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

Absent: Trustee Cahoon

Trustee Solarz called the meeting to order at 2:37 PM. On motion of Trustee Northcross, seconded by Trustee Haugh, the minutes of October 16, 2007, were approved as corrected. (Trustee Haugh abstained.)

**Trustee Evaluation**
President Schatzberg stated that she would like the Board to agree on a retreat date at the November meeting. The focus of the retreat would be a session with Community College Counsel Ken Tashjy on conflict of interest and open meeting law issues, and another session focusing on some of the issues that were voiced in the last Board self-evaluation in the open-ended comments such as better understanding the College mission and how the College is meeting community needs.

Trustees agreed to use the same Board self-evaluation instrument this year but break open-ended questions into separate questions on strengths and weaknesses for clarity. Although the numeric data is not significant, the self-assessment is a good reminder of duties and provides fodder for Trustee retreat topics.

**President’s Evaluation**
Trustee Solarz reviewed the feedback she had received from Trustees on President Schatzberg’s Self-Evaluation and Goals Report. The discussion noted that the report is consistent and that President Schatzberg has brought transparency to the meetings. President Schatzberg noted that bringing professional appointments to the Board is a time-honored tradition at CCCC and gives Trustees an opportunity to become acquainted with key people as well as hear different voices during the meetings.

In response to the question, on how Trustees know the College is accomplishing its mission and meeting the needs of the community, President Schatzberg noted that Board is given many reports over the course of the year such as the Placement Report, and the BHE Performance Measurement Report. She also noted that this would be a good discussion topic for the Trustee Retreat and would also feed into the strategic planning process.

In response to Trustee Northcross’ question regarding on-campus faculty housing, President Schatzberg noted that faculty housing is not encoded in state law but would require permission from DCAM. She agreed to explore the feasibility of building faculty
housing as one of her goals. She also noted that she would add a goal to complete the renovation projects for which there are capital campaign funds.

In response to the suggestion for emphasis on accessibility and affordability, President Schatzberg noted that the Gap Fund, approved by Trustees in June, is quite extraordinary. She also noted that she has worked with a donor to set up a fourth course free plan, and she is in the process of looking for funding for assistance with daycare and gas costs for needy students. Additionally, the Federal Pell grant program has just increased award amounts. Expanding the High School Connections Program should also increase accessibility.

Trustee Solarz noted that this year would be the year for a 360 evaluation and the Evaluation Committee should explore improving the process. President Schatzberg recommended a process similar to the one used in faculty evaluations. Ms. Houle will send the instrument used in the previous 360 to Trustee Solarz.

President Schatzberg noted that since this is her ninth year, she would like to gain some fresh insights and the Harvard Seminar for Experienced Presidents had a program that was of interest.

(President Schatzberg left the room while the committee reviewed salary recommendations.)

On motion of Trustee Solarz, seconded by Trustee Northcross, it was unanimously voted to recommend for Board approval a 2.3% COLA adjustment and a 3% merit increase, retroactive to July 1st, for President Schatzberg and to thank her officially for her accomplishments.

On President Schatzberg’s return, Trustees thanked her for work and encouraged her to attend the Harvard Seminar.

The meeting adjourned at 3:45 PM.

Respectfully submitted,

Linda Houle
Recording Secretary