conscience and support decisions; its behavior and that of its members, exemplify ethical behavior and conduct that is above reproach; Board selected President who can achieve strategic goals; focus on accountability and makes strategic decisions by integrating lessons learned from historical facts, present realities and future projections; its members come to each meeting prepared and ready to discuss issues fully and openly; and members engage in regular and ongoing in-service training and continuous improvement.

J. Wakefield had the Board work through a scenario having the Board report out on how they would deal with the various issues such as a program elimination, personal issues, etc.

J. Wakefield went through the characteristics of a successful Board and President relationship which include: built on foundation of mutual respect and trust with shared vision and goals; begins, continues, and ends with ethical behavior; requires open communication and ongoing dialogue; commitment to explore issues to achieve mutual understanding; clear understanding and expectations of roles with acknowledgement and respect for different roles; share a common purpose; mutual respect and support; encourage each other; clear expectation for performance; and Board and President are evaluated annually.

J. Wakefield shared the ways in which the Board affirms the authority of the President by: delegating authority to President to lead and administer; keeping president informed with no surprises; honoring the President as the point of contact; fully considering recommendation from the President; backing the President’s decisions; supporting the President’s professional development; adhering to standards of board ethics; and ensuring the President has the resources to do the job.

She then shared ways in which the President affirms authority of the Board by: keeping the Board informed; honoring the Board’s governing role; providing the Board with relevant and timely information; engaging in policy level discussion early in the decision-making process; making recommendations that include analysis of options; publicly supporting the Board and its members; adhering to Board policy; facilitating trustee involvement in community advocacy; preparing report that enable the Board to monitor college performance; ensuring the Board has resources to do its job; and creating opportunities for Board development.

Finally, in building an effective team the role of the Board includes: basing decision on what is best for students, the college and community; referring complaints and suggestions to the President; making sure the President is the primary contact with the college community; protecting the mission of student learning and student success; recognizing the President and college staff for local, state and national leadership roles and achievements; proving visible support for the President and avoiding public criticism; commitment to exploring issues to ensure mutual understanding; and maintaining appropriate confidentiality.

J. Wakefield had the Board work through another set of scenarios.

Robert’s Rules Refresher

M. Thomas introduced Dr. Roslyn McQueen, who is very well educated in Parliamentary Procedures. She is recently retired from Hurley Medical Center as a Clinical Research Coordinator – Hematology Specialist. She has been affiliated with the National Association of Parliamentarians for over 40 years and is currently studying to become a registered parliamentary. She is also a member of Delta College’s Foundation Board.

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R. McQueen presented to the Board parliamentary procedures for effective board meetings. She referenced the 12th edition of Robert's Rules of Order published in 2020 and includes procedures for electronic meetings. She presented on the history of parliamentary procedures, quorums, motions, amendments, votes and ended with some scenarios and an interactive quiz.

Professional Development Sessions

J. Wakefield lead a discussion on board succession planning in regards to being Board Chair and Board Vice Chair. The discussion covered various aspects as to how they are selected and how to ensure that the next chair/vice chair is prepared. Board members compiled a list of skills and/or assets and noted that the rotation of board chair from each county (Bay, Midland, and Saginaw) is less important.

J. Wakefield finished the day asking the Board to think a year ahead to commencement and it's been Delta's best year yet; what happened and what didn't happen. Trustees mentioned sustained enrollment, retention of employees and Delta is seen as a leader of success among other things.

Trustee Comments

B. Handley-Miller said today was very helpful and thanked J. Wakefield for facilitating. She thanked R. McQueen for her presentation on parliamentary procedures. Finally, she thanked her fellow trustees for a fun and energizing day.

A. Baldwin said she feels empowered. She joined the Board during Covid and didn't really get to connect with other trustees. Today was a great day.

M. Nash thanked his fellow trustees for their time today in making this productive.

D. Middleton said that this was a good use of time and it was great getting to know the other trustees better.

A. Clark said today was great. He learned a lot and got to have a little bit of fun.

S. Gannon thanked everyone for participating and sharing their insights. She also thanked J. Wakefield for guiding us today and making us better equipped.

M. Wood thanked everyone for a wonderful day.

Chair Comments

M. Thomas thanked Talisa Brown for being here today taking notes. A big thank you to M. Gavin and J. Wakefield for making this happen as it was much needed. All of her expectations of today were met. We have a really good Board that can only get better moving forward.

Adjournment

There being no further business, Board Chair, M. Thomas adjourned the meeting at 2:50 pm.

Talisa Brown, Assistant Board Secretary