A Special Meeting of the Board Policy Review Committee
4:30 p.m., Building 3, Room 255, Indian Valley Campus.

Board Policy Review Committee:
Stephanie O’Brien, Board President
Eva Long, Board Vice President

1. Call to Order, Roll Call and Adoption of Agenda
A special meeting of the Board Policy Review committee was called to order at 4:32 p.m. in Building 3, Room 255 on the Indian Valley Campus. Committee members O’Brien and Long were present as was Superintendent/President Coon. **M/s (Long/O’Brien) to adopt agenda. Motion carried 2-0.**

2. Public Comment on Agenda Items – There was no public comment

Dr. Coon noted that the College undertook at large project to update and modify all college policies and procedures against the vetted templates used by California Community College League Policy and Procedure Service and has successfully updated all policies and procedures. It is was noted that we are required by accreditation to review policies and procedures regularly and that CCLC provides periodic updates to incorporate changes required by code or law.
3. Professional Development Policy
Trustees proposed changes to BP 2740 Board Education to make it more robust. These proposed changes will also include the addition of categories or levels of training. Trustees also discussed the professional development budget for the Board and the lack of a procedure for allocating those funds. Trustees reviewed BP 2735 Travel and discussed changing the title to include conference and training and proposed the policy language be modified to state that Trustees will “present a written” report on the conference they attend. Suggestions for allocation of funds included, review of state-approved conferences for the next six months for budget planning, updating the governance calendar to include ACCC, recommending Trustees inform the Board in a public meeting of their intent to attend a conference – including related costs, and to inform the Board if they do not plan to attend conferences as ways to assist in developing an allocation process. Encouraging professional development philosophy that includes attendance of at least one conference per year and levels of training, i.e. mandatory, best practice and further development was also discussed. There was a request to review what happened to the Board By-Laws during the policy/procedure review. It was also suggested that professional development be a topic at the retreat. A number of training topics were discussed including ethics, sexual harassment prevention, Brown Act and Open Meetings. There was a request to see how many trustees had completed the sexual harassment prevention training.

4. Ethics Policy
Trustees will review other college ethics policies for comparison purposes. Ethics training is part of the Effective Trustees program and is required every two years. ACCJC standards on this topic will also be researched.

Trustees scheduled a Policy Review Committee meeting for August 4, 2014 at 4:00 p.m.

5. Meeting adjourned at 5:52 p.m.