



## Board Self-Evaluation

Saturday, June 24, 2017

8:30 a.m. – 2:30 p.m.

Chancellor's Conference Room

### AGENDA

#### Morning session (8:30 am – 11:30 am)

1. **Introductions and discuss goals for the day** (5 mins)
2. **SOCCCD Strategic Plan goals and status\*** (15 min)
  - a. Accreditation and the Board's Role\*
    - i. ACCJC Accreditation Overview for Governing Boards Presentation\*
3. **Board Evaluation Process Review\*** (40 mins)
  - a. Review goals for the board for FY 2016-2017
  - b. Board of Trustees Self-Evaluation 2017 Report
4. **Trustee Roles and Responsibilities\*** (60 mins)
  - a. Board Member Responsibilities
  - b. Chancellor responsibilities
  - c. Characteristics of Effective Boards
  - d. Trustee Communication Standards
    - i. Point of contact – chancellor/chancellor's office
    - ii. Email communications - i.e., use of personal email account for district business (dangers of reply all), Brown Act.
    - iii. Standard signature block\*
    - iv. Board of trustee communication protocols and norms- approval item\*
    - v. Brown Act and Serial Conversations
5. **Planning for the next year\*** (60 mins)
  - a. Transition year- change management and planning for change
  - b. Chancellor search process and timeline
  - c. District-wide initiatives
    - i. Search for new chancellor
    - ii. Search for new vice chancellor of human resources
    - iii. Search for new SC president
    - iv. Accreditation follow-up for both colleges
    - v. Educational and facilities master planning preparation
    - vi. Budget
    - vii. Enrollment

\*Documents provided



## Board Self-Evaluation

Saturday, June 24, 2017

8:30 a.m. – 2:30 p.m.

Chancellor's Conference Room

- viii. Strategic Plan Initiatives
- ix. Community outreach initiative/plan
- x. Negotiations
- xi. Human Resources department improvements
  - i. Hiring processes
  - ii. Evaluations
  - iii. Investigations/discipline procedures and protocols
  - iv. Written concise procedures/regular communications from HR
  - v. Professional development/training for managers/administrators
  - vi. District-wide Professional development Plan
  - vii. Assessment of org structure/positions within HR

**Short break: 11:30 am – 11: 45am**

*(Take 15 minutes-restroom break; get lunch; then continue board business while eating lunch)*

### Afternoon session (11:45 am – 2:30 pm)

6. **Recap of and preliminary discussion of chancellor evaluation and goal setting/process\*** (25 min)

*(Note: Chancellor's annual evaluation/goals are set in July or August)*

- a. Former Chancellor's goals (from FY 2015-2016)
- b. Chancellor's updated position description
- c. Interim Chancellor's accomplishments using FY 2015-2016 goals and other
- d. Chancellor/board communication
- e. Potential goals for Interim Chancellor FY 2017-2018
- f. Difference, if any, of expectations/goals for permanent Chancellor
- g. Set date for Board Meeting for Chancellor evaluation/goal setting  
(Proposed dates: August 8, 9, 10 – 3-5 p.m., 4-6 p.m., or 5-7 p.m.)

7. **Trustee Elections\***(5 mins)

- a. Campaign Protocol for Board Members – Ed Codes 7050-7054\*
- b. Use of district resources: supplies, staff time, etc.

\*Documents provided



## Board Self-Evaluation

Saturday, June 24, 2017

8:30 a.m. – 2:30 p.m.

Chancellor's Conference Room

8. **Professional Development – Program, Conferences/Workshops\*** (20 mins)
  - a. October and January board training workshops
    - i. Set dates for October and January board training workshop/sessions  
(Proposed dates: October 30 or 31 and January 8)
    - ii. Student Success Redefined for Board of Trustees presentation/training\*
  - b. AGB – Association of Governing Boards of Universities and Colleges
  - c. ACCT – Association of Community College Trustees
  - d. CCLC – Community College League of California
  - e. How to continue to build a strong, educated board
  - f. How to continue to cultivate board/chancellor relationship; have supportive relationship
9. **SOCCCD Board Goal Setting\*** (60 mins)
10. **Housekeeping items** (20 min)
  - a. Normal Hours of Operation: M-F, 8 am to 5 pm
  - b. Use of Public Funds
    - i. Careful about use of public resources for private purposes
    - ii. Use of district equipment for personal use
    - iii. Should not reimburse for board of trustee time or a third party such as work place for trustee time
  - c. Business expense reimbursement guidelines\*
  - d. Calendars and event protocols with office and others
    - i. Required board of trustee functions vs. optional functions
    - ii. Board/District calendar
  - e. Need for support such as speech written, etc.
  - f. Other
    - i. Social time
11. **Discussion/ Wrap Up** (10 mins)
12. **Adjourn**