

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 South Del Rosa Drive, San Bernardino, CA 92408

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, August 22, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:10 p.m.

Members Present:

Dr. Donald L. Singer, President  
John Longville, Vice President  
Donna Ferracone, Clerk  
Gloria Macias Harrison  
Dr. Kathleen Henry  
Joseph Williams  
Nickolas W. Zoumbos  
Yasmeen Flores, Student Trustee, CHC

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor  
Dr. Gloria Fisher, Interim President, SBVC  
Tim Oliver, Interim Vice Chancellor Fiscal Services

Administrators Absent:

Dr. Cheryl Marshall, President, CHC  
Tanya Rogers, Interim Vice Chancellor Human Resources

2. PLEDGE OF ALLEGIANCE

Trustee Longville led the Pledge of Allegiance.

3. PUBLIC COMMENT

None.

#### 4. ANNUAL BOARD PLANNING RETREAT

Chancellor Baron introduced and welcomed his new executive administrative assistant Stacey Nikac.

Chancellor Baron introduced Dr. Cindra Smith to facilitate the Board Retreat. Dr. Smith has a resume that includes working with Boards through the Community College League and as a consultant. She works with Boards on a variety of topics including the Board's role in accreditation and teambuilding.

Ground rules were established before the discussion.

##### **2012-13 Board Self Evaluation**

Dr. Smith said she was impressed with the Board's self-evaluation. She explained the purpose is to look at the data and discuss the self-evaluation. The report will be available as evidence for accreditation.

Trustee Williams said he intentionally didn't complete the form because he didn't think it was appropriate.

The role of the Board chair was discussed. Trustee Singer said he appreciates the fact that the requests for information and follow-up are submitted to him, but he does not need to see every question that the trustees send to the chancellor. The chancellor responds to the trustees as he should. Mr. Baron said he is comfortable either way. Dr. Smith suggested that concerns and questions be sent to either the chancellor or the board chair and not to all of the trustees so potential violations of the Brown Act may be avoided. She further stated the Board chair and the chancellor have distinct responsibilities and either of these systems can work but the key is the chancellor and the chair must have close communication. It is the chair's responsibility to assist the full Board to arrive at a decision procedurally and that everyone gets an opportunity to express their view. If there is no significant disagreement on an issue, the chair has the responsibility to make that item move quickly and not beat it to death while still ensuring that each Board member has the sense they will be heard.

It was the consensus of the Board that requests for agenda items and other issues be submitted to the Board chair, and the Board chair will work with the chancellor to be sure everything is on the agenda and all issues are addressed in a timely manner.

The Board and chancellor relationship was discussed. Trustee Henry stressed that when the trustees ask for information, the request should not be taken as if something is wrong. Student Trustee Flores said it is the responsibility of the Board to ask questions, but they can be asked before a Board meeting so meeting time doesn't need to be used.

Trustee Williams does not want to feel rushed during a meeting. He said he asks questions sometimes to determine what other trustees think. He said the chancellor is very responsive and does make an effort to answer questions, but he still wants the opportunity to ask questions and discuss at the meetings.

Trustee Harrison acknowledged she is frustrated when a community person asks her about something she should know about. She said when trustees do their homework and are frank with the chancellor, hopefully the trust will develop.

**Goals and Objectives and Board Imperatives**

Dr. Smith said goals for the coming year need to be tied to the strategic planning goals and Board Imperatives.

After considerable discussion, the following priorities and goals related to the Board Imperatives (Board Policy 2270) were approved by consensus:

Board Goal	Activities and Tasks
<b>I. Institutional Effectiveness</b>	
1. Ensure that leadership positions currently held by interims are filled with permanent hires.	Receive regular information on the progress of filling positions; approve hires as needed.
2. Expect a District-wide emphasis on leadership development	Receive information on leadership development programs in the district.
3. Ensure that Board Policy is updated as needed and regularly reviewed	Receive information about the timeline for policy review and updating
<b>II. Learning Centered Institution for Student Access, Retention and Success</b>	
4. Strengthen the Board’s capacity to use metrics to monitor improvement in student access and success.	Learn about and use state metrics such as the Student Success Scorecard and Salary Surfer to monitor student success.  Receive and discuss local data and other information that helps the Board monitor improvement and provides the information needed for it to establish performance standards.
5. Provide resources to support student success.	Receive information during the budget development and approval process that links funding to student success strategies.
6. Monitor programs that provide workforce training and experience for students	Discuss reports on college programs that provide workforce training and experience.
<b>III. Resource Management for Efficiency, Effectiveness and Excellence</b>	
7. Continue to ensure the district’s sound fiscal condition	Receive and discuss financial reports to ensure that general fund and other monies are budgeted and expended prudently. Make fiscal decisions that ensure the district’s

	fiscal condition and future fiscal condition will be strong.
IV. Enhanced and Informed Governance and Leadership	
8. Strengthen the effectiveness of the Board of Trustees.	Participate in individual and Board trustee development activities
9. Ensure the new trustees are fully integrated into the Board/CEO team.	Enhance local new trustee orientation strategies (meetings, a handbook, mentorship, etc.) to ensure a comprehensive, systematic, and customized approach.
10. Review the process and standards for trustee elections	Complete the redistricting study.

### **Public Forum Comments and Chancellor's Chat Communications**

Mr. Baron said his *Chancellor's Chat* contains specific information that the Board needs to know about what is happening in the district, i.e., good news, bad news and links to other reports and information. He distributes the report both electronically and on paper. Trustees are able to reach almost anything from the links.

Trustee Ferracone said that although new trustees get an orientation from the League, they do not get an orientation from the district. Trustee Harrison suggested a manual for new trustees. Dr. Smith suggested a two-person task force to work on an orientation procedure. Trustees Ferracone and Williams volunteered to work on an orientation procedure.

Trustee Williams asked if there was a more effective way to use a study session to address Board members' concerns. Trustee Ferracone said two topics could be covered in one study session. Trustee Henry would like to hear staff talk about their programs. Trustee Williams said he did not want anyone reading to him. Trustee Harrison said the trustees need to determine their tolerance for the amount of information and prioritize it because people will ask about a particular program. Trustees Longville and Ferracone agreed that presenters should not go into great detail but stress the important points and what kind of information they would like the trustees to pass on.

Trustee Henry felt it is important that any follow up information be brought back to the trustees at a public meeting. She didn't feel *Chancellor's Chat* should serve as a vehicle to provide follow-up from public forum comments. She wants the public to have access to the information. Trustee Ferracone suggested the chancellor could report any information at the Board meetings when he gives his chancellor's report. Trustee Henry agreed. Trustee Henry said the Board minutes should include when a trustee asks for information or asks a question.

## **Annual Board Meeting Schedule and Study Session Content**

Dr. Smith said goals should guide the topics of the study session. Trustee Singer responded the Board has a responsibility to look at the goals and decide what are appropriate study session topics.

## **Attorney at all Board Meetings**

Trustee Longville said the amount of money spent to have an attorney present at Board meetings is far smaller than what the district could spend by making a poor decision. He added that it is in the district's best interest to have an attorney present to provide advice "on the fly" when it is needed.

Chancellor Baron explained the district retains attorneys based on the subject matter and the attorney's area of expertise. For example, the district uses different firms for personnel matters, construction matters, and other matters. Of the 40 community college districts which responded to a survey, 5 had a full-time position of general counsel, who was present at all Board meetings and 1 had a contract attorney present for all meetings. Mr. Baron said the average cost of an attorney would be about \$2,000 per meeting.

Trustee Singer was not sure if an attorney needed to be present at all meetings. Trustees Ferracone and Henry concurred.

Trustee Williams asked about a full-service firm. Mr. Baron replied that has been tried before and the district needs the flexibility depending on the issue.

The consensus was to continue the current practice related to the use of attorney firms.

## **Contents of the Minutes**

Trustee Henry requested the follow up to questions from the Board be reported back at the following meeting. Trustee Williams suggested we use a form similar to that used by San Bernardino City USD to track Board requests and follow up to those requests. Trustee Henry also wants the public to know what is discussed at Board meetings.

Jackie Buus suggested the audio file of the Board meetings could be posted on the website so the community is able to listen to Board meetings at any time, that the follow-up report similar to the one Trustee Williams suggested be used to track the trustees' questions, and that the minutes remain strictly a document containing actions of the Board with special notations as needed regarding those actions so that staff has a working document and the community is clear on the actions taken by the board.

Trustees Singer and Longville concurred with Ms. Buus' statements. Chancellor Baron said he is very willing to do the follow up report and added that Board Policy does say that the minutes are a report of Board actions. He also suggested meetings could be televised and made available on the website for viewing by the public. Trustee Longville said he would be in favor of broadcasting the meetings. Trustee Ferracone agreed.

Trustee Ferracone asked that a copy of the Board budget be provided with the Board materials.

5. ADJOURN

Dr. Singer adjourned the meeting at 7:05 p.m.

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Donna Ferracone, Clerk  
San Bernardino Community College District  
Board of Trustees