



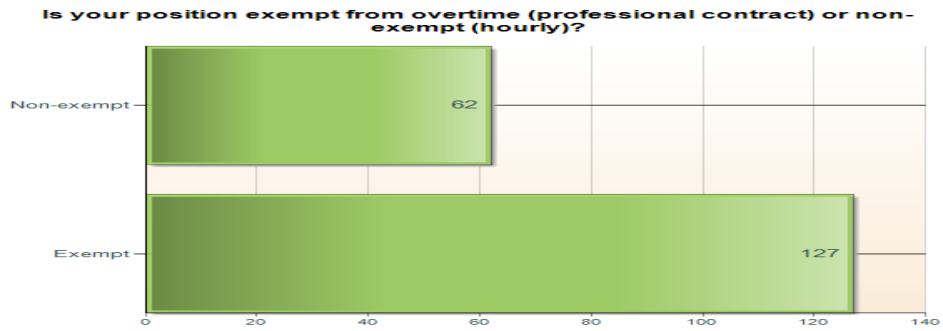
PROFESSIONAL BOARD STAFF NETWORK (PBSN) JULY 2008 SURVEY RESULTS

1. What is your position title? (Note: Did not duplicate entry if there were identical titles.)

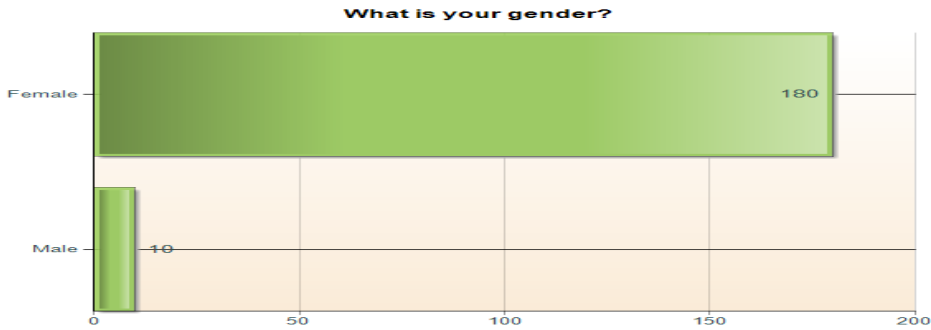
Administrative Assistant
Administrative Assistant III
Administrative Assistant, Office of the Chancellor and Board of Trustees
Administrative Assistant to the Board of Trustees
Administrative Assistant to the Board of Trustees and the President
Administrative Assistant to the Chancellor
Administrative Assistant to the Chancellor and Board of Trustees
Administrative Assistant to the Executive Director
Administrative Assistant to the President
Administrative Assistant to President and Board of Trustees
Administrative Assistant to the President (it may be changed soon to Executive Assistant to the President and District Board)
Administrative Assistant to the President and Recording Secretary to the Board of Trustees
Administrative Assistant to the President and Secretary to the Board of Trustees
Administrative Assistant to the President/Board Liaison
Administrative Assistant to the President/Executive Assistant to the Governing Board
Administrative Assistant to the President, Personnel, & Trustee Services
Administrative Coordinator of the Board Office
Administrative Coordinator, President's Office
Administrative Secretary to the Board of Trustees
Administrative Secretary to the President
Assistant Board Secretary/Administrator
Assistant to the Board of Directors and District Vice President
Assistant to the Board/President
Assistant to the Chancellor
Assistant to the College President
Assistant to the Governing Board
Assistant to the President
Assistant to the President and Board of Regents
Assistant to the President and Clerk of the Board
Assistant to the President and Coordinator of Accountability Reporting
Assistant to the President and Secretary to the Board of Trustees
Associate Director for Board Services
Associate for Board Relations
Associate - President's Office
Board Office Assistant
Board Office Supervisor
Board Secretary
Board Secretary and President's Assistant
Board Secretary/Treasurer and Executive Director of Human Resources
Chancellor's Executive Assistant
Chief of Staff
Chief of Staff to Board of Trustees
Confidential Administrative Assistant to Board of Trustees and President's Cabinet

Confidential Executive Assistant to the Superintendent/President
Coordinator for the President and Board of Trustees
Coordinator of Board Services
Dean
Dean of Administrative Services
Executive Administrative Assistant to the President
Executive Administrative Assistant to President and Board / Human Resource Officer
Executive Administrative Assistant to the President and Board of Trustees
Executive Assistant, President's Office
Executive Assistant to President
Executive Assistant to the Board of Trustees
Executive Assistant to the Board of Trustees and Manager of the President Trustee Executive Office
Executive Assistant to the Chancellor
Executive Assistant to the Chancellor and Board of Trustees
Executive Assistant to the Executive Director and Local Advisory Board
Executive Assistant to the President
Executive Assistant to the President and Assistant Secretary to the Board
Executive Assistant to the President and Associate Secretary to the Board
Executive Assistant to the President and Board of Trustees
Executive Assistant to the President and Board of Yavapai College
Executive Assistant to the President and Governing Board
Executive Assistant to the President and Secretary to the Board of Directors
Executive Assistant to the President and Secretary to the Board of Trustees
Executive Assistant to the President/Board Clerk
Executive Assistant to the President/Clerk of the Board
Executive Assistant to the President/Secretary to the Board of Trustees
Executive Assistant to the Superintendent/President
Executive Assistant to the Superintendent/President and Board of Trustees
Executive Associate II to the President
Executive Associate to the President
Executive Associate to the President/Assistant Secretary to the Board of Trustees
Executive Coordinator
Executive Director-Board Relations
Executive Director for the President's Office and Strategic HR
Executive Director, Grant Development & Trustee Relations
Executive Director of Economic Development and Continuing Education, and, Board Secretary
Executive Secretary
Executive Secretary to the Chancellor
Executive Secretary to the President
Executive Secretary to the President and Board of Trustees
Executive Secretary to the President/Board Secretary
Manager of Board Operations/Assistant to the Chancellor
President's Office Secretary/Assistant
Secretary to President/Board Secretary
Secretary to the Board of Trustees
Senior Administrative Associate to the President
Senior Executive Assistant
Special Assistant to the Chancellor/Board Liaison
Special Assistant to the President
Staff Assistant to the Board of Trustees
Staff Assistant to the President
Trustee, Gavilan Community College Board

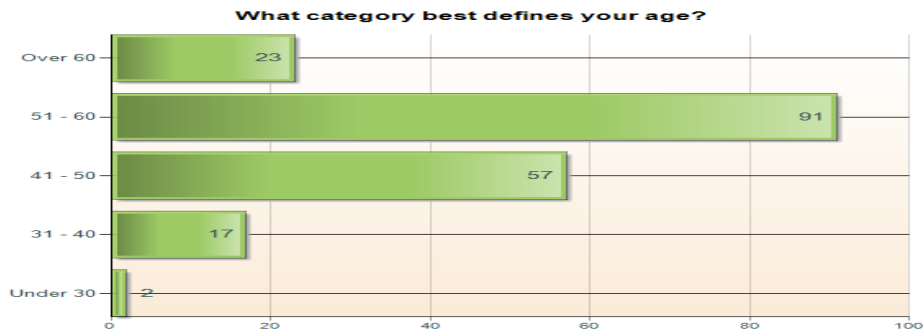
2. Is your position exempt from overtime (professional contract) or non-exempt (hourly)?



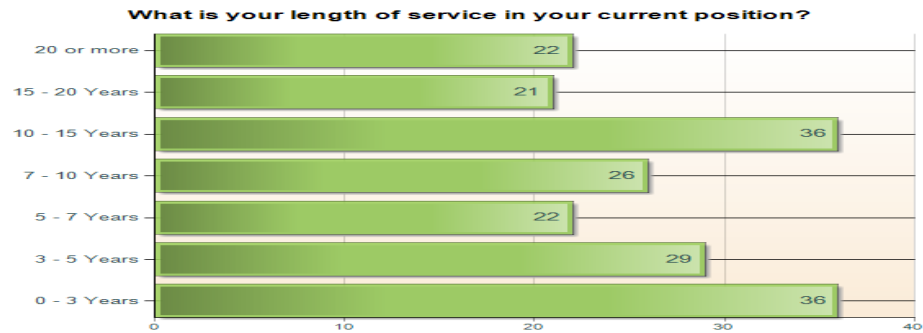
3. What is your gender?



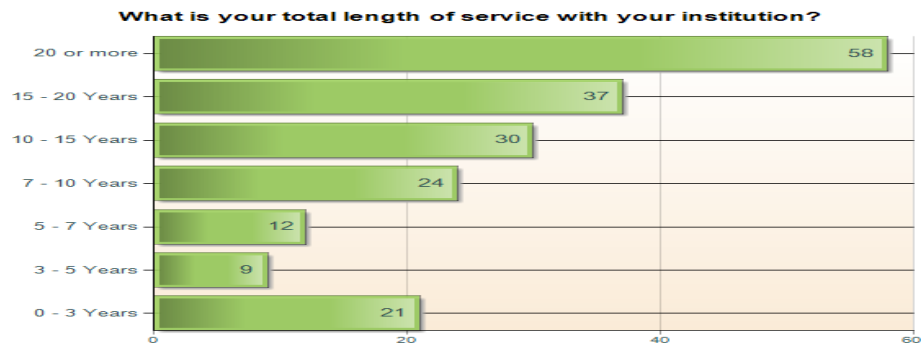
4. What category best defines your age?



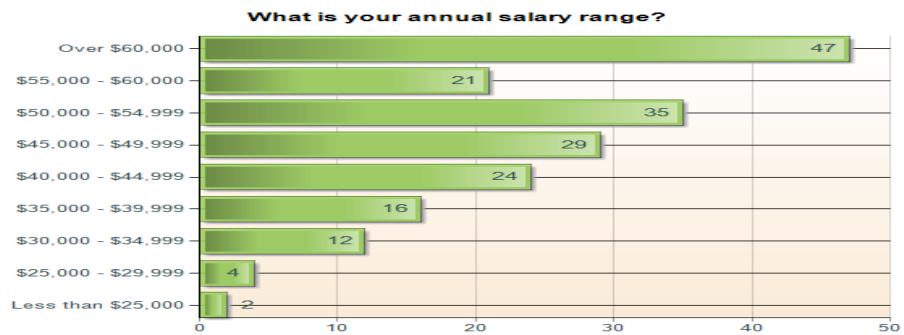
5. What is your length of service in your current position?



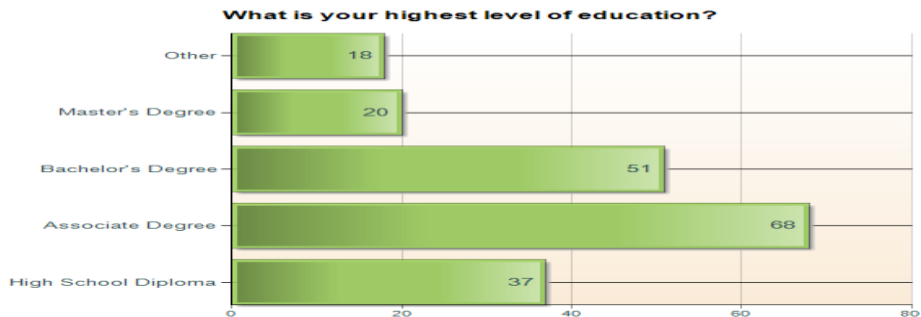
6. What is your total length of service with your institution?



7. What is your annual salary range?



8. What is your highest level of education?



9. What field is your degree in?

- 1 yr business certificate
- 2 degrees - Secretarial Science and Associate of Arts
- Administration
- Administration/Management
- Administrative Assistant
- Administrative Office
- Applied Mathematics, Music
- Applied Science
- Art
- Associate in Arts
- Associate of Technical Studies - Office Management

Bachelor of Arts
B.A. in Sociology
B.A., English; MPA
B. S. - Business Management
B. S. - Business Management will be completed in December of 2008.
B.S. Elementary Education/Teaching Degree
Business
Business Administration
Business-Administrative Office Technology
Business Education
Business Management
Business Technology
Career and Technical Education
Career and Technology Education
Certificate from accredited business school
Classics and Italian
Communications
Consumer Science
Counseling
Degree not completed but was to be Business Management/Marketing
Education
Education administration
Education & Educational Leadership
English
Executive Secretarial
Executive Secretarial Science
Family Environment - Sociology, Psychology, Communications
Fine Arts (have worked as Exec. Asst., etc. for 20 years.)
General Education
General Office Technology (1983)
General Studies
General Technology - Business Emphasis
Gov't/Econ
Guidance and Counseling
Human Resource Administration
Humanities
Leadership
Legal Assistant
Legal Secretarial Certificate from Business College
Letters, Arts, and Sciences
Liberal Arts
Liberal Arts-Humanities emphasis
Liberal Studies
Liberal Studies with emphasis in Business
Management
Management - Business Administration
Management and Organizational Development
Management of Human Resources
Management Systems & Personnel
Marketing
Mathematics
MBA with a focus on Strategic HR

Medical Secretary
Mid-management
Music
N/A (approx. 60 college credits but no degree)
Office Administration/Business Administration
Office Assistant
Office Education
Office Management
Only have a few College hours. (But I have "tons" of experience.)
Organizational Behavior
Personnel Management
Political Science/Public Administration
Psychology
Restaurant, Hotel and Institutional Management (RHI)
Secretarial and accounting
Secretarial and Management and Supervisory Development
Secretarial Certificate
Secretarial Science
Secretarial Science/Accelerated Business
Undergraduate - journalism; masters in higher education
Unrelated field
Vocational, Technical, and Adult Education
Working on degree

10. What CEU's have you attained related to your position?

.7 CEUs Women's Seminar (Skillpath)
6 CEUs Administrative Ass't. Conference (Skillpath)
10-15 different computer classes and other classes relating to admin asst work
12 on campus
AACC , ACCT, Brown Act, facilitator training, HR/Employee Relations, NIMS/SEMS training, sexual harassment prevention and workshops through State CC organizations
Additional studies at my community college and a regent institution
Administrative Professionals (IAAP)
A few seminars, haven't kept track of CEU's.
Board clerk's seminars, administrative assistant seminar and professional writing seminar
Business Writing
Certified Professional Secretary and Recertified through the International Association of?? (answer incomplete)
Computer software programs and Professional Development Classes/Seminars
Computer training including Photoshop and web design, , customer service, Lean management and managing not-for-profits
Continuing SPHR designation.
Continuous professional development
CUPA-HR conferences, Leadership , NAPHE conference and SHRM conferences
Customer Service, Ethical Fitness, Giving and Receiving Constructive Feedback, Leadership, Moving from Conflict to Collaboration
Digital Archiving application; Project Management application, etc.
Earned CEU's when attending our annual Kansas Association of Community College Office Plant Professionals Conference.
Have participated in lots of professional development activities, none with CEUs

I am continuously attending leadership and professional development programs and receiving CEU's for these. I attend over 20 of these every year. Working on Masters Certificate program through University of Kansas

I am currently working on my Bachelor's degree majoring in human resources

I have some CEU's from our yearly office professionals meetings and others but have not kept track of them.

I have taken many college courses but I have not received any salary advancement based on any continuing education credits.

Interpersonal Skills, Policy Governance and several Leadership workshops.

I passed the Certified Professional Secretary (CPS) exam in 1993 and was current through 2003. I had to earn 120 CEUs for that.

Many including, software, staff dev., business and short day seminars in many topics

Many, many college courses to keep up-to-date in my field.

Microsoft Office Programs

Microsoft Programs

Minimal

None, however, I take classes to update my skills.

None - Just completed Graduate degree in June 2007

Numerous

Numerous workshops and in-service professional development.

Policy & Procedure Writing,

Professional Assistants Board Secretaries Conference; ICCTA Lobby Day

Several including Oregon's Public Meeting Law

Too many to list--Average over 40 hours of classroom time per year.

Various

Various - leadership training, policy writing and writing presidential speeches

Various task & time management, computer classes and other courses as related to better serve my position.

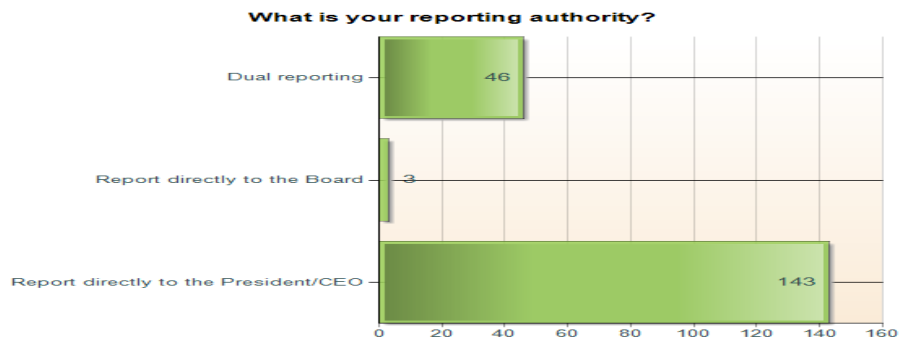
Various training sessions in sessions such as: Who Moved My Cheese? Six Thinking Hats. Lateral Thinking. Lean Training, etc.

Yearly staff development courses in leadership, supervisory skills, legal aspects of position, etc.

What is CEU's?

Working on Associates Degree. I have also completed a Professional Computer Application certificate program.

11. What is your reporting authority?



12. Are there other staff directly supporting the Board other than yourself? If so, how many are part-time or full-time?

Part-time:

1 Staff Member: 13 Responses
 2 Staff Members: 1 Response

Full-time:

1 Staff Member: 24 Responses
 2 Staff Members: 6 Responses
 3 Staff Members: 2 Responses
 4 Staff Members: 1 Response

Other:

President's Assistant
 3 Vice Presidents, One Foundation Director, One HR
 Board Treasurer, President
 President and two other Deans

13. Do you supervise others in your office and if so, how many are part-time or full-time?

Part-time:

1 Staff Member: 23 Responses
 2 Staff Members: 5 Responses
 3 Staff Members: 2 Responses
 4 Staff Members: 1 Response

Full-time:

1 Staff Member: 52 Responses
 2 Staff Members: 13 Responses
 3 Staff Members: 4 Responses
 6 Staff Members: 1 Response
 8 Staff Members: 2 Responses
 9 Staff Members: 1 Response
 12 Staff Members: 1 Response

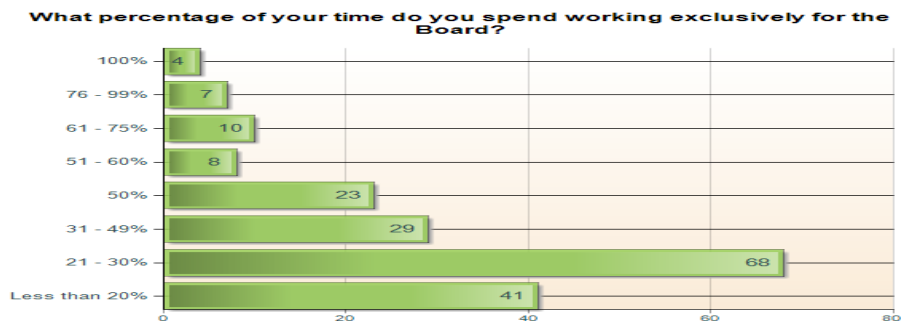
Work Study/Student Workers:

6 Responses

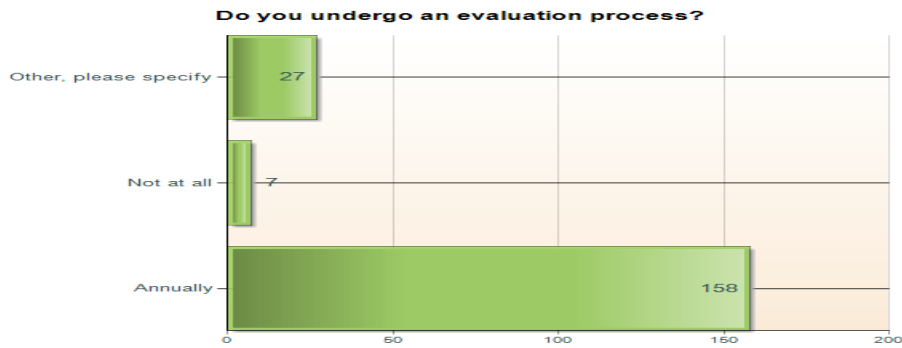
Misc. Titles:

Receptionist
 Office Assistant II
 Senior Administrative Assistant
 Receptionists
 Building Secretaries
 Secretary
 Assistant

14. What percentage of your time do you spend working exclusively for the Board?



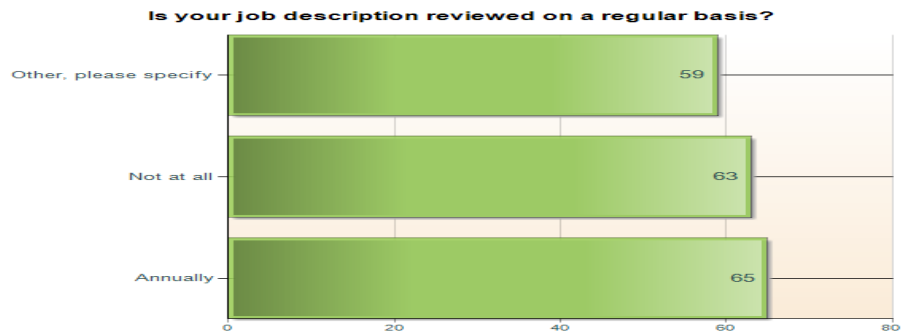
15. Do you undergo an evaluation process?



Other Evaluations:

- 1 year term appointment
- 360 Evaluation Process
- All other employees are evaluated.
- Annually for first 3 years; then every 3 years
- Annually for the 1st 5 years, then every 3 yrs
- Biannually
- By the College President only--not the Board
- Daily
- Developing one at the present time.
- Every (3) years
- Every 2 years
- Every other year
- Informal, annual conversation w/raise notification
- Intermittently by President. Never by Board.
- Quarterly
- There is an evaluation process at our college
- Three times--goal setting, mid year and annual
- Twice a year, annual and mid-year
- We are just implementing one
- We have a new president. May now in the future.
- Whenever the boss gets around to it.

16. Is your job description reviewed on a regular basis?

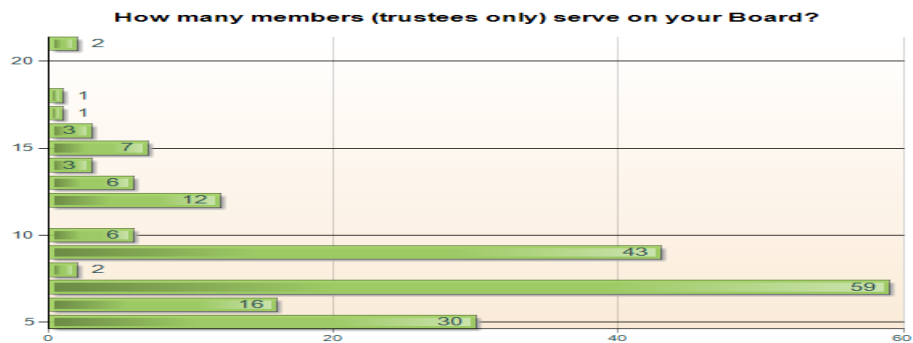


Other Job Descriptions:

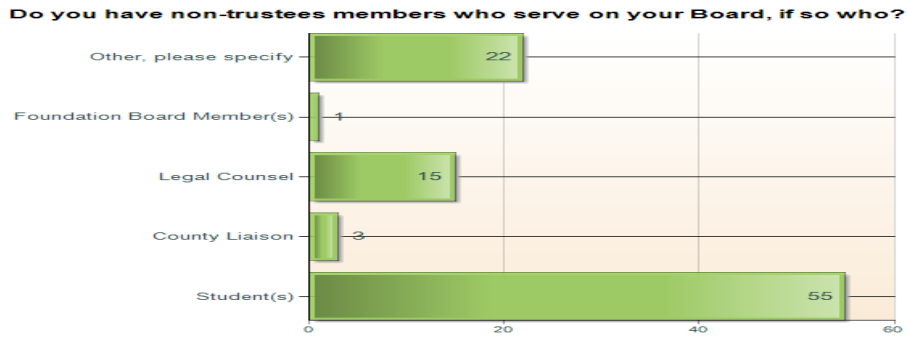
- A minimum of at least every couple of years
- All job descriptions every 3-5 years
- All other duties as assigned.
- As needed
- As this is my first year I can not answer.
- Don't know

During classification study at least every 5 years
 Every 3 years
 Every 3-4 years
 Every couple of years
 Every few years
 Every few years during the classification study
 Every other year
 I believe every few years when deemed necessary.
 I initiate review
 I'm not sure
 It probably needs to be reviewed at this time.
 It's supposed to be reviewed annually-it's not.
 My own review resulted in reclassification/upgrade
 No, not unless requested
 Not for years; now part of institutional Job Study
 Not regularly/ongoing
 Occasionally
 Only as duties change
 Only as needed
 Only if/when I request it
 Only when changes are necessary
 Only when college wide job study is done
 Our college just completed a compensation study
 Periodically as responsibilities change
 Periodically - No specific schedule
 Recently, at my request
 Recently finished a classification study
 Reviewed, but not annually
 Somewhat ongoing as duties evolve but not formally
 Sporadic
 Tri-annually by HR dept.
 Typically when position is vacant
 Various times
 Was reviewed Fall 2005
 We are in the process of revising it.
 We have a new president. May now in the future.
 We reviewed all job descriptions this year
 Whenever it is thought about
 When needed but not in last 17 years

17. How many members (trustees only) serve on your Board?



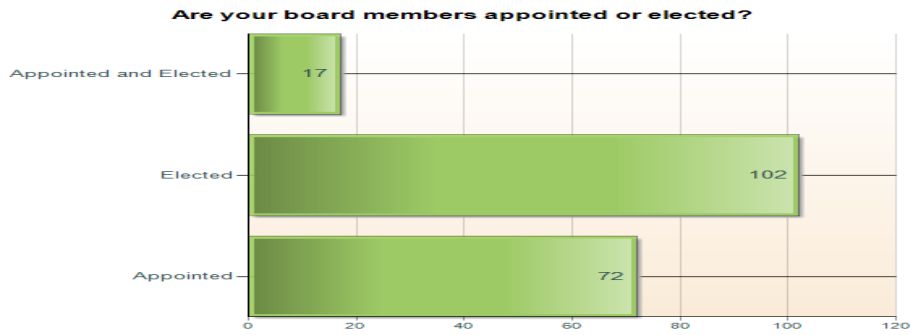
18. Do you have non-trustee members who serve on your Board, if so who?



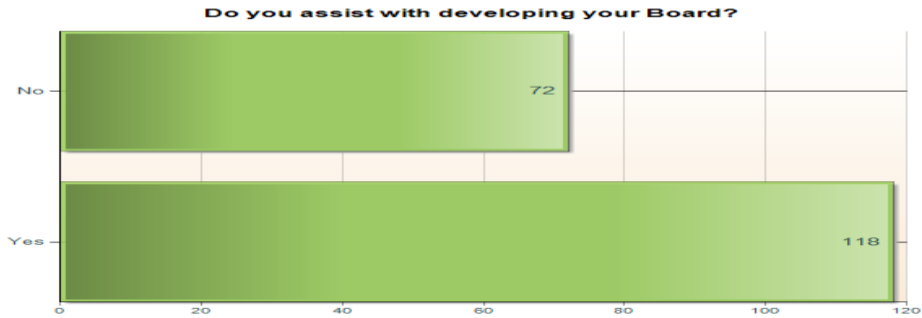
Other Non-Trustee Members:

- 7 Advisory Committee Members
- College Leadership Members
- College President
- Contracted Board Attorney to use as needed
- Faculty (2), Exempt Staff (1) and Classified (1)
- SGA President
- SGA President-Student Trustee
- Secretary to the Board
- Vice Presidents

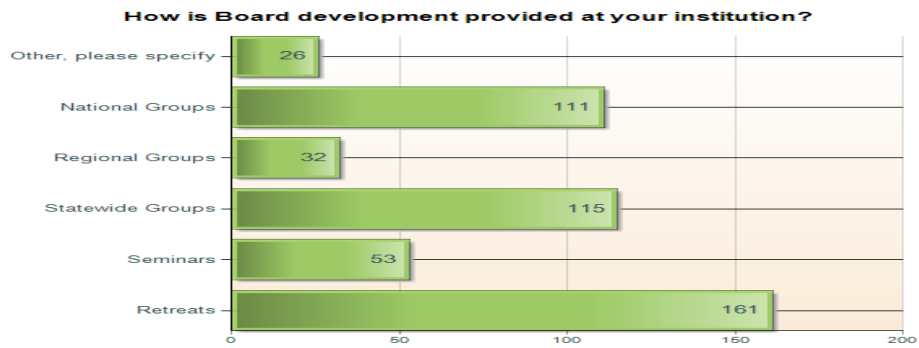
19. Are your board members appointed or elected?



20. Do you assist with developing your Board?



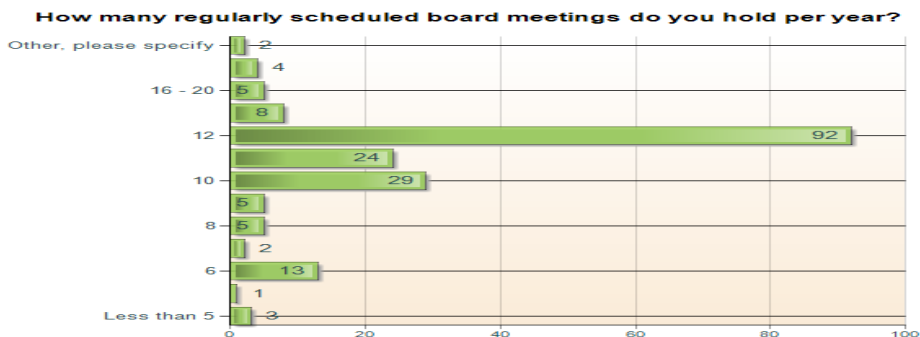
21. How is Board development provided at your institution?



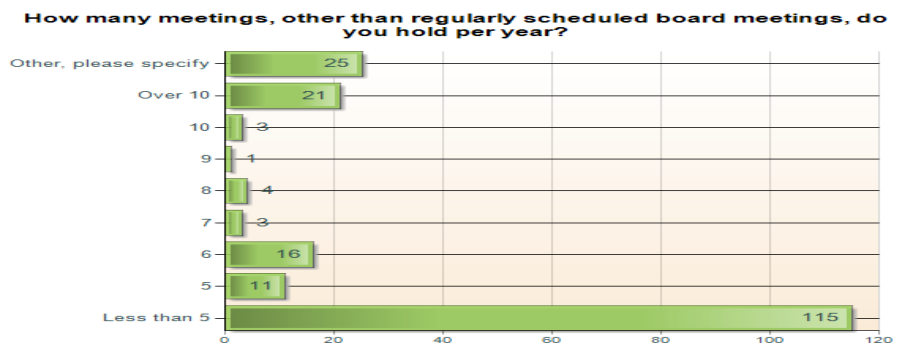
Other Board Development:

- ACCT and HACU Conventions
- ACCT Sponsored Dev. Programs
- CC Workshops
- Individual training, especially for new members
- Individual orientations
- In-house orientation
- Internal training session - accreditation, etc
- Local groups & Governor
- Orientation and mentoring
- Orientation by the College President
- Orientation Session/Meetings
- Orientation sessions + mail-outs
- President & senior admin orient new board members
- President handles it.
- President provides information
- Monthly Board Work Sessions
- National training in policy governance
- Special training in Policy Governance
- State and national conference attendance
- Study sessions prior to or following meetings
- They attend seminars/meetings for Trustees
- Trustees attend conferences and return w/ info
- Work sessions
- Workshops and through state/national conferences

22. How many regularly scheduled board meeting do you hold per year?



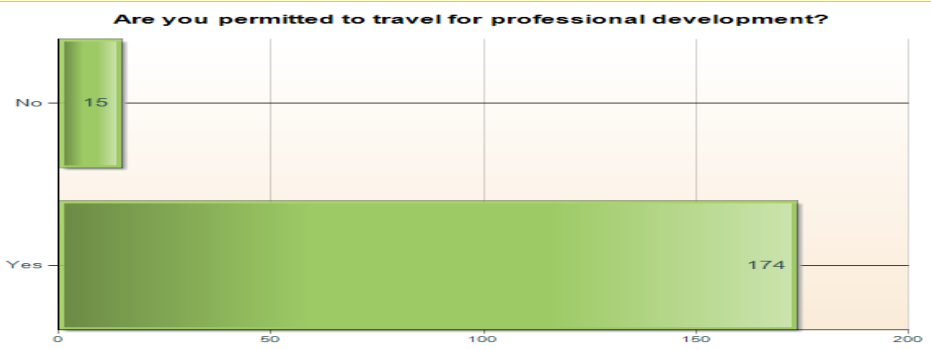
23. How many meetings, other than regularly scheduled board meetings, do you hold per year?



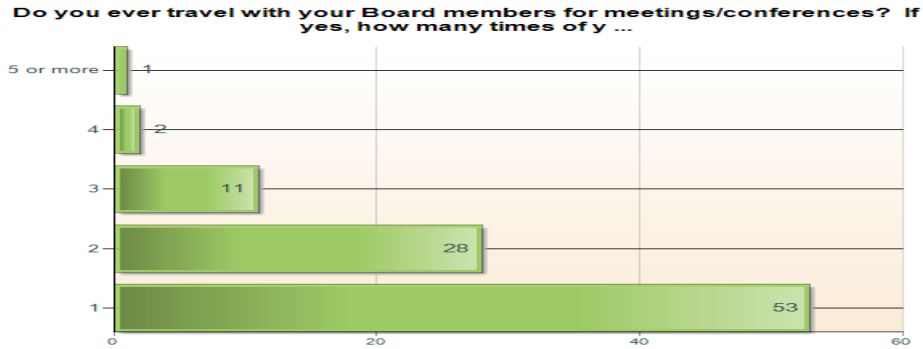
Other Meetings:

- 2 Special for Budget. 1 Special for CEO evaluation
- 2-4 Committee Meetings per board meeting
- Additional meetings are rarely needed
- Additional special meetings average 7 or 8 per year
- As needed
- Board Committees meet before regular mtgs as needed
- Board Committees meet every month or two
- Board does not meet other than regularly scheduled
- Committees and Special Presidential Search Mtgs
- Committee meetings which take place one per month
- Committee Meetings (Audit, Land Development)
- Depends on the need for called meetings
- Depends on the situations. This year numerous.
- Less than 5 board meetings; several committee meet
- Less than 5 special or emergency board meetings
- Monthly committee meetings (2-3 per month avg.)
- No other full board meetings - only committees
- Occasional workshops before/after meetings
- Special meetings as needed; appx 20 committee mtgs
- Special meeting when needed
- Varies depending on need, estimate 5-10 per year.
- Varies - depends on urgency of topics-Sp. Mtgs.
- Varies on need; 3-6 usually
- When needed
- Work sessions

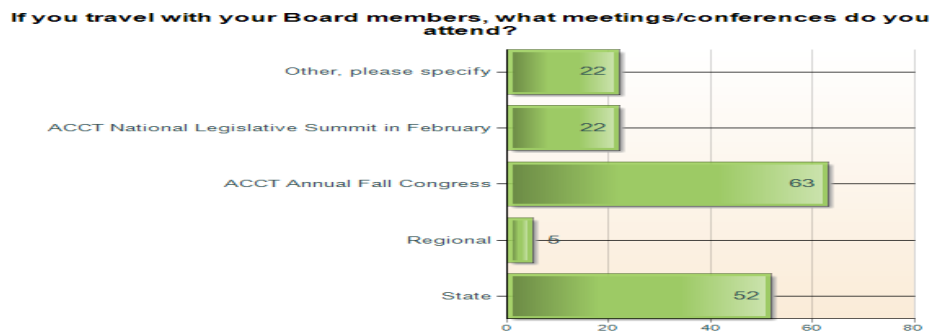
24. Are you permitted to travel for professional development?



25. Do you ever travel with your Board members for meetings/conferences, if yes, how many times per year?



26. If you travel with your Board members, what meetings/conferences do you attend?



Other:

- AACC
- ACCT Annual Fall Congress every 3 to 5 years
- AGB
- AGB National Conference on Trusteeship
- Conferences at which they may present
- First time for the Fall Congress (2 responses)
- First time this year (2 responses)
- Have attended Board Retreats
- Have only been on one trip--ACCT Natl Legis Summit
- I don't travel with them but do attend same events
- International Policy Governance Association Conf.
- I wish!!!
- Local board meetings held off campus
- Local retreats/annual meeting off campus
- Michigan Community College Association
- Never have traveled with Board
- Out of town Board meetings
- Retreat
- Retreats/work sessions
- Two Retreats

27. College/District information:

The results of this question may be viewed on the CD found within the 2008 ACCT Annual Congress PBSN Workshop/Business Meeting notebook.

28. What topics are you interested in for future PBSN meetings?

- Methods others use to organize their meetings and present materials
- How Board committees operate as well as actual Board meetings
- Ideas for Board holiday gifts

Anything involving recording, transcribing, finalizing minutes. Agenda Development process. Agenda styles. Document retention.

Best practices among elected boards for how they work together, select officers, approach orientation for new members, etc.

Best practices for taking minutes

Board development & responsibilities
Board meeting minutes

Board Governance
Leadership Training

Board meeting procedure and legal responsibilities, other duties, extension/realm of authority

Board Member Communications
Email etiquette
Balance serving the President and the Board

Board Packet Preparation
Minute Taking
Planning the Board Retreat

Board Retreats
Board Self Evaluations
Board Orientations

Brown Act
Roberts Rules of Order

Brown Act, Parliamentary Rule, English refresher

Business Etiquette

CEO and Board Evaluations

Closed Session
Electronic Board Packets
Retreats for Trustees

Communications/Networking

Conducting Electronic Board Meetings
The Perfect Set of Minutes

Dealing with difficult people.

Development of Board Agendas, Understanding dynamics of Board and CEO relationships,

Discussion of processes. Board appointment, board meetings, etc.

Electronic board books
Proofreading refresher
Writing refresher

Electronic paperless Board meetings/materials

Electronic recording of board meetings---
Voice to text software for recording of board meetings

Governance Issues, Travel Procedures for reimbursement to Trustees

How someone's position, in the President's, has evolved from a secretarial point of view to more. My job is changing from executive assistant (hourly position) to more of a "professional" staff (contract employee) position and I'm curious to know how others may have dealt with this situation.
I'm celebrating my 40 years at the College by retiring this Thanksgiving, so I will not be attending any future PBSN meetings. I want to say thank you for how much I've been enriched by PBSN activities.
Innovative methods for performing our job responsibilities.
Leadership tools; communication skills;
MS Software Program Training: Access, PowerPoint, Excel, etc. Accounting Training
My President prefers that I attend the same meetings that he and the Board attend, which makes it difficult for me to attend the PBSN meetings --
Networking among counterparts from other community colleges
New technology; change management.
None because my budget won't allow me to attend the meetings.
Paperless Board Meetings
Preparation of Board meeting minutes
Processes used for training new Board members.
Professional Development for Assistants providing support to the Board.
Public/Privacy information determinations Recording of closed sessions Trustee Travel Issues
Recognition (Getting that pat on the back) Multi Tasking (Feeling like an Octopus) Parliamentary Procedure (committee meetings) Respect from Your Peers, President & Board
Record Retention Guidelines
Sharing job descriptions
Sharing smart work habits to save time and energy.
State/Regional Partnerships Policy Governance
Student recruitment and retention for small rural community colleges. State funding for the same.
Technical topics, records management, orientation
Technological Advances - Paperless boards and electronic records
Technology Online Board Packets Orientation
This will be my first as I am a newcomer!
Training and professional development of staff in the Office of the President.

29.

Would you be interested in presenting at a future PBSN meeting? If so, please provide the following information.

Nancy Willamon, Parkland College, 2400 W. Bradley Avenue, , Champaign, IL, 61821, nwillamon@parkland.edu, Positive PR for the Board

Christian Teeter, Coast Community College District, 1370 Adams Avenue, Building B, Costa Mesa, CA, 92626, cteeter@mail.cccd.edu, Development of BoardDocs Software

David J. Morrison, HACC, One HACC Drive, , Harrisburg, PA, 17102, djmorrison@hacc.edu, Using Appreciative Inquiry in Board Retreats

Laura Katrenicz, Luzerne County Community College, 1333 South Prospect Street, , Nanticoke, PA, 18634, lkatenicz@luzerne.edu, Board Orientation; Board Communications; Policy

Jacqueline F. Buus, San Bernardino CCD, 114 S. Del Rosa Drive, , San Bernardino, California, 91420, jfbuu@sbccd.cc.ca.us, Paperless Board Meetings

Lorna O'Guinn, Portland Community College, PO Box 19000, SY CC 240, Portland, OR, 97280-0990, loguinn@pcc.edu, Any that would be of benefit to the group

Veronica McComb, UNM-Valencia Campus, 280 La Entrada, , Los Lunas, New Mexico, 87031, rmccomb@unm.edu, succession planning for Board staff.

Linda Blount, Grayson County College, 6101 Grayson Dr, , Denison, TX, 75020, blountl@grayson.edu,

Justin Cross, , 300 College Drive, , Glendive, MT, 59330, ,

Doris Ostrowski, Northern Wyoming Community College Dist., P.O. Box 1500, , Sheridan, WY, 82801, dostrowski@sheridan.edu, Let me think about this. Thanks

Clark Marshall, Iowa Lakes Community College, 19 South 7th Street, , Estherville, Iowa, 51334, cmarshall@iowalakes.edu, Internal Board Communications

Inge Chapin, Minnesota State Colleges and Universities, 30 7th St. E., Suite 350, St. Paul, MN, 55101, inge.chapin@so.mnscu.edu, student trustees - my master's thesis

Prepared by:

Linda M. Peltier, Executive Director

President's Office and Strategic HR

Edison Community College

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*937-778-7802 * 1-800-922-3722 * Fax 937-778-9700*

lpeltier@edisonohio.edu