

**FINAL  
Minutes  
District Board of Trustees  
Self-Assessment Committee Meeting  
April 21, 2016**

**8:30 a.m.  
Student Union West, Room 307**

**Members Present:** Elizabeth Kirvin, Katie Patronis, Ralph Roberson, David Warriner and Dr. Cheryl Flax-Hyman (recorder)

Discussion ensued regarding the president's evaluation instrument; the present instrument is somewhat generic and does not address such components as board relations or external relationships. The committee reviewed evaluation instruments from Santa Fe College and Northwest Florida State College. The committee members will forward rating scale suggestions and overall components to Dr. Flax-Hyman to compile and bring a draft back to the next committee meeting.

Ms. Kirvin discussed the need to develop a self-assessment tool for the board that would lead to a shared understanding of the board's responsibilities related to compliance, accountability, financial oversight, and setting direction for the college. Ms. Kirvin presented information from Association of Community College Trustees' Board Self-Assessment Instrument Item Bank. Each member of the committee selected his/her top three questions from each section. Dr. Flax-Hyman will draft a survey based on the selected items and create a survey for the committee to edit.

Committee discussed metrics to include the Climate Survey that would be helpful in assessing institutional performance.

Meeting adjourned at 9:45 a.m.

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Secretary

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Chair, District Board of Trustees