CAPE COD COMMUNITY COLLEGE  
Board of Trustees  
Evaluation Committee  
October 16, 2007

Present: Trustees Solarz (Chair), Cahoon and Northcross, President Schatzberg, and Linda Houle, Recording Secretary

On motion of Trustee Cahoon, seconded by Trustee Northcross, the minutes of May 15, 2007, were approved with corrections.

Trustee Evaluation
President Schatzberg reported that as part of the NEASC Self-Study process, Louise Zak reviewed a draft. One of the things she highlighted was the chapter on Organization and Governance. The Organization and Governance Committee reported on some of the open-ended comments in the 2006 Trustee Self Evaluation that showed areas where the Trustees wanted to improve: understanding college mission; improving on their fundraising ability; and monitoring the institution's progress toward its strategic goals.

President Schatzberg also noted that the 2007 Trustee Self Evaluation had nine respondents. David Hemenway is in the process of evaluating the results and will bring them to the next meeting. President Schatzberg distributed a copy of a trends analysis that Mr. Hemenway compiled from the previous surveys. She noted that there was nothing particularly significant in these ratings, and Board members tend to be harsher on themselves than on the Board as a whole. Numeric summaries on this small number are not statically significant.

Trustee Solarz noted that the evaluation instrument is a good tool for new Trustees. She also suggested that Trustees write a one-paragraph narrative on their strengths and weaknesses annually. Trustee Northcross noted that the instrument would ferret out problems and President Schatzberg noted that the issues that are identified in the evaluations are rolled into the retreats. She reported that part of the next retreat will be a presentation from Ken Tashjy on conflict of interest issues, open meeting law, and trustee duties. Trustees can review last year’s evaluation and see what other areas need to be covered.

President’s Evaluation
President Schatzberg commented that she knew Trustees would need time to review her self-evaluation and proposed goals and that she hoped they would act on them in November. She noted that the number of goals has increased to a large number, but they are separated into operational, standard goals and then project-based goals. She also distributed copies of BHE’s Performance Measurement Report which Trustees should consider as part of her evaluation.
Trustee Cahoon suggested having a smaller list of goals with some objectives. President Schatzberg commented that some of the goals are follow-ups and some are new such as the Presidents' Climate Commitment. Trustee Solarz stated that she would not recommend changing the process now. Trustee Northcross agreed and noted that some of the goals are stretch goals that will require several years. She also noted that stretch goals often lead to innovation.

**Next Steps:** Trustee Solarz will email the President's report to Trustees and request feedback on each goal. The Committee will meet the first week in November to review the comments and make a salary

On motion of Trustee Solarz, seconded by Trustee Northcross, the meeting adjourned at 3:00 PM.

Respectfully submitted,

Linda Houle  
Recording Secretary