

**Meeting of the San Bernardino Community College District Board of Trustees  
Embassy Suites by Hilton, 3663 E. Guasti Rd., Ontario, CA 91761  
Mid-Year Retreat Minutes  
February 7, 2019  
8:30 a.m.**

Facilitated by Dr. Pamila J. Fisher, ACCT Consultant  
"Building a New Team"

**MEMBERS PRESENT**

Dr. Anne L. Viricel, Vice President  
Gloria Macías Harrison, Trustee  
Joseph Williams, Clerk  
Dr. Stephanie Houston, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee

**ABSENT**

John Longville, President  
Autumn Blackburn, SBVC Student Trustee  
Elijah Gerard, CHC Student Trustee

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor

**1. CALL TO ORDER:**

Vice President Viricel called the meeting to order at 8:47am.

**2. PUBLIC COMMENTS**

Celia Huston spoke to the upcoming accreditation visit.

Dr. Fisher recommended the Board consider meeting with the academic senates before the next site visit. The accrediting team will want to know how informed you are as a Board. They want to make sure the Board is aware of previous findings, how they will address the findings, and what steps have been taken to address the findings as a governing board. Trustee Singer shared his experience serving on team visits and encouraged the trustees to get involved in accrediting teams to learn about the process. Trustee Houston shared (via email) a whitepaper on Accreditation Reform from the U.S. Department of Labor (December 2008). Celia Huston shared a link <http://www.accjc-accreditationcourse.org> for trustees to gain a better understanding of accreditation through the online orientation presentation. The orientation course could be used as part of the evidence for the visit.

Pam reminded the Board of the important steps for accreditation. The Board should periodically review how they are doing, as a Board, and assesses their progress, which is formally done annually. The Board also has a policy to address this. The Board should discuss the results and plans and create a plan for the areas that need improvement. Most importantly the Board should follow through to close the circle.

### 3. Who We Are and Why We Are Here

Dr. Fisher asked each trustee to share who they are with a brief story of their childhood; where you grew up, how many brothers or sisters, where you fell in the in the lineup, and a family value that was pervasive for you - family value or family experience that you still carry with you every day. The Chancellor and each trustee shared their stories.

Trustees were then asked, and responded to, why they give themselves to the District and why they ran for office.

### 4. Our Communication Styles

Trustee Houston completed the test and results from last year were recalled.

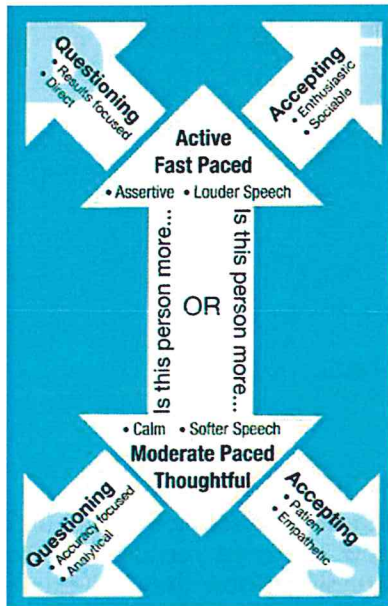
D – Joseph, John, Anne, Stephanie

I – Frank, Gloria

S – Bruce, Don

C – Anne, Frank Gloria

Pam discussed the different styles and how to best communicate with each style.



ACCT Quiz  
24-40 range

### 5. Best Practices of Effective Governing Boards: What We Have Learned

#### A. A Quick Assessment

Some of our Board members come with close ties to the college. Former employees can be an issue because people know you and depending on how you handle issues that are brought to you. Your role as a trustee versus your role at work. You're all in decision making roles. As a trustee you don't act as an individual, you act as a Board.

B. Policies and Protocols

The most important part is you are one of seven and have to act as a whole. Outside of the room, you cannot speak for the board unless you are given direction the Board has provided.

C. A Brief History

D. Changes We Have Made and What Could be Improved

**6. Review Progress on the Board's 2018-2019 Goals**

The Board reviewed progress on their goals and had discussion.

**7. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Public Employee Performance Evaluation

Government Code 54957(b)(1)

Title: Chancellor

**8. CONVENE TO CLOSED SESSION**

The Board convened to closed session at 1:15pm.

**9. RECONVENE OPEN SESSION**

The Board reconvened to open session at 1:55pm.

**10. REPORT OF ACTION IN CLOSED SESSION**

None

**11. Planning for the Future**

- Alignment of State Vision and SBCCD Strategic Plan
- New Executive Leadership Team
- Priorities Board Directives for 2019-2020 General Fund Budget
- Fiscal Challenges and Opportunities

**VII. Next Steps**

**Who Will We Serve?**

- Impact on Mission
- Implications of New Funding Formula
- Alternative Funding and Partnerships to Ensure We Serve the Most Needy

Strategic Priorities is what you want to achieve. Tactics is how we are going to get there. If the strategy is building strong CTE programs, the tactics are the benchmarks. We all need to be clear on the language with definition of terms because there's sometimes we've used terms interchangeably. When you're cascading your strategic plan, celebrate milestones so the Board knows what phase of the strategic plan we are in relation to the strategy. Include activities the Board agrees to do, with milestones so when it's time to update, we're doing the activities related to the strategy and goal. Board items - Tie them to strategies.

**Strategic Plan Issues**

- Board Role (early)
- Remind/Revisit
- Agree on Terminology
- (Tie) Strategic Plan to Agenda Items

- Keep It In Front of Us

#### Presentations

When it comes to enrollment, the number in is not in relation to success and it's not integrated into how the budget works. Red, green, and yellow lights don't provide a complete picture.

Show where we are, where we thought we would be, unexpected challenges and what is the outcome and direction of the unexpected occurrence.

Have very frank discussions.

Not a summary of all the things that are going on.

#### Format of Board Presentations

- Intro: So what? Value
- Executive Summary
- Report and Appendix (do not read to them)
- Q&A
- Dialogue

Consider sending information to board committees according to their communication style. Committees should let staff know what they want to receive. The Board needs to provide more clarity on what they want to ensure they receive the information as prescribed to staff. The Board needs follow through. When you have a BOT committee, it's a BOT Committee, not with large numbers of staff. What is my role as a board member on committees? Is it necessary to have each one of the committees? What is the strategic charge and board role? Is there a need for a BOT committee of oversight and planning of new facility?

#### Going Forward

- Revisit Use of Committees
  - Need Criteria?
  - Charge
  - Role/Authority
- Structure of Study Sessions
  - No Action
  - More Time for Board Dialogue

Bring ideas to the table where your colleagues can respond and the Board will give direction.

Chancellor to present plan on the approach – show them what has been done and where it's going and the board can give direction on what they would like to know. The Board needs to take charge of their agendas. Summary of presentations are needed.

The next meeting of the Board: Business Meeting – February 21, 2019. Vice President Viricel adjourned the meeting at 2:37pm.



Joseph Williams, Clerk  
SBCCD Board of Trustees