

Coast Community College Board Self Evaluation

BOARD SELF EVALUATION SURVEY

Please rate the proposed questions using the following Rating Scale:

- 4 Outstanding
- 3 Good
- 2 Needs Improvement
- 1 Unacceptable
- 0 Unable to evaluate

I. Mission and Planning:

1. Board members are knowledgeable about the culture, history, and values of the district.
2. The board regularly reviews the mission and purposes of the institution.
3. The board spends adequate time discussing future needs and direction of the district.
4. The board assures that there is an effective planning process and is appropriately involved in the process.
5. The board assures that district plans are responsive to community needs.
6. The board has adopted and monitors the implementation of the district's strategic, educational and facilities master plans.
7. The board sets annual goals or priorities in conjunction with the CEO and monitors progress toward them.

II. Policy Role:

8. The board clearly understands its policy role and differentiates its role from those of the CEO and college staff.
9. The board assures that the district complies with relevant laws, regulations and accreditation standards.
10. The board's policy manual is up-to-date and comprehensive.
11. The board relies on board policy in making decisions and in guiding the work of the district.

III. Board-CEO Relations:

12. The board maintains a positive working relationship with the CEO.
13. The board clearly delegates the administration of the district to the CEO.
14. The board sets and communicates clear expectations for CEO performance.
15. The board regularly evaluates CEO performance.
16. The board periodically reviews the CEO contract to assure appropriate support and compensation.

IV. Community Relations & Advocacy:

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17. Board members act on behalf of the public and citizens in the district when making decisions.
18. Board members are active in community affairs
19. The board advocates on behalf of the district to local, state, and federal governments.
20. The board actively supports the district's foundation(s) and fundraising efforts.

V. Educational Programs and Quality:

21. The board is knowledgeable about the district's programs and services.
22. The board is knowledgeable about the educational and workforce training needs in the community.
23. The board has established expectations or standards that enable it to monitor the quality and effectiveness of the educational program.
24. The board regularly receives and reviews reports on institutional effectiveness.
25. The board is appropriately involved in the accreditation process.
26. The board understands and protects academic freedom.

VI. Fiduciary Role:

27. The board assures that the budget reflects priorities in the district's plans.
28. Board policies assure effective fiscal management and internal controls.
29. The board regularly receives and reviews reports on the financial status of the institution.
30. The board reviews the annual audit and monitors responses to recommendations.
31. The board adopts and monitors the implementation of a facilities master plan.
32. The board has provided appropriate direction for seeking external funding.
33. The board maintains an adequate financial reserve.

VII. Human Resources and Staff Relations:

34. The board's human resources policies provide for fair and equitable treatment of staff.
35. The board has established and follows clear parameters for collective bargaining.
36. The board has and follows protocols regarding communication with college employees.
37. Board members refrain from attempting to manage employee work.
38. The board expects and supports faculty, staff, and student participation in college decision-making.

VIII. Board Leadership:

39. The board understands its roles and responsibilities.
40. The board expresses its authority only as a unit.
41. Board members understand that they have no legal authority outside board meetings.
42. The board regularly reviews its code of ethics or standards of practice and has a policy on addressing violations of the code.

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43. Board members uphold and comply with the board's code of ethics.
44. Board members avoid conflicts of interest and the perception of such conflicts.
45. Board members annually file a statement of economic interests.
46. Once a decision is made, board members uphold the decision of the board.
47. Board discussions and relationships reflect a climate of trust and respect.

IX. Board Meetings:

48. Board meetings are conducted in an orderly, efficient manner.
49. Board meetings and study sessions provide sufficient opportunity to explore key issues.
50. Agenda items provide sufficient information to enable good board decision-making.
51. The board understands and adheres to the Brown Act.
52. The board maintains confidentiality of privileged information.

X. Board Education:

53. New members participate in a comprehensive orientation to the board and district.
54. Board members participate in trustee development activities.
55. The board evaluation process helps the board enhance its performance.
56. The Board measures its accomplishments against board goals.

XI. Additional Questions:

What are the board's greatest strengths? _____

What are the major accomplishments of the board in the past year? _____

What are areas in which the board could improve? _____

As a trustee, I am most pleased about _____

As a trustee, I have concerns about _____

As I trustee, I would like to see the following changes in how the board operates:

I recommend that the board has the following goals for the coming year:

DISTRICT EMPLOYEES SURVEY REGARDING THE BOARD OF TRUSTEES

The proposed beginning questions (1 through 6) are to establish the type of respondent and their direct knowledge of the Board of Trustees.

The rest of the proposed questions are related to the accreditation standards for the Board of Trustees.

1. Which employee class most closely matches your primary position:
 - a. Regular Classified Staff
 - b. Short-term Staff
 - c. Full-time Faculty
 - d. Part-time Faculty
 - e. Manager/Administrator

2. Which is your primary work location:
 - a. District Office
 - b. Coastline Community College
 - c. Golden West College
 - d. Orange Coast College

3. How long have you been employed with the district:
 - a. Less than a year
 - b. A year or more but less than five years
 - c. Five years or more but less than ten years
 - d. Ten years or more but less than fifteen years
 - e. Fifteen years or more but less than twenty years
 - f. Twenty years or longer

4. How many Board of Trustees meetings of the full Board have you attended in the last 12 months:
 - a. None
 - b. 1-3
 - c. 4-7
 - d. 8 or more

5. How many Board of Trustees Committee meetings have you attended in the last 12 months:

- a. None
- b. 1-3
- c. 4-7
- d. 8 or more

6. How frequently do you read the agendas for Board of Trustees meetings:

- a. Never
- b. Every month
- c. Once or twice within three months
- d. Once or twice within six months
- e. Once or twice within twelve months
- f. Infrequently

7. The Board of Trustees, administrators, faculty, staff, and students work together for the good of the institution through established governance structures, processes, and practices.

- 4. Outstanding
- 3. Good
- 2. Needs Improvement
- 1. Unacceptable
- 0. Unable to evaluate

8. The Board of Trustees is an independent policy-making body that reflects the public interest in board activities and decisions.

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9. Once the Board of Trustees reaches a decision, it acts as a whole.

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10. The Board of Trustees advocates for and defends the district as a whole and protects it from undue influence or pressure.

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11. The Board of Trustees establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.

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- 0. Unable to evaluate

12. The Board of Trustees has ultimate responsibility for educational quality, legal matters, and financial integrity.

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- 0. Unable to evaluate

13. The Board of Trustees acts in a manner consistent with its policies and bylaws.

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14. The Board of Trustees regularly evaluates its policies and practices and revises them as necessary.

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15. The Board of Trustees has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

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16. The Board of Trustees' self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.

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17. The Board of Trustees has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.

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18. The Board of Trustees is informed about and involved in the accreditation process.

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19. The Board of Trustees adheres to a clearly defined policy for selecting and evaluating the Chancellor.

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20. The Board of Trustees delegates full responsibility and authority to the Chancellor to implement and administer Board policies without Board interference, and holds the Chancellor accountable for the operation of the district.

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21. The Board of Trustees establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

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