1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

President O’Neill called the meeting to order.

1.2 ROLL CALL

Members present:
Dr. Alexander
Dr. Dobbs
Mrs. Green
Mr. Jurkowitz, Vice President
Ms. Livingston
Mr. O’Neill, President
Mr. Villegas

Others present for all or a portion of the meeting:
Dr. Andreea M. Serban, Supt/President and Secretary Clerk to the Board of Trustees
Alarcon, Ignacio, President Academic Senate
Auchincloss, Liz, President CSEA
Ehrlich, Sue, VP Human Resources/LA
Garey, Tom, Theater Arts
Scharper, Alice, Dean Ed Programs

1.3 WELCOME

President O’Neill extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

No citizen expressed an interest to address the Board.

Upon motion by Dr. Dobbs, seconded by Ms. Livingston, the Board approved adjourning to Study Session.

2. STUDY SESSION
1. **Approach to Evaluation of the Superintendent/President**

President Serban reported that this item was placed on the agenda as follow-up to the discussion that took place at the July 19 study session. President Serban distributed a sheet that provided some suggestions that she hopes the board members would consider with regard to her evaluation. Also attached were 2008-09 key priorities that she will be focusing on for this year.

President Serban requested that she and the Board discuss and agree upon key priorities for the coming year, besides her regular duties and responsibilities. This discussion should take place at the beginning of the new academic year. At the end of the year, President Serban would provide for the board a report that would be an analysis of the work done over the prior year and the key priorities that were identified.

Board members were asked to contact Board President O’Neill if they should have any concerns regarding President Serban’s job performance. The President’s evaluation is a personnel issue and should be conducted in closed session. However, if the Board wishes they can share with the college community general comments made regarding her evaluation. The Superintendent/President’s evaluation should be conducted every year. The board members concurred that the evaluation should take place no later than June 30.

Policies BP 2435 Evaluation of Superintendent/President and BP 2430 Delegation of Authority to Superintendent/President are policies that are proposed by the accreditation standard. After reviewing the policies it was requested that a minor change be made to BP 2435. It was requested that *at least annually* be replaced with *no later than July of each year.*

Board members concurred that these policies should be placed on the August 28 agenda for approval.
2. **Preparation for accreditation**

Vice President Ehrlich presented to the Board for review BP 2745 Board Self Evaluation. This policy is recommended by the accreditation standards. Ms. Ehrlich noted that an ad hoc committee of the Board will be selected annually, at the organizational meeting of the Board, to determine the instrument or process to be used in the self-evaluation. This committee will comprise of board president, vice-president and the immediate past president if possible. After review it was also requested that wording to reflect that the self evaluation is to be conducted no later than of May of each year is added. Board members concurred that this policy could be presented at the board meeting on August 28.

President Serban reported that all board policies have been formatted so that they are all in the CCLC format. Sue Ehrlich reported that the district policies will all be formatted using the new format and they will be placed on the website. The current project is to get all of the board policies reviewed, approved and on the website. President Serban reviewed with the Board the suggested timeline that was prepared with regard to the proposed review and approval of board policies. President Serban noted that in the self-study it will be acknowledged that the conversion is taking place and that a timeline will be establish that will reflect a process for policy maintenance and review.

President Serban reported that there is an item missing in Standard IV that needs to be included and that was the orientation of new board members. Board member Green will be sending to President O’Neill a note explaining what orientation process she went through when she first joined the Board. It was also suggested that a copy of CCLC’s Board Guidelines, which is handed out at the January CCLC meeting be made available and also a copy of the Brown Act. Board member Livingston also suggested that the new board members be given a copy of all of the board policies for review.
Board members agreed that they did need a policy for new board member orientation. President Serban and Vice President Ehrlich will be putting some information together for review at a future study session.

3. ADJOURNMENT

Upon motion by Dr. Dobbs, seconded by Mr. Jurkowitz, the Board approved adjourning this meeting.

The next Regular Meeting of the Board of Trustees will be held on Thursday, August 28, 2008 at 4:00 pm in A211.