



Board of Trustees Annual Retreat  
June 13, 2019 at 8:30 a.m.  
DoubleTree by Hilton, 222 N. Vineyard Ave., Ontario, CA

## MINUTES

Facilitator: Pamila Fisher

### MEMBERS PRESENT

John Longville, President (arrived at 8:49pm)  
Dr. Anne L. Viricel, Vice President  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee

### ABSENT

Joseph Williams, Clerk

### ADMINISTRATORS PRESENT

Bruce Baron, Chancellor

#### 1. CALL TO ORDER

Vice President Viricel called the meeting to order at 8:38am.

#### 2. OVERVIEW AND PURPOSE

Pam Fisher reviewed the progression of SBCCD's Board Retreats – where we were a few years ago and how far we have come as a Board. The Board was asked what they most wanted to accomplish at the retreat this year.

#### *Desired Outcomes*

1. Opportunity to hear from others
2. Share expertise
3. Ensure we do the right thing
4. Work together as a team
5. What next? BOG influence
  - a. Revenue
  - b. New approaches
6. Focus on policy
7. Efficiencies in systems
  - a. What really works?
  - b. Committees – successful?
8. Where does the dialogue occur?
  - a. Everyone needs to understand budget!
9. Learn something new
10. Evaluation process
11. Action items
  - a. Commit to next steps
  - b. Specifics
12. Improve communication
  - a. Chancellor and Board
  - b. Equal access to information
  - c. Format, venue, length
  - d. Content

*Communication*

- Information
- Progress
- Analysis
- Trends
- Relevance
- So What?

13. Long-range goals for the Board
14. Board's role in naming buildings
  - a. Logo?
15. Simplification (for increased effectiveness)
  - a. Fewer goals
16. Stick to policy (vs. weeds)

3. REFLECTIONS ON THE PAST YEAR: ACCOMPLISHMENTS AND CHALLENGES

The board will have discussion during the board's self-evaluation agenda item.

4. EFFECTIVE TRUSTEESHIP: KEY BEST PRACTICES

- 4.1. Policies vs. Operations
- 4.2. Communication Protocols/Constituent Contacts
- 4.3. Role of the Chair
- 4.4. Board Committees
- 4.5. Effective Meetings
- 4.6. Board/CEO Team

The board reviewed the Top Twenty Truths for Effective Trusteeship and reflected on where they can improve. #1, #20 when is it appropriate to be on campus? Best practices, is it appropriate for trustees attend social gatherings?

**Agreements on:**

1. Communication
  - a. Who? How? When?
  - b. Committees
  - c. To and from the Chancellor
2. Offload evaluation process
3. Modify AP 2435 (no broad 360)
4. Dissolve the Evaluation Committee
5. Change Budget to Finance Committee
6. Hold Finance Committee one hour before regular board meetings
7. Ad Hoc (no standing) for KVCR/Media Academy

There was consensus to revise the process in the administrative procedure to evaluate the chancellor. The evaluation should be two parts: goals and standard recurring questions.

The Board discussed their standing committees. Is there an expectation that all trustees have the depth of knowledge? What is the Board's expectation of the committees? What is the role of the CTE committees? Board should review board committees and retain necessary meetings. All board members may participate in standing committee meetings. The board can still get information on CTE programs through study sessions. The board is to decide if there is a need for a KVCR/Media Academy Ad Hoc. Good practice: does it (BOT committee) need to exist? What is the charge? The Board agreed to eliminate the Foundations Committee.

*Other Comments*

- Board members should not receive individual updates that other board members don't. (from global distribution lists)
- If Chancellor misses a BOARD meeting, someone must be designated acting and be seated in the Chancellor's seat.
- When trustees are asked for information, it should be directed to the chancellor and chancellor will delegate as appropriate.
- Let the board know the communication chain and protocol when the chancellor is not available (different scenarios-media, crisis, etc.)

5. **BOARD OF TRUSTEES ANNUAL SELF-EVALUATION**

- 5.1. Discussion of Results
- 5.2. Plans for Improvement

The board reviewed the results of the Board's self-evaluation. There was discussion about the Board's ability to respond to public comments and have deeper discussions. The board had different understandings of question 6. The question will be eliminated next year. Question 8 – discussed ways to seek input from constituent groups. Question 10 – public comments, the board needs more time to discuss board business, length of time used during reports. The Board agreed to keep meetings on the 2<sup>nd</sup> Thursday of the month and not to reschedule.

6. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- 6.1. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 6.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957  
(4 cases)
- 6.3. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor

7. PUBLIC COMMENTS ON AGENDA ITEMS

None.

8. CONVENE CLOSED SESSION

Closed session convened at 2:22pm

9. RECONVENE PUBLIC MEETING

Public meeting reconvened at 4:02pm

10. REPORT OF ACTION IN CLOSED SESSION

None

11. ADJOURN

The next meeting of the Board: Retreat Day 2 – June 14, 2019 at 8:30 am.  
President Longville adjourned the meeting at 4:04pm.

  
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Joseph Williams, Clerk  
SBCCD Board of Trustees