

**OHLONE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
ROLES AND TASKS (2006)**

Board Roles and Function	Board Tasks (2006)
Supporting/Providing Leadership for the Strategic Goals	<ul style="list-style-type: none"> • The Board will be educated about the strategic goals and how they frame all college activities. • Board meeting agendas will regularly address strategic goals. Each of the goals and progress on them will be discussed at the Board meetings at least twice a year. Staff reports should address how the activity reported on supports achieving strategic goals. • In budget study sessions and approval of the budget, the Board will assure that the budget allocations are aligned with strategic goals. • The Board will consider making each Board member responsible for one strategic goal, which may include attending task force meetings, advocating the goal at Board meetings, studying and reporting to the Board.
Advocate on Behalf of the Institution to Community	<ul style="list-style-type: none"> • Trustee McMillin, appointed for 2006, is the legislative point person on the Board. • A portion of each the second Board meeting each month will be reserved for legislative issues. • Trustees are willing to contact legislators regarding SB 361, equalization compromise and other legislative issues that impact Ohlone. The college staff will provide talking points and packets to Trustees as needed. • Trustees will volunteer to talk to service clubs and community leaders regarding support for college issues, including the CC Initiative. College staff will provide talking points and packets to Trustees as needed. Trustees will work with the Board Chair and President/Superintendent regarding these activities.

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	<ul style="list-style-type: none"> • Board members will be educated about college efforts to connect in the community and will individually and as a whole support those efforts as their skills and connections allow. • Board members who have individual contacts in the community that support Goal 5, related to contributing to the economic and cultural vitality of the community, will work with the Board Chair and President/Superintendent to capitalize on those connections.
Monitoring Institutional Performance	<ul style="list-style-type: none"> • The Board will receive reports twice a year on progress toward each of the strategic goals. Reports will be made more often on capital construction, safety, maintenance and beautification. The monitoring reports will include baseline data so that the Board may follow trends. • The monitoring reports will review the targets and measures used by the college to measure progress. Trustees will provide positive and constructive feedback from their perspective as community representatives. The Board's purpose is to assure that all goals are connected to fulfilling the mission of the college related to student success and meeting community needs.
Protect and Support the College	<ul style="list-style-type: none"> • Trustees should/will speak positively about the college in the community and to the media and recognize that public critiques or statements of position prior to Board meetings can be damaging to the college and demoralizing to staff.
Ensure Effective Board Meetings	<ul style="list-style-type: none"> • Agendas will be crafted to allow sufficient time for discussing items and staff presentations. It is expected that staff reports will be crafted to address Board policy level issues and progress on the strategic goal areas. • The Board will focus on business items one meeting a month and on discussions related to the strategic goals, academic and community issues, and legislative policy for the other meeting.

Board Roles and Function	Board Tasks (2006)
	<ul style="list-style-type: none"> • Trustees will foster a culture and communication style at Board meetings of positive questions and support. • Board members have the prerogative to place items on the agenda; however, in order to have focused agendas, Board members should consider if the item is a priority for the college within the strategic plan. • Trustees will direct individual interests and concerns about specific agenda topics to the President/Superintendent and Board Chair, who will provide information on the most effective and prudent way to explore these issues. Items that would shift the strategic plan may be considered in the regular review of the strategic plan goals.
Board Culture and Communication	<ul style="list-style-type: none"> • Express more compliments and statements of support than criticisms. • Phrase questions in supportive manner, rather than as “gotcha’s”. • Gain skills in and practice supportive dialogue that generates ideas and explores options, rather than shut down conversations and create fear. • Foster a culture of working together and collaboration. • Emphasize that Board members and college staff are allies. • Capitalize on the feeling of being comfortable together. • Look at what each individual can do to have a positive impact on the Board culture.