

Trustee Appointment Process

Qualifications for appointment

- Registered voter
- Resident within the district service area, which includes the cities of Palo Alto, Los Altos, Los Altos Hills, Mountain View, Cupertino, and portions of San Jose, Santa Clara, Saratoga, Sunnyvale, and unincorporated Santa Clara County. (See link to district boundary information at: http://www.fhda.edu/about_us/)

Application process

Application materials, limited to 4 pages, must be received by 5 p.m. Monday, Aug. 17

Application materials consist of:

- Resume
- Letter of application summarizing experience, education, and interest relative to the "Board Mission" and "Responsibilities of the Board of Trustees" (see http://www.fhda.edu/about_us/board/mission). In addition, the letter should address the following questions:
 - 1) Why did you apply for the position? How does the FHDA trustee position fit your personal and professional goals?
 - 2) How do you define and evaluate ethics in the decisions and behavior of a trustee?
 - 3) How would you balance competing needs in a collective bargaining environment?

Applications may be submitted electronically to trustee_appointment@fhda.edu; by mail to the Chancellor's Office, Foothill-De Anza Community College District, 12345 El Monte Road, Los Altos Hills, CA. 94022; or in person to the Chancellor's Office during regular business hours.

Thursday, Aug. 6: Orientation meeting for applicants, 9-10 a.m.

In addition, applicants and potential applicants are invited to attend a Board of Trustees' **Aug. 3** study session in the Foothill-De Anza Board Room from 2:30-4:30 p.m. to hear updates on the district's 2009-10 budget, strategic planning efforts, Measures E and C bond programs and the NASA Research Park project.

Interview and selection process

Applications will be forwarded to the trustees as they are received.

Thursday, Aug. 20: Board meets to select which applicant to invite to an interview. Applicants receiving at least two votes will be invited to take part in subsequent interviews.

Monday, Aug. 31 (3 p.m.): In public session, the board will conduct interviews consisting of the following elements:

- 1) Candidate will have 5 minutes each for a presentation outlining:
 - Their understanding of the role and mission of community colleges
 - Their understanding of the board's fiduciary responsibility and how they would carry it out
 - Their personal goals and vision for the Foothill-De Anza Community College District
 - Why they believe they would be an outstanding trustee
- 2) A question and answer period follows. Candidates will draw lots to determine a rotating sequence of responding to questions so each candidate has the opportunity to go first. Responses should be limited to 2 minutes.
- 3) Each candidate will give a brief closing summary.

The board will appoint the new trustee on Aug. 31 after the interviews.

The voting process is as follows: Student trustees will be asked for an advisory vote, then each elected trustee will cast a vote for one candidate, with repeated rounds of voting as necessary in the event of a tie.

Candidate who is selected will be sworn in immediately as trustee.