I. CALL TO ORDER:

The Vice Chair, Mr. Mel Takehara, called the meeting to order at 4:00 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chair recognized that a quorum of Board members were present.

III. STUDY SESSION:

Dr. Tollefson reviewed the 2004-05 Goals document. He stated that the first six items are the institutional Initiatives for the year and that the last five items are his personal goals as well as goals for Cabinet.

Discussion followed. A suggestion was made to have a statement at the beginning of the document stating that the goals listed will be aspired to but are not guaranteed that they will all be achieved.

Discussion on Item P3, “Review and revise college procedures and conduct regular training sessions for employees.” Following discussion it was agreed that changes made to the college’s operating policies would be shared as an information item with the Board.

Discussion was held on the language of Item P3, Section D. Following discussion it was agreed that it would read “Communicate with various college constituencies concerning processes for changing and adopting new procedures.”
A suggestion was made to establish a base number for targets that stated that there would be a certain percentage increase, such as under Goal 1, Section B “Increase the number of students who transition from ESL to ESL bridge, ABE, or college level courses by 50%.”

Dr. Tollefson stated that he would work on the revisions to the 2004-05 Goals document and will send it out to the Trustees prior to the November Board meeting.

IV. STUDY SESSION:

The study session was adjourned at 4:55 p.m., no action was taken.