

**ILLINOIS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
&
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES**

**Governance Leadership Institute
November 30th – December 1st
Heartland Community College, Normal, IL**

DRAFT AGENDA

Thursday, November 30th

8:30 am – 9:15 am

Breakfast & Welcome

Jim Reed, Jr., JD, Executive Director, Illinois Community College Trustee Association (ICCTA); Jee Hang Lee, President and CEO, Association of Community College Trustees (ACCT)

9:15 am – 10:30am

Highly effective boards – What Governance Looks Like

Charlene Dukes, Ed.D., ACCT Consultant
Ken Burke, ACCT Consultant

Review of community college governance practices.

- Roles and responsibilities of a public governing board
- Roles and responsibilities of the college administration
- Duty of Care
- Duty of Loyalty
- Duty of Obedience
- Types of reports board members should understand

10:30 am – 10:45 am

Break

10:45 am – 12:00 pm

Breakout Groups

Charlene Dukes, Ed.D., ACCT Consultant
Ken Burke, ACCT Consultant

- Group 1 – Board Chairs, Vice Chairs, and Presidents

The Roles & Responsibilities of the Board Chair

The Board & CEO Relationship

- Onboarding new board members
- Strategies for leading an effective board; developing a cohesive board
- Building a cohesive team; conflict management

- Succession planning; choosing your next chair
- Establishing communication protocols – President & Board
- Setting Clear expectations

- Group 2 – Board Members

What I Wish I Knew As A Trustee

- **Roles and responsibilities of board members/ Board processes (committees, officers, role of the chair)**
- **Board member effectiveness**
- **Onboarding process/mentoring fellow trustees**
- **Do's & Don't's of board members**

The Board-CEO Relationship

- **Developing a healthy and respectful relationship**
- **Balancing board expertise and presidential responsibilities**
- **Maintaining positive board relationships; supporting a positive board-president relationship**

12:00 pm – 1:00 pm

Lunch

1:00 pm – 2:00 pm

Robert's Rules/Parliamentary Procedures

Connie Deford, PRP, ACCT Consultant (via Zoom)

Review Basic Parliamentary Rules including Quorum, Agenda, Standard Order of Business, Handling a Motion, Various Types of Motions, Methods of Voting, Rules for Small Board

Overview of Illinois laws/statutes

Benjamin Silver, JD, Assistant Attorney General Illinois (confirmed)

Review of FOIA; Meeting notices; close/executive session; and other matters.

2:00 pm – 2:15 pm

Break

2:15 pm – 3:30 pm

Case Studies – issues in Community College Governance

3:30 pm – 4:00 pm

Best Practices in On-Boarding new Trustees

4:00 pm – 5:30 pm

Welcome Reception

Friday, December 1st

8:00 am – 8:30 am Breakfast

8:30 am – 10:00 am Best Practices in Presidential searches

Search Consultant v. Internal resources

- Process – position description, make up of search committee, role of the board, community involvement
- Finalist Interviews
- Selection
- On Boarding
- Board Retreat

10:00 am – 10:15 am Break

10:15 am – 10:45 am Best Practices of Effective Governing Boards & Services Offered by ACCT

Effective boards engage in educational opportunities and regular board development.

- Board development/Board Retreats
- Board self-assessment/Trustee self-assessment
- CEO Evaluation
- Presidential Searches

10:45 am – 11:30 am Engaging Your Community

11:30 am – 12:00 pm Reflection

Charlene Dukes, Ed.D., ACCT Consultant, Co-Facilitator

Ken Burke, ACCT Consultant, Co-Facilitator