



Borough of Manhattan Community College
Richard Harris Terrace
March 29 – 31, 2012
New York, New York

DRAFT AGENDA

Thursday, March 29, 2012

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| 11:00 a.m. – 12:00 p.m. | Institute Registration |
| 12:00 p.m. – 1:00 p.m. | Lunch & Program Overview |
| 1:00 p.m. – 2:30 p.m. | Introductions, Opening Exercises and Objectives
Dr. Narcisa Polonio , Vice President for Education Research, and
Board Leadership Services, ACCT <ul style="list-style-type: none">• Key Questions• Assess Your Board's Health• Identify Strengths and Weaknesses• Leading During Turbulent Times |
| 2:30 p.m. – 2:45 p.m. | Break |
| 2:45 p.m. – 4:00 p.m. | Key Indicators of an Effective Board <ul style="list-style-type: none">• The Board's Changing Role – Reducing Anxiety and Sending the Right Message• Understanding Leadership and Group/Team Dynamics• Fostering Goodwill and Commitment• Handling Conflict and the "Self Interested Trustee" |
| 4:00 p.m. – 4:20 p.m. | Preparation for the Next Day |
| 4:20 p.m. | Adjourn for the Day – Open Evening |

Friday, March 30, 2012

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| 7:30 a.m. – 8:30 a.m. | Breakfast |
| 8:30 a.m. – 9:30 a.m. | Create an Exceptional Board/President Relationship and the Role of the Leadership Team of the Board <ul style="list-style-type: none">• Board/President Partnership• Job Description for the Chair• Job Description for Committee Chairs• Advocating on Behalf of the College |
| 9:30 a.m. – 9:45 a.m. | Break |
| 9:45 a.m. – 10:45 a.m. | <ul style="list-style-type: none">• Running Effective Meetings• Code of Ethics• Parliamentary Procedures• Bringing Technology into the Boardroom |
| 10:45 a.m. – 11:00 a.m. | Break |
| 11:00 a.m. – 12:15 p.m. | What Trustees Need to Know About Outcomes, Quality and Student Success

Byron McClenney , Project Director, Achieving the Dream, Community College Leadership Program; and Senior Lecturer and Fellow, Department of Educational Administration, The University of Texas at Austin, TX |
| 12:15 p.m. – 1:15 p.m. | Working Lunch/Group Photo |
| 1:15 p.m. – 2:00 p.m. | Guidance and Tips for Working with Board Support Staff |
| 2:00 p.m. – 2:15 p.m. | Break |
| 2:15 p.m. – 3:15 p.m. | Public Speaking & Handling the Media <ul style="list-style-type: none">• The Public Image of the Board• Public Speaking Techniques |

- Handling the Media During a Crisis
- Board Protocols for Handling the Media

4:30 p.m. – 6:00 p.m.

Reception & Tee-shirt Exchange

Saturday, March 31, 2012

7:30 a.m. – 8:30 a.m.

Breakfast

8:30 a.m. – 10:00 a.m.

**Providing Leadership During the National Financial Crisis:
Effective Strategies and Tools for Addressing Financial Constraints**

- Effective Strategies and Tools for Addressing Financial Constraints
 - Understanding your Fiduciary Responsibilities to Ensure the College has Sound Finances
 - How to Focus on Quality, Gaining Efficiencies and Being More Cost-Effective as a way of Surviving and Thriving During Difficult Financial Times
 - How to Serve More Students with Less, how to Speak less While doing More
 - How to Prepare to make Difficult Budgetary Decisions
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- Difficult Times Require the Developing of new Relationships and Understanding with Internal and External Constituencies
 - The Value of Compassion and Providing Hope to the Community
 - Effective Communication Reinforces Trust

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:15 a.m.

Board Self-Assessment as a Leadership Tool

- Presidential Assessment
- Succession Planning

11:15 a.m. – 12:00 p.m.

From Good to Great: The Journey to Becoming an Exemplary Board

- Elements of a Leadership Plan
- Successful Strategies
- Code of Commitment
- Lessons to take Back to your College

12 p.m. – 1:00 p.m.

Working Lunch

- **What Works: Show & Tell**

1:00 p.m. – 2:00 p.m.

Beginning the Journey

- How to Inspire your Colleagues
- Defining a Purposeful Path

2:00 p.m. – 3:00 p.m.

Group Consultation and Planning