

Board of Trustees Agenda Item

Board Meeting Date: 1/23/12

Title of Item: Board Self-Evaluation Process

Background and Analysis:

The attached Board Policy 9300 calls for the Board to annually determine the instrument or process to be used in the Board's self-evaluation. The self-assessment instrument that has been used for a number of years is attached.

Accrediting Commission for Community and Junior Colleges Standard IV.B.1.b states, "The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws." As part of the development of the colleges' Institutional Self-Study Report in support of re-affirmation of accreditation, the board's self-evaluation process was discussed on both campuses. While both reports concluded that the board's current policy and process meets the standard, there was discussion of the possibility of periodically broadening the input on board performance to include informed college and constituent leadership (e.g. survey members of the Chancellor's Advisory Council every three years).

According to "Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation" published by the Community College League of California

A growing trend is providing an opportunity for college constituents and selected community representatives (such as those on foundation boards or advisory committees) to complete surveys on board performance. Some districts allow any employee to complete a board evaluation; others only request survey information from those college leaders (senior administration, faculty and staff representatives) who regularly attend board meetings and have the opportunity to see the board in action.

The benefit of seeking broad input is that the board gathers information on how it is perceived by others. However, the results of such an evaluation may or may not be useful and must be considered with care. Respondents may have expectations for the board that do not reflect appropriate roles and responsibilities. It is not unusual that trustees learn that college constituencies are unaware of governing board roles and responsibilities. A negative evaluation may result from board decisions that were unpopular with one or more internal constituencies, even though the board was acting on the good of the entire district or community.

If the board evaluation process includes feedback from college and community, the summary of the survey or feedback should be presented separately from the board's self-evaluation data, so that the board may compare trustee perceptions with those of others.

In response to a query regarding the practice of boards in neighboring districts, the following was reported:

Contra Costa: Uses an instrument with Districtwide governance participants

West-Valley Mission: Input is solicited from all employees and constituent groups using a survey

San Mateo: Feedback from non-Board members is not solicited

Recommendation: Information

Submitted by:	Linda Thor, ext. 6104
Additional contact names:	
Is backup provided?	Yes

Board Self-Evaluation

9300

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Board shall annually determine the instrument or process to be used in the Board's self-evaluation. The evaluation instrument shall incorporate criteria contained in the Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field. The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Chancellor. A summary of the evaluations will be presented and discussed at a Board meeting scheduled for that purpose. The results will be used to identify accomplishments in the past year, goals for the following year, and strategic plans for future years.

Approved 6/21/04



BOARD OF TRUSTEES SELF-EVALUATION 2011

TRUSTEE NAME: _____

Please return to Donna Toyohara by June 15th (no later than June 29)
(fax: 650-941-6289)

This instrument is for use in the Board's annual evaluation of its effectiveness. The following questions and your responses to them are for your use only. Your responses will be summarized and you will be asked to share your general conclusions with the other members of the Board at an open meeting. No one else will be shown this information unless you choose to share your responses, which will remain anonymous.

Section I: BOARD PHILOSOPHY

Please indicate to what degree the Board of Trustees adheres to its philosophy statement, using the following scale:

Scoring System				
4	3	2	1	No Opinion
Strongly Agree	Agree	Disagree	Strongly Disagree	Blank

Philosophy of the Board of Trustees

We, the trustees of the Foothill-De Anza Community College District, commit ourselves individually and collectively to the highest standards of conduct. We acknowledge that each of us shares a profound obligation to exercise our best possible judgment as we face the matters affecting the health and vitality of this institution which we hold in trust for current and future generations. We pledge to work together on behalf of our community in a spirit of cooperation and collaboration.

_____ As an individual Board Member, I've done a good job at this.

_____ As a whole Board, we've done a good job at this.

Section II: BOARD MISSION

Please indicate to what degree you adhere to the Board's mission statement, using the above rating scale:

Mission of the Board of Trustees

The Board of Trustees carries out the philosophy, mission and priorities of the Foothill-De Anza Community College District through the execution of the following responsibilities:

_____ • Determines policy and direction of the institution, and evaluates the implementation of policy recognizing the philosophy of participatory governance that exists in the district;

_____ • Establishes and protects district-wide a climate in which teaching and learning are deeply valued, where the worth and dignity of each individual is respected, and where cultural diversity is celebrated;

_____ • Acknowledges students, their opportunities, and their progress as the central purpose of our colleges and supports their academic pursuit through careful program review;

_____ • Ensures the fiscal health and stability of the Colleges and Central Services by having close working relationships with the Chancellor, financial staff, and auditors, and assures that proper procedures are in place to monitor this fiscal stability;

_____ • Appoints, supports and assesses the performance of the Chancellor, and assures integrity and oversight of the evaluation processes for all district employees and the Board itself;

_____ • Ensures quality teaching through its oversight of policies and procedures for hiring, tenure review, and professional growth of faculty and administrative staff, and clearly recognizes the contribution of classified staff in enabling teaching and learning to take place;

_____ • Acts as a community bridge, recognizing that community priorities are to be addressed through program offerings, types of facilities, and neighborly cooperation;

_____ • Serves as a positive agent of change, recognizing that it holds the Colleges in trust for future generations of students;

_____ • Serves as a court of appeal; and

_____ • Works constantly to improve the Board's quality of trusteeship through orientation, education and assessment of its own performance.

OVERALL RATING ON SECTION II:

_____ As an individual Board Member, I've done a good job at this.

_____ As a whole Board, we've done a good job at this.

Section III: BOARD ETHICS

Please review the Board's Code of Ethics and determine whether you, as an individual Board Member, have adhered to the following ethical duties and responsibilities. Please use the following scale:

Scoring System				
4	3	2	1	No Opinion
Strongly Agree	Agree	Disagree	Strongly Disagree	Blank

As a Trustee of the Foothill-De Anza Community College District:

- _____ 1. I devote the necessary time, thought and study to the duties and responsibilities of a Trustee to render effective and credible service.
- _____ 2. I work with fellow Board members in a spirit of harmony, respect, and cooperation, acknowledging that differences of opinion will arise.
- _____ 3. I base personal decisions upon all available facts in each situation, vote my honest conviction in every case, and abide by and support the final majority decision of the Board.
- _____ 4. I deal openly with issues while maintaining strict confidentiality when appropriate or required.
- _____ 5. I remember at all times that an individual Board Member has no legal authority outside the meetings of the Board and conduct all relationships with the college staff, students, local citizenry, and media on the basis of that fact.
- _____ 6. I avoid any situations where conflict of interest is real or apparent, do not use my position as a Trustee for personal benefit or gain, and promptly and honestly file all conflict of interest statements as required by law.
- _____ 7. I welcome and encourage input and active cooperation by citizens of the college community and the community at large.
- _____ 8. I would only consider any opportunity for employment by the District (other than as a Trustee) after one year upon leaving office.

OVERALL RATING ON SECTION III:

_____ Yes, I've done a good job at this.

Section IV: BOARD STRENGTHS, WEAKNESSES AND AREAS FOR IMPROVEMENT

What do you think are the Board's greatest strengths?

What do you think are the Board's greatest weaknesses?

Given these strengths and weaknesses, in what ways could the Board improve its effectiveness?

Additional Comments:
