

Diné College President's Office
2016 Meeting Agenda/Minutes

Board of Regents Retreat		Date: February 5, 2016
Present:	Greg H. Bigman, Theresa Hatathlie, Anderson Hoskie, Aaron Lee	<u>Location:</u> Embassy Suites Albuquerque, NM.
Absent:	Johnson Dennison, Tommy Lewis, Nelson S. BeGaye	<u>Time:</u> 8:00am
Guest:	Dr. Linda Thor, ACCT Facilitator	

Agenda	Follow-Up Action:	Responsible POC:
2.05.16 Board Retreat Meeting Minutes were approved on 3.25.16 Motion: Regent Lewis, Seconded: Regent Hatathlie, Vote: 6/0/0.		
<p>1. Convene:</p> <ul style="list-style-type: none"> ▪ Regent Bigman convened the retreat @ 8:25am 		
<p>2. Welcome and Introductions</p> <ul style="list-style-type: none"> ▪ Dr. Linda Thor; facilitator, Greg H. Bigman; Board President, Aaron Lee; Student Regent, Anderson Hoskie; Eastern Agency Representative, Merle Dayzie; Interim Director of Human Resources, Dr. Henry Fowler; Interim Provost, Velveena Davis; Interim VP of Student Affairs, Dr. Lisa Eutsey; Dean of the Faculty, Cheryl Thompson; VP of Finance, Bo Lewis; consultant, Theresa Hatathlie; Board Vice-President, Dr. Martin Ahumada; Interim College President, Moroni Benally; VP of Govn't Affairs, Anjeanette Lang; Executive Assistant <p>Expectations</p> <ul style="list-style-type: none"> ▪ Formulate and build the governing processes. ▪ To learn about board responsibilities and building a bridge between leadership and students. ▪ Learn more about how to be a good board member. ▪ Learn more about how to communicate effectively between the leadership and board. ▪ Revitalizing everything all the way to student services. Being able to work closely with the leadership team and the board. ▪ Make sure communication between faculties to the board is done accurately. ▪ Rebuild the relationships between the board, the staff, and faculty. Ensure that communication is effective across the entire college, including the Centers. ▪ Assist the VP of Finance and learn more about effective communication. ▪ To build and integrate the traditional values and the western values so there is balance. 		

<ul style="list-style-type: none"> ▪ What does governance mean from a board’s prospective. How the board and the executive team can build trust and respect so that all are successful. ▪ Develop effective processes and protocols. How to interact professional between the executive team and up to the board. ▪ The direction and the visions to where the college is going and moving forward. <p>Ground Rules</p> <ul style="list-style-type: none"> ▪ Safe Zone; feel free to share your opinions, agree and/or disagree. ▪ Everyone participates. ▪ Maintain Confidentiality. ▪ No attributions. ▪ No ranking in the room; everyone’s voice is important and welcome. One speaker at a time and no side conversations. ▪ Everyone helps to keep all on track. ▪ Have an open mind and respect each other. ▪ Attack the problem and not the person. ▪ Stay for the entire session. ▪ Silent phones. ▪ Stay one time according to agenda. 		
<p>3. Invocation: Given By Regent Hoskie</p>		
<p>4. Roles, Responsibilities & Best Practices of Effective Boards within an Indigenous Framework.</p> <ul style="list-style-type: none"> ▪ The primary role of the board is the Fiduciary Responsibilities. ▪ Setting the benchmarks to move forward. ▪ Strategizing the strategic plans. ▪ Continue with the vision and what our forefathers had set forth in the beginning of the foundation of the college. ▪ Maintain loyalty, governance, and proper oversight. ▪ Performance and finding means to evaluate and asses. Looking at internal policies and ensuring they are followed. ▪ The primary role of the board is to govern on behalf of the community. This includes the responsibility to the Navajo Nation. ▪ To establish policy; responsibility defining the mission, vision, and philosophy for the college. Establish reporting framework to ensure legal and ethical conduct and compliance. ▪ Working with the president of the college 		

<p>Job Description for the Board</p> <ul style="list-style-type: none"> ▪ To meet legal requirements and be a voice for the community. ▪ Demonstrate commitment and unity to carry out the vision and mission of the college. ▪ Identify new and emerging educational and social needs of the community. ▪ Strive for quality and support the efforts to fundraise for the college. ▪ Bring meaningful change and making sure educational programs are viable. ▪ The board is responsible for the job description of the president and to ensure that a competent president is employed. The board is also responsible to evaluate the president, offer support, and make sure protocol is in place. <p>Characteristics of a Great Board</p> <ul style="list-style-type: none"> ▪ Decision making among the board and the executive team should always benefit the students. ▪ A great board speaks with a common voice; ask why, what, and how; to fulfill mission and reach the college’s vision. ▪ There is a strong relationship between the board and the president. ▪ Each regent understands his/her responsibilities and the board should participate in professional development. <p>Behaviors of an Effective Board</p> <ul style="list-style-type: none"> ▪ Pay attention to important issues. Structure the work of the board on getting priorities completed. ▪ Think strategically about the strengths of the board as a whole and individually. ▪ Use evaluation to learn rather than criticize. The self-assessment is a great example. ▪ When appropriate, have the confidence to take risks. ▪ Cultivate constructive relationships with staff. Have trust and value open and honest communication. ▪ Works together as an effective corporate unit. <p>Top Rules for Meetings</p> <ul style="list-style-type: none"> ▪ Follow rules ▪ It’s okay to disagree without being disagreeable ▪ Talk about important issues and reach a consensus ▪ Follow all parliamentary procedures ▪ The board should not surprise the president nor should the president surprise the board. ▪ Code of Conduct for the entire organization <p>Relationship between the Board and the President</p> <ul style="list-style-type: none"> ▪ Delegate’s authority to the president to lead his/her administration. 		
---	--	--

<ul style="list-style-type: none"> ▪ The board has the authority to set policy ▪ The board should be involved with strategic planning to a certain extent. ▪ Individual members do not speak for the board. ▪ Understand the difference between policy and operations ▪ Work with a spirit of harmony and cooperation ▪ Refer any complaints to the President ▪ Utilize board expertise and relationships ▪ Encourage board development ▪ Defend the college and its staff in public, criticize in private when needed. ▪ Be passionate, supportive, and trustworthy <p>Expectations from the Board to the President:</p> <ul style="list-style-type: none"> ▪ Quality management and financial requirements. Reports back to the board ▪ Advocate and be a level headed leader. Working from the bottom up; have a strong foundation and using the cornstalk model as a tool. ▪ To lead with confidants, trust, and is an action and visionary leader. Quality managements based on Ke. To empower staff, to listen, to bring new partnerships and ideas to sustain and prosper the college. ▪ Disclosure, transparency, and effective management ▪ To legitimize ▪ To advocate for the college and fundraise. To be actively involved with key decision-making. ▪ Public appearances and show support; especially to students. The intent of a regent showing unexpectedly is not to show micro management, but to show support and to learn more about the college ▪ Restore harmony <p>Expectations from the President to the Board.</p> <ul style="list-style-type: none"> ▪ Ensuring effective and ethical compliance ▪ Recruiting and retaining qualified employees <p>Fiduciary Responsibilities</p> <ul style="list-style-type: none"> ▪ Oversight of the financial audits ▪ Hold in trust the property and assets for future students ▪ Report to appointing authority; Navajo Nation council ▪ Setting the compensation policy ▪ Receive reports on financial expenditures. Revenues and Expenditures; what are the percentage trends. 		
---	--	--

<ul style="list-style-type: none"> ▪ Change auditors periodically and selection of auditors ▪ Restore harmony <p>Communication protocols</p> <ul style="list-style-type: none"> ▪ Determine a preferred method of receiving information. (Examples: email, phone, newsletters, meetings, one to one). ▪ Determine what information is valuable information to communicate with the board. ▪ Communication protocol should be practiced. All communication should be done through the college president. ▪ Communication of college business should be done using the college’s email. 		
<p>5. Public Services and Public Trust</p> <p>Ethical Commitment of Board Members</p> <ul style="list-style-type: none"> ▪ The Public expectation of high standards ▪ Codes of ethics detail specific expectations ▪ A guide to decision making ▪ Transparency <p>Conflict of Interest</p> <ul style="list-style-type: none"> ▪ Be familiar with the conflict of interest policy ▪ Regents should sign a form pertaining to conflict of interest ▪ Everyone should play a key role in looking out for Conflict of Interest ▪ Be aware of the “Front Page” test. Self-gain or the best interest of the college. Question yourself if this is an ethical thing to do ▪ If dealing with a conflict of interest; disclose it. You may also want to abstain a vote and/or excuse yourself from the room. If you cannot get rid of the conflict of interest, you may want to resign. Make sure that legal help is sought. 		
<p>6. Results of Board Self Assessment</p> <ul style="list-style-type: none"> ▪ Following lunch, the results of the board self-assessment were reviewed and discussed. The highest rated categories were <i>The Right Chemistry: Board/Regent/Chair/President</i> (3.60) and <i>Leading by Example: Being Productive and Consistent</i> (3.27), while the lowest rated category was <i>Institutional Readiness for Student Success</i> (2.59), indicating that the board and institution should spend time focusing on developing strategies to increase and improve student success and completion. The table below breaks out the average ratings per category. 		

Category	Average Rating
The Right Chemistry	3.60
Leading by Example	3.27
Effective Leadership	3.24
Regent Satisfaction	3.17
Individual Regent Experience	3.13
Big Picture Focus	2.84
Institutional Readiness Student Success	2.59

- Also of note, the majority of ratings fell in the 3 category while 30 percent of the ratings were 4 or 5.

Rating	No. of Responses	Percentage
5=strongly agree, highly considered, completely implemented, very well prepared, highly satisfied	22	7%
4=agree, considered, mostly implemented, prepared, satisfied	70	23%
3=somewhat agree, somewhat considered, somewhat implemented, somewhat prepared, somewhat satisfied	148	47%
2=disagree, barely considered, barely implemented, barely prepared, dissatisfied	53	17%
1=strongly disagree, not considered, not at all implemented, not at all prepared, highly dissatisfied	10	3%
Don't Know	10	3%
skipped	7	N/A
Total	320	100%

7. Presidential Evaluation Overview

- ACCT is able to assist Diné College with its presidential evaluation process and assist with customizing the process that fits the needs of the college.
- Acct will also assist in providing the necessary tools to conduct its presidential evaluation
- There was suggestion to evaluate the president once a year and do a progress follow up within six month.

8. Developing an Action Plan/Next steps

- a. The final activity was to confirm an action plan and assign responsibility and establish a timeline.

Action	Responsible Party	Target Date
Develop a whistleblower policy	The board in cooperation with the president	April 2016
Identify data the board needs to review and establish a calendar for its review	The president, provost and board liaison	April 2016
Renew the JISH	The Board in cooperation with the president, provost and CDS	June 2016
Develop a presidential evaluation process	The board in cooperation with the president and human resources	June 2016
Adopt a universal and board code of conduct	The board in cooperation with the president	6 months (July 2016)
Develop due process for the president	The board with Theresa Hatathlie taking the lead	6 months (July 2016)
Adopt a Conflict of Interest policy and procedures	The Board in cooperation with the president	6 months (July 2016)
Train and cultivate cultural sensitivity	The board in cooperation with the president and LDS	9 months (October 2016)
Select a new auditor	The vice president of financial affairs with the board	January 2017
Grow and optimize OIPR capacities for strategic planning	The president with OIPR	Ongoing and phased in
Provide institution-wide orientation and development	Human resources, faculty association, CDS and the board.	Ongoing
Promote continuing board training/development	The president	Ongoing

Other: Parking Lot Items

Several items were identified to be discussed further in the months ahead, and to determine if further assistance is needed.

- Determine the number of board meetings to be held each year.
- Conduct a cyber-security audit.

<ul style="list-style-type: none"> ▪ Advocate for a Navajo Nation higher education agenda. ▪ Increase short-term workforce training. ▪ Conduct nation building for jobs. 		
<p>9. Next Meeting</p> <ul style="list-style-type: none"> ▪ The next Board Retreat meeting will be February 6, 2016 in the Ponderosa meeting room at 9:00am. 		
<p>10. Adjournment</p> <ul style="list-style-type: none"> ▪ By acclamation @ 3:50pm 		
<p><i>Diné College Board Retreat Minutes Respectfully Submitted by: Anjeanette Lang, Executive Assistant to Diné College Board of Regents</i></p>		