

**FINAL**

**MINUTES**

**BOARD SELF-ASSESSMENT COMMITTEE MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE**

**July 1, 2019**

**9:30 a.m. EST  
Gulf/Franklin Campus**

**Members Present:** Elizabeth M. Kirvin (presiding), Don R. Crisp, Jim W. McKnight, and Ralph C. Roberson

**Others Present:** Dr. Cheryl Flax-Hyman and Amber Coker (recording)

**I. Welcome** Ms. Kirvin welcomed committee members and provided a brief overview of the board self-assessment process.

**II. Call to Order** Ms. Kirvin called the meeting to order at 9:36 a.m. EST.

**III. Board Responsibilities and Expectations** The committee discussed the various responsibilities expected of the board, including establishing the budget, completing the annual audit, hiring the president, and fulfilling the mission of the College. The committee discussed the need to maintain a clear separation between governance and management. Committee members agreed that the College must be driven by results and engage both internal and external constituencies.

Dr. Flax-Hyman noted that the board's self-evaluation process, in the past, has been a part of the Board's Annual Retreat, where the direction and priorities of the college are defined according to the College's mission. The Strategic Plan, specifically progress on key performance indicators, guides the process.

**IV. Board Policy and Procedures** Dr. Flax-Hyman pointed out that the board does not presently use an assessment tool and a survey completed by each board member would help members maximize their effectiveness individually and collectively.

**V. Discussion of Board Self-Assessment Tools** Committee members reviewed the assessment tool provided by Dr. Flax-Hyman and made changes/additions as needed. The committee agreed on a survey instrument that utilized a Likert scale and incorporated open-ended questions.

Committee members discussed the process for disseminating the evaluation tool and decided that once finalized, the survey will be distributed to all board members in August with results discussed at the September board meeting.

**VI. Adjournment**      The meeting was adjourned at 10:47 a.m. EST.

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Secretary

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Chairman