

# Board Governance Committee

July 31, 2007

6:30 p.m.

Conference Room 3A

## MINUTES

### **Attendance:**

Chairwoman Elliott, Commissioner White, Commissioner Powell, Board Staff L. Dunsmoor, District Staff K. Dyce-Faucette.

Chairwoman Elliott convened the meeting at 6:31 p.m.

### **Agenda Items:**

1. Motion to approve minutes of June 19 and June 26, 2007 by Commissioner White. Second by Commissioner Powell. Adopted 2-0.

2. Standing Committee Reconfiguration: Chairwoman Elliott asked whether commissioners are interested in pursuing a reconfiguration to line the committees up with Business Meeting agenda items. Commissioners discussed how this would be done; some current committees may have to disband because otherwise there would be too many committees and too few commissioners. Commissioner White said a reconfiguration could provide a better focus for committee work; Commissioner Powell noted that ad hoc committees can also be used for special, short-term work topics. Commissioner agreed that the topic needs more discussion, and by the full Board, and a Board retreat would be an excellent venue. Motion by Commissioner White to have work begin on next Board retreat with committee reconfiguration on the agenda. Second by Commissioner Powell. Adopted 3-0.

Action: L. Dunsmoor to begin work on retreat.

3. Supervision/Evaluation of Board Staff: Board staff members have not been evaluated for at least two years. Commissioners discussed a process for evaluation -- timing and other details. Commissioner White proposed that evaluation forms be provided to all commissioners and the scores averaged. Commissioner Powell said staff members could be asked to develop their own goals. After the 2007 evaluations, the process could be done annually in the summer so that new commissioners would have a knowledge base regarding staff. Committee members hope to complete the 2007 process in September.

Action: L. Dunsmoor to draft an evaluation plan based on the conversation and submit to committee for next meeting.

4. Board Goals: Commissioners said the Board's annual goals should reflect the mission to elevate the organization while remaining specific enough to be evaluated. Commissioner Powell said she would like to see something added about the Board's overall effectiveness at working with other government organizations and the community. Commissioners agreed that the Board goals are a discussion best conducted at a retreat.

5. Other: Commissioner White complimented Chairwoman Elliott and President Garcia for the high quality meeting conducted July 19 regarding the role of the president. Commissioner also briefly discussed timing of when Business Meeting resolutions are posted on the district website; Chairwoman Elliott said she would discuss it with Dr. Cala. Commissioner Powell said the committee's next agenda should include discussion of

the superintendent's evaluation. Commissioner Elliott said she is interested in updating the Board Orientation Manual; she will meet with Linda at Baden Street to go over it.

6. Motion to adjourn by Commissioner White. Second by Commissioner Powell. Adopted 3-0 at 8:15 p.m.

### 3. Committee Reconfiguration

Chairwoman Elliott suggested that the Board's standing committees reflect the resolutions acted on by the Board at Business Meetings: Facilities, Instructional Technology, Human Resources, etc. She brought the idea up as a discussion item and potential future action. Commissioner White noted that a couple of the standing committees are "catch-alls," and he can see how items get lost in committee. While there is merit to the proposal, there may not be enough commissioners to cover all the topics. He noted that "Safety" likely merits its own committee but is not reflected in the resolutions. Chairwoman Elliott pointed out that other Boards meet twice a month; it could be useful to have special meetings to discuss topics such as safety in order to harness the synergy of the full Board.

**Action:** Committee Reconfiguration to be included on next Board Governance Committee agenda.

### 4. Supervision/Evaluation of Board Staff

Board staff members have not been evaluated in recent memory. Commissioner White said the Audit team feels isolated from the rest of the Board staff. Full staff should be invited to the next Board Governance meeting for a discussion of roles/responsibilities.

**Action:** L. Dunsmoor to provide committee members with copies of job descriptions for all Board Staff members and examples of evaluations used previously.

### 5. Other

The committee briefly discussed the Board's annual goals.

**Action:** L. Dunsmoor to provide committee with summarized information of how establishing the annual goals has been accomplished in the past.

Motion to adjourn by Commissioner White. Second by Commissioner Powell. Adopted 3-0 at 7:25 p.m.