**Best Practices of Effective Community College Governing Boards: Part 2**
**Facilitated by Dr. Pamila J. Fisher, ACCT Consultant**

### Members Present:
John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald Singer, Trustee
Dr. Anne Viricel, Trustee
Nickolas Zoumbos, Trustee

### Members Absent:
None

### Administrators Present:
Bruce Baron, Chancellor
Jose Torres, Vice Chancellor of Business and Fiscal Services

### Administrators Absent:
None

### CALL TO ORDER – PLEDGE
Meeting was called to order at 8:40am.

Board open discussion
- Trustees shared where they grew up and what they remember most about growing up
- Review and Debrief from April 21 Board Retreat
- Board Reports & Presentations
    - All reports must be submitted for a first read and a final read/approval.
    - All presentations must be submitted in writing to the Board prior to the presentation.
    - All reports AND presentations must include a no more than a one front-to-back page Executive Summary that includes the following sections: What is the purpose of this presentation/report? What are the highlights of this presentation/report? Provide some examples based on the data? What are the outcomes and next steps? What can the Board do to help?
    - All reports must be carefully proof read and contain no grammatical errors.
    - All reports and presentations must use the same format for both colleges. Reports and presentations must be coordinated and presented in a consistent manner for both colleges.
    - Presentations should be VERY brief (five minutes) with room for Board questions.
    - Staff should not read slides and present detailed analysis. Summarized information should be presented.
    - All reports must be in a minimum of 12 point fonts or larger.  This includes tables and/spreadsheets.
    - The question all report authors or presenters must ask themselves in "So What"? Why is this information important?
    - The Board wants to know what can they do in their roles as policy-makers, to help with a particular issue being presented.
- Board members agreed to read reports and be prepared at Board meetings

### ANNOUNCEMENT ON CLOSED SESSION ITEMS
Public Employee Performance Evaluation, Government Code 54957

Title: Chancellor

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**
None

**CONVENE CLOSED SESSION**
Convened to closed session at 10:20am

**RECONVENE PUBLIC MEETING**
Reconvened public meeting at 2:37pm

**REPORT OF ACTION IN CLOSED SESSION (if any)**
None

**PUBLIC COMMENTS ON AGENDA ITEMS**
None

Board discussion on self-evaluation
- Chancellor to clean up Goals list and add activities
- Ideally the Board's Self-Assessment would come at the same time as the Chancellor's Evaluation
- The Board reviewed the 20 questions from the survey and analyzed how Trustees responded to each question. The first page of the graphs titled "Average" showed the average score given for all 20 questions for each Trustee. The next 20 slides were the individual responses by question. Any comments for the question was shown at the bottom of the graph. The final page was a collection of responses to specific ways the Chancellor or the Board can improve.
- Board should have regular calendar reminders. Recommended a master calendar.
- Some questions have to be redefined to be clearer.
- Board would like to spend time in the community talking about SBCCD.
- Closed session to start at 4pm and open session at 5pm out of respect for guests and presenters.
- Bond reports to be distributed electronically.
- Board goals did not move forward after board approval. They should be agendized for progress reports at Board meetings.
- How do Board Goals fit into district goals and all other types of plans? What is their relationship?

**ADJOURN**
President Longville Adjourned the meeting at 4:05pm.

*Gloria M. Harrison*
Gloria Macias Harrison, Clerk
SBCCD
Board of Trustees