

H. LAVITY STOUTT COMMUNITY COLLEGE

Tortola, British Virgin Islands

BOARD RETREAT

March 21 & 22, 2019

Association of Community College Trustees

Retreat Facilitator – Dr. Bradley J. Ebersole

PURPOSE OF THE RETREAT

The HLSCC board retreat aims to strengthen the leadership role of the Board of Trustees and the President by clarifying good governance practices with a focus on understanding best practices in overall board and presidential responsibilities, ethics, setting policies, and fiscal development. In addition, the retreat will assist in future planning related to student success and enhancing enrollment, campus safety, fundraising, understanding accreditation, building partnerships, serving the workforce needs of the British Virgin Islands, and recognizing changing priorities and trends in community college education.

At the conclusion of the retreat the board will have the content to develop an innovative strategic plan for the future of the college.

GOALS FOR THE RETREAT

The primary goals for the retreat are to:

1. Identify specific characteristics of effectiveness as a board and as individual board members.
2. Understand the role of the board related to critical functions of the college.
3. Understand the primary principles for institutional fundraising, and board/president relationships.
4. Develop a framework for the future direction of the college.
5. Identify the next steps for future college planning.

METHODOLOGY

The retreat will be interactive including small group work, full group discussions, referencing of related short articles, and viewing of a video. The active inclusion of all participants is intended to result in the start of a plan for leading the college in the years to come.

BOARD RETREAT OUTLINE

DAY ONE – 8:30 – 10:30 AM

Introductions, Responsibilities, Commitment

Goal One – Identify specific characteristics of effectiveness as a board and as board members.

- I. Review Purpose and Expectations of the Board Retreat

- II. Board Introductions and Working Together As A Unit
 - a. Knowing one another as a Board **(Worksheet One)**
 - b. Board member's strengths and areas for greatest contribution
 - c. Characteristics of a mature Board of Trustees **(Worksheet Two)**
 - d. Is this a strong Board of Trustees?
 - e. Checklist of Board Responsibilities – **(Worksheet Three)**

- III. Understanding Individual Board Responsibilities for Maximum Effectiveness
 - a. Checklist for effectiveness as a member of the board – **(Worksheet Four)**
 - b. Framework for Ethical Decision Making – **(Worksheet Five)**
 - c. Understanding the importance and value of shared governance – **(Worksheet Six)**
 - d. Comparison with HLSCC Board Manual

- IV. Knowing H. Lavity Stoutt Community College **(Worksheet Seven)**
 - a. It's all about the mission, vision, precepts – Is this current and relevant?
 - b. Board perception of HLSCC – Strengths and opportunities

BREAK – 10:30 – 10:45 AM

DAY ONE – 10:45 – 12:00

Dealing With The Basics

Goal Two - Understand the role of the board related to critical functions of the college.

- V. Start With the Students – Our Most Important Constituency!
(Video – Students Speak – Are We Listening?) – **(Worksheet Eight)**
 - a. HLSCC student demographics and community college student demographics –
(Worksheet Nine)
 - b. Enrollment challenges and opportunities – articles for review
(Worksheet Ten)
 - Germannanna’s Increase Bucks Nationwide Trend
 - Effective Strategies to Counter Enrollment Declines
 - The Physics of Adult Student Marketing
 - Colleges Seek More Male Students
 - Ten Strategies for Strengthening Community College Enrollment and Success
 - High School Counselor’s Views on Community Colleges
 - c. Student life and HLSCC – What the board should understand
 - d. Board responsibility to students.
Are students achieving their goals? Are students successful? How do you know?

LUNCH – 12:00 – 1:00 PM

DAY ONE -1:00 – 2:00 PM

- VI. Meeting Workforce Needs
 - a. Occupational and employment projections – **(Worksheet Eleven)**
 - b. Meeting workforce needs – articles for review – **(Worksheet Twelve)**
 - Training the Next Generation of Workers
 - Career and Tech Ed Doesn’t Preclude College
 - The Meaning of Credentials
 - What Employers Want
 - c. Review current HLSCC strengths in meeting workforce needs –
(Worksheet Thirteen)
 - d. What do employers want?– Can we help? How?

BREAK – 2:00 – 2:15 PM

DAY ONE 2:15 – 3:30 PM

- VII. Developing Partnerships for Improved Delivery of the Mission
 - a. Value of partnerships – **(Worksheet Fourteen)**
 - high school to college
 - community college to university
 - business and community organizations
 - b. What partnerships exist
 - c. Potential partnerships to consider

 - VIII. Campus Safety – **(Worksheet Fifteen)**
 - a. Importance of campus safety
 - b. Basic concepts of campus safety
 - c. Policy development

 - IX. Understanding College Accreditation – **(Worksheet Sixteen)**
 - a. Importance of accreditation
 - b. Board's role and responsibility in the accreditation process
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DAY TWO – 8:30 – 10:15 AM

Goal Three - Understand the primary principles for institutional fundraising, and board/president relationships. (Two Primary Functions)

- X. Fundraising Principles and Board Involvement – **(Worksheet Seventeen)**
 - a. Why philanthropy?
 - b. What is realistic fundraising?
 - c. What structure needs to be in place for success?
 - d. Grants as a means for funding.

- XI. Board and the President – **(Worksheet Eighteen)**
 - a. Board and President relationships – Reviewing the essentials
 - i. Shared purpose and vision
 - ii. Mutual respect and support
 - iii. Ongoing communication
 - iv. Clear expectations
 - b. Board and President Working Relationship – Basic understandings

BREAK – 10:15 – 10:30 AM

DAY TWO – Remainder scheduled 10:30 – 3:00 (With lunch break - 12:00 – 12:30 PM)

Planning for the Future of HLSCC

Goal Four - Develop a framework for the future direction of the college.

- XII. Innovation
 - a. What does it mean to be innovative? **(Worksheet Nineteen)**
 - b. What makes someone, or a group, innovative?
 - c. Are we self-limiting, or self-sustaining, or self-enhancing?
 - d. Innovations and trends for community colleges **(Worksheet Twenty)**
 - e. Innovations for HLSCC

- XIII. Planning for the Future of HLSCC **(Worksheet Twenty-one)**
 - a. Review current strategic goals
 - b. What is the shared vision?
 - i. Three years – 2022
 - ii. Five years – 2024
 - iii. Ten years – 2029
 - c. Top Five Priorities and Goals

The Future for HLSCC

Goal Five - Identify the next steps for future college planning.

- XIV. Next Steps for HLSCC
 - a. Outline action plan for the future.

- XV. Did we achieve our goals for the retreat? Review and summary.
 - a. Review goals and accomplishments of the retreat
 - b. Understanding the Board Life Cycle - Article