

**Ohlone Community College District**

**Board of Trustees**

**Board Member Guide**

**October 8, 2008**

## Ohlone College Board Member Guide

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## About the Board of Trustees

### Purpose and Role of the Board of Trustees

Reference: BP 2420

Board Policy 2420 states that the purpose and the role of the Board are as follows:

- Select and appoint the President/Superintendent of the District;
- Determine the policies which will govern the operation of the District;
- Adopt policies and procedures for the governance of the District and review them periodically;
- Approve the annual budget;
- Approve the expenditure of all funds;
- Confirm the actions of the President/Superintendent pertaining to the appointment of District employees;
- Pass upon recommendations of the President/Superintendent pertaining to the appointment of Vice Presidents;
- Pass upon recommendations of the President/Superintendent pertaining to dismissal of employees;
- Fix the rate of compensation for all employees, and review all salary schedules annually;
- Pass upon recommendations of the President/Superintendent on site utilization and physical plant development;
- Pass upon recommendations of the President/Superintendent of capital outlay with reference to buildings, major improvements, and equipment;
- Pass upon recommendations of the President/Superintendent on matters of repairs and maintenance of the buildings, grounds, and equipment;
- Require and consider reports from the President/Superintendent concerning program and condition of the College;
- Consider and pass upon the curricular offerings of the College upon the recommendation of the President/Superintendent;
- Consider and pass upon the annual calendar;
- Consider and pass upon the recommendations of the President/Superintendent in all matters of policy pertaining to the welfare of the College;
- Provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of District funds and those of student organizations, and other funds under the supervision of the District;
- Provide for the annual audit of all funds of the District, student organizations, and other funds handled under the supervision of the District;
- Consider communications and requests from citizens or organizations on matters of policy and administration;
- Establish citizen advisory committees and curricular or vocational advisory committees, and approve the memberships of such committees;
- Serve as a final appeal for students, employees, and citizens of the Ohlone Community College District. The Board will serve in its appellate role for students and employees of the College only after a decision on the matter in contention has been made by

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administrative action and then upon the basis of a request for reconsideration of the matter by the Board by citizens of the District made following administrative consideration;

- Notify as individual Board members, the President or Secretary of the Board when they will be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as is possible;
- Submit annually, and at such other times as shall be required, statements of financial interests in accordance with Governing Code Sections 87300 et seq. See BP 2710;
- Hire attorney and auditor who reports to the Board.

### Board Membership

Reference: BP 2010

The Ohlone Community College District is governed by a seven member Board of Trustees (Board) elected by the voters of Fremont, Newark, and a small part of Union City. Five of the Board seats are designated as Fremont seats (including the small area of Union City) and two of the seats are designated as Newark seats. This means that a candidate running for one of the Fremont seats must live in Fremont (including the small area of Union City). Likewise, a candidate running for one of the Newark seats must live in Newark. Board members are elected to serve overlapping four-year terms with three of the seven seats up for election during one election cycle and four seats up for election on the other election cycle.

### Student Trustee

Reference: BP 2015, 2105

The Board has one non-voting student member with a one-year term of office beginning July 1. The privileges afforded the Student Trustee are found in the Board policies. The Student Trustee usually is afforded the privilege of casting an advisory vote, which is cast prior to the elected Trustees' vote.

### Seat Numbers

Reference: BP 2100

On March 14, 1979, the Board of Trustees established a number for each seat on the Board and assigned members to each of the numbered seats. Since establishing seat numbers, any candidate for election to the Board must declare at the time of filing for which numbered seat on the Board he/she intends to run. However, all Trustees are elected by the voters of the district-at-large.

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### Election and Terms

Reference: BP 2100, 2130

By recent legislation, a student, who must be a resident of the Ohlone District, is a non-voting Board member. Effective April 25, 1986, Board elections take place in November of even-numbered years. For example, in November 2008, three Fremont seats are up for election; the remaining two Fremont seats and two Newark seats are up for election in 2010.

<i>Board of Trustees</i>		
<b>Seat</b>	<b>Term Expires</b>	<b>Area*</b>
1	11/30/2010	Newark
2	11/30/2010	Fremont
3	11/30/2008	Fremont
4	11/30/2008	Fremont
5	11/30/2010	Fremont
6	11/30/2008	Fremont
7	11/30/2010	Newark
N/A	6/30/2009	Student Board Member

\*Includes a small part of Union City.

There are no term limits for membership on the Board.

### Board Officers

Reference: BP 2210, 2305

At the annual organizational meeting held in December of each year, the Board shall elect from among its members a Board Chair<sup>1</sup> and Vice Chair. The Board may designate the President/ Superintendent as Secretary of the Board as is common practice, or may elect the Secretary from its members.

The terms of officers shall be for one year.

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<sup>1</sup> Based on a reading of Ed Code 72000, the California League of Community Colleges (CCLC) has determined that it appears that the Board can create a policy recognizing the titles of "Chair" and "Vice Chair" and incorporate by reference to be same as "President" and "Vice President" according to Ed Code 72000. The Board took action at its regular meeting in July 2008 to adopt the titles "Chair" and "Vice Chair" in order to better differentiate the titles from the college president and vice presidents, therefore eliminating the potential for confusion. CCLC and other organizations have adopted the practice of using the terms chair and vice chair in their publications for the same reason.

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The duties of the Board Chair are:

- Preside over all meetings of the Board;
- Attend the agenda planning meeting with the President;
- Call emergency and special meetings of the Board as required by law;
- Consult with the President/Superintendent on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self-evaluation, and President/Superintendent evaluation;
- Represent the Board at official events or ensure Board representation.
- Act as a spokesperson for the Board when so directed by the Board.

The duties of the Vice Chair are:

- Preside over Board meetings in the absence of the Board Chair;
- Attend the agenda planning meeting with the Board Chair and President;
- Act in the absence of the Board Chair in all other matters normally associated with the Board Chair in the absence of the Board Chair.

The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

### Committees

Reference: BP 2220

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with Board policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised by the Board itself are not required to comply with the Brown Act, or with Board policies regarding open meetings.

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Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Currently, the Board has an Audit Committee comprised of three members.

### Use of College Resources

Reference: BP 2717

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

### Communications

Reference: BP 2720

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

### Compensation

Reference: BP 2725

Members of the Board who attend all Board meetings shall receive a monthly stipend. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

### Health Benefits

Reference: BP 2730

Board members are permitted to participate in the District's health benefit programs such as health, dental, and vision. Refer to the District's Human Resources Department for specific details.

### Travel

Reference: BP 2735

Board members may travel in their official capacity such as to attend conferences, educational opportunities, or participate as part of an accreditation team. Board members shall have travel expenses paid whenever they travel as representatives of and perform services directed by the

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Board. Board Member requests for District payment of any expenses associated with out of state Board member travel must be authorized in advance by the Board.

### Education

Reference: BP 2740

The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

### Political Activity

Reference: BP 2716

Members of the Board shall not use District funds, services, supplies, or equipment to urge passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

### Conflict of Interest

Reference: BP 2710

The Board has a Conflict of Interest policy, referenced above. A Board member who has an interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. Except in the case where the interest is defined as “remote” under Government Code Section 109, the Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

### Code of Ethics/Standards of Practice

Reference: BP 2715a, BP 2715b

The Board has a Code of Ethics found in BP 2715a as well as procedures to address violations of the Code of Ethics, Standards of Practice, Laws, or Regulations Concerning Elected Board Members, found in BP 2715b.

### Organization Representatives

At the annual organizational meeting the Board appoints representatives to the various trustee organizations. Currently, the Board participates in the following organizations:

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Community College League of California (CCLC)  
California Community College Trustees (CCCT)  
Association of Community College Trustees (ACCT)  
American Association of Community Colleges (AACC)  
Alameda County School Board Association (ACSBA)

### **Meetings of the Board**

Reference: BP 2310, 2355, 2360

Regular Board meetings are normally scheduled on the second and fourth Wednesdays of each month. The Board normally schedules at least two regular meetings each year at the Newark campus. The Board or the Board Chair may schedule additional meetings or change the regular meetings.

#### Meeting Locations

In accordance with the Brown Act and BP 2310, all regular meeting agendas of the Board of Trustees will be published at least 72 hours prior to the scheduled meeting. The agenda will include the meeting location, meeting time, and the items for discussion and action.

The Ohlone College Fremont campus is located at 43600 Mission Boulevard in Fremont, just south of the Washington Boulevard intersection and Mission San Jose. Highway 880 exits to Mission Boulevard at Warm Springs Boulevard, a few miles south of the Fremont campus. Highway 680 exits to Mission Boulevard a few blocks north of the Fremont campus and a few miles south as well.

The Board Room is in the Child Development Center, which is located between parking lots H and K on the Pine Street (south) side of the Fremont campus. Afternoon Board meetings on the Fremont campus are normally held in the Jackson Theatre in the Gary Soren Smith Center for the Fine and Performing Arts. A parking permit is required to park on the Fremont campus.

Board meetings held at the Newark Center for Health Sciences and Technology may vary in room number. Room number information is included in the Board meeting agenda. The Ohlone Newark Center for Health Sciences and Technology is located at 39399 Cherry Street, Newark. A parking permit is required to park on the Newark campus.

Board meetings may be held at other locations. These locations will be included in the Board meeting agenda.

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### Televised Meetings

Reference: BP 2365

Board meetings are recorded for broadcast at a later date; they are not televised live. Each Board meeting is televised that same week on Ohlone Network Television (ONTV) Channel 28 at 7:00pm on Thursday (one day after the actual meeting) and 10:00am on Friday (the second day after actual the meeting). ONTV is a cable television channel (Channel 28) available to cable customers in the cities of Fremont and Newark, California.

### The Brown Act (Open Meeting Law)

The Board is subject to the Brown Act, also known as the Open Meeting Law. The Brown Act requires that public boards conduct their business in the open. This means that all meetings are open to the public except for a limited number of circumstances, as permitted by the Brown Act. Examples of these limited circumstances include agenda items concerning personnel actions, labor negotiations, and the negotiation of real property. (See Closed Session below for detail.)

References:

For more information regarding the Brown Act, refer to <http://ag.ca.gov/publications/brownAct2003.pdf>

### Web Streaming Video and Video Archive

Ohlone College Board Meetings are available for viewing in real time through Web streaming video through the District's Web site. These meetings are archived on the Web site for later viewing. The District retains the video on its Web site for five years.

### Meeting Protocol

Board behavior can have both a positive or negative ripple effect throughout the District community. Often a simple comment can take on a life of its own with the original intended meaning misunderstood. The following recommendations may help to keep individual Board members from being misunderstood:

- Keep the Board discussion at the policy level versus getting into how something will be accomplished.
- Ask questions as necessary to make an informed decision, but try to avoid questions that may imply the Board is trying to micromanage the District.
- Be cautious about making statements that might be interpreted as belittling the staff.
- Praise in public and discipline in private.
- Be professional and courteous to fellow Board members.

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### Addressing the Board

Reference: BP 2350

Any person is invited to address the Board at the time provided by the Board under agenda item "Communications from the Public." Persons desiring to speak on a specific agenda item will be given the opportunity when the agenda item is being considered. On agenda items the normal order of speaking will be as follows:

1. President/Superintendent or designee who has placed the item on the agenda;
2. Board members, including non-voting Student Trustee;
3. Staff and faculty, if appropriate;
4. Others, including members of the public and/or District community.

Due to the Education Code and other legal requirements, however, complaints against specific employees of the District should not be addressed to the Board at public meetings. Such complaints must be submitted in writing to the President/Superintendent of Ohlone College, who will consider the complaint, investigate as necessary, and report to the Board regardless of the finding. Anonymous statements or complaints are not accepted. *(note to check with legal council)*

### How the Board Takes Action

Official Board action can be taken only at Board meetings and by affirmative action of at least four (in some cases, five) of the seven voting Board members. No one Board member or administrator makes official commitments for the Board, except as directed by Board action. The Board has final control over District matters and policies, subject to limitations imposed by California and federal law, and all employees and administrators of the District are bound to abide by such policies.

### Consent Agenda

Items that are calendared as requiring little or no discussion by the Board or the public are listed on the agenda as "Consent" items. The Board may act on these items in one motion without discussion. Any Board member or individual attending the Board meeting can request at the time of the meeting that an item listed on the consent agenda be considered separately ("pulled from the consent agenda") as part of the regular agenda, thus allowing discussion of the item.

### Preparing for Meetings

On the Friday preceding the Wednesday Board meeting, the Office of the President will send out an electronic Board packet with an agenda and back-up materials. This information is also posted to the District Web site. This timeline gives the Board members five days to review the materials prior to the meeting. When possible, Board members should submit their questions to the President prior to the Board meeting so that the staff can provide a thorough response at the time of the meeting. Also, any Board member can call the President prior to the Board meeting

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for clarification regarding any agenda item rather than waiting until the Board meeting. It is always best not to surprise the President or staff at the Board meeting.

### Agenda Review Process

The week preceding the Wednesday Board meeting the Board Chair and Vice Chair meet with the College President to review the proposed agenda. This meeting normally takes place in the President's office and lasts 1-2 hours.

### Closed Session

Reference: BP 2315

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four hours written notice of the closed session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions regarding the proposed price and/or terms of the transaction;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous;
- To consider its response to a confidential final draft audit report from the Bureau of State Audits;
- The examination of a witness any or all other witnesses in the matter being investigated by the legislative body.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

## **Communication Protocol**

### Communication with the President

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Except for discussion in or about closed session, any communication with the President, written or verbal, should be considered public.

### Communication with District Personnel

Board members should keep in mind that anything that a Board member says can be taken out of context and misinterpreted. If there is a question related to the District, it is best to go through the Office of the President. It is inappropriate to call a staff member directly without the permission of the President. Remember, the President works for the Board. All other employees of the District work for the President.

### Media

Any Board member is allowed to speak with the media. However, Board members should keep in mind the following:

- When speaking to the press, remind the interviewer that you do not represent the views of the Board, but speak as an individual.
- When contacted by the press, defer to the President or Board Chair for official Board positions.
- When speaking to the media, be an advocate for the District.
- Never speak about personnel matters or other closed session topics to the press.

### E-mail

Board members should keep in mind that electronic communications can facilitate a Brown Act violation.

### **Campus Visits**

Board members are always welcome to visit the District campuses; however, there are protocols that Board members should follow in order to avoid possible miscommunication or an unintended misunderstanding. Following are a few points:

- Written protocols should be developed for Board member visits to a District campus.
- As a matter of professional courtesy, Board members should always inform the President when they visit a District campus.
- As a matter of protocol, Board members should always inform the President's Office of invitations they receive by District groups to visit a District campus.
- If Board members desire to visit a facility that will be discussed as part of an agenda item, the Board members need to contact the President in order to arrange for an escorted site visit with a staff member.
- When on a District campus, Board members should be aware that their comments can be taken out of context.

## **Board Planning and Evaluation**

### Annual Retreat

Each summer the Board holds an annual retreat with the Board and the President. This retreat becomes the opportunity for the Board to conduct its annual self-evaluation and set goals for the upcoming year.

### Board Self-Evaluation

At the annual retreat the Board conducts a Board Self-Evaluation for the purpose of understanding the Board's strengths and weaknesses, with the intention of improving as a Board. The evaluation includes all members of the governing board and the student trustee.

### Setting the Board's Goals

The Board uses the results of the self-evaluation to set internal goals for the upcoming year.

### Annual Organizational Meeting

The annual organizational meeting of the Board will be within 15 days of the date on which a Board member who is elected takes office or in years in which no regular election for governing board members is conducted. The purpose of the annual organizational meeting is to elect a Chair and Vice Chair, appoint or elect a Secretary, and conduct any other business as required by law or determined by the Board. Parliamentary procedure and rules followed in Robert's Rules of Order shall be followed except where specifically amended by the Board.

## **College President**

Reference: BP 2431, 2432

### Hiring and Contract

Without doubt, the most important role of the Board is to appoint the President. It is exclusively the Board's role, although the process itself generally includes District personnel who will participate in the interviewing and screening process. The recent presidential searches have been national searches, which has become the norm for most California Community Colleges. The Board will want to use a search consultant to assist in the process. There are several independent firms that provide presidential search consulting services. In 2003 the Board used an independent firm and in 2008 the Board used the Association of Community College Trustees (ACCT), which also provides search consulting services.

The consultant will take the Board through identifying the needs of the District from the Board's perspective, as well as other interest groups within the District. Once this process has been completed the consultant will assist in developing advertising material that will be used to recruit

potential candidates. A District committee may assist in screening the applications and narrowing the pool of candidates to a manageable group that will be invited for confidential screening interviews. From the confidential interviews, the committee selects a small group of 3-5 finalists to recommend to the Board for interviews and on-campus forums. After the finalists accept the invitation to interview as a finalist, the names of the finalists become public information and usually there will be a press release involved.

From the finalists, the Board selects their top candidate to make an offer. It is not guaranteed that the first choice will accept the offer since it is common for candidates to be finalists in more than one college presidential search at the same time. Therefore, it is important that this part of the process remains confidential until an offer and an acceptance of offer has been reached. During this part of the process the Board must negotiate with the candidate the terms of the contract, which includes salary, starting date, and benefits. The Board's search consultant may assist in this area or the Board may specify one or two of its members to negotiate on their behalf. The process can easily take from six months to a year.

### Setting the President's Goals

A key part of enabling the President and Board to succeed is to have clear goals and objectives. In setting the President's goals the Board must consider the needs of the District and how the President may influence the achievement of those needs. The annual Board retreat with the President and the Board is the best time to develop the President's goals. The goals should follow the SMART model:

Specific  
Measurable  
Achievable  
Relevant  
Time-bound

The goals should be sufficiently broad enough to address key issues worthy of the President's attention. For example, a goal such as "improve the lighting system on the Fremont campus parking lot" would be too narrowly focused. Rather, "develop and implement a comprehensive campus-wide security program includes emergency communications, campus security, and lighting" would be more appropriate.

### President's Evaluation

Reference: 2435

The President's evaluation is conducted annually and is based on the effective date and terms of the contract for employment. The current cycle begins on July 1st and ends on June 30th of the following year. The evaluation form is included in part of Exhibit X. The evaluation is based in part on the success of the President's goals, but other factors are included as well. The President's evaluation is a closed session agenda item.

### Setting the President's Salary

After the initial starting salary negotiated with the President at the time of employment, the Board will need to consider the salary of their one employee on an annual basis. This process is usually done in conjunction with the President's annual evaluation. If, for example, the annual evaluation is due by July 1st of each year, then this would be the time that the Board discusses any salary adjustments. Although the discussion of the president's performance and determination of any salary adjustment is a closed session item, the actual setting of the salary adjustment is an open session agenda item.

### **Accreditation**

#### 7.1 Standard IV

Accreditation Standard IVB describes the Board's role and responsibilities. Key points include the following:

- The Board is designated as having the responsibility to set policies for the District and to act in a manner consistent with those policies.
- Through such policies the Board has ultimate responsibility for the educational quality, legal matters, and financial integrity of the institution.
- The Board establishes policies consistent with the mission statement.
- The Board regularly evaluates its policies and practices and revises them as necessary.
- The Board advocates for and defends the institution and protects it from undue influence or pressure.
- The Board is responsible for selecting and evaluating the President/Superintendent and for delegating full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district.
- Once the Board reaches a decision, it acts as a whole.
- The Board is responsible for Board development, self evaluation, and improvement.
- The Board has a code of ethics which is enforced by the Board.
- The Board is informed about and involved in the accreditation process.

#### 7.2 Board's Role in Accreditation

The Board must be fully informed of all Accreditation actions, reports, visits and progress on accreditation recommendations as they pertain to the College. All reports created in response to Commission actions must be approved or ratified by the Board.

### **Foundation**

The Ohlone College Foundation exists to broaden educational opportunities for students. One important function is to provide scholarships to those who need financial assistance. The entire Ohlone community benefits from the Foundation's support in provision of equipment, furnishings, and community-focused programs at the Fremont and Newark campuses.

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The Foundation receives the bulk of its financial support from members of the private and business communities; donations, endowments, and other gifts are an important source of funding for the College and its students. Of course, each gift indirectly benefits the community at large, as well.

The Ohlone College Foundation is governed by a volunteer board of directors who represent the communities served by the Ohlone Community College District. The volunteer board members are both spokespersons for the Foundation and vital links to the community. They believe in the role of higher education to build a strong community and a secure future. They also bring leadership, imagination, innovation, and creativity to the challenges of long-range resource development. The Foundation Board members are the core of our organization and provide a level of goodwill that will make friends for the Foundation wherever they go. The Board Chair and Vice Chair are members of the Board of Directors of the Foundation.

### **Shared Governance**

In addition to legally required participation of faculty in academic decisions described below, the faculty, the classified staff, administration, and students should have opportunity for input into college decisions. Colleges must encourage greater student participation in appropriate aspects of campus, district, and statewide governance.

Title 5, Section 53200; Accreditation Standard IVA

### College Council

The purposes of the Ohlone College Council, in keeping with Board Policy, are as follows:

1. To ensure that appropriate members of the District participate in developing recommended policies for Board of Trustee's action.
2. To ensure that appropriate members of the District participate in developing recommended administrative procedures for the President's action.

The purposes of the Ohlone College Council, in keeping with direction of the President/Superintendent for shared governance of the District are as follows:

1. To ensure that appropriate members of the District participate in developing recommended District annual budgets, annual and strategic plans, new programs and services, and major facilities plans prior to their adoption by District officials.
2. To ensure that all members of the District community have access to information regarding ongoing developments and issues and that there is an open forum for full participation in decision-making of areas defined under Board and state policy, as well as administratively and mutually agreed shared governance matters.
3. To serve as the primary advisory body to the President/Superintendent.

## **Groups on Campus**

There are many groups and committees that are a part of the District. There are a few groups that the Board regularly has contact with at Board meetings.

### Faculty Senate

In accordance with Title V of the California Education Code, the Faculty Senate shall make recommendations to the District Administrators and/or District Board of Trustees on matters of educational and professional significance pertinent to the College and/or the District. These matters include:

1. Curriculum, including establishing prerequisites and placing courses within disciplines (rely primarily).
2. Degree and certificate requirements (mutually agree).
3. Grading policies (rely primarily).
4. Educational program development (mutually agree).
5. Standards or policies regarding student preparation and success (mutually agree).
6. District and college governance structures, as related to faculty roles (mutually agree).
7. Faculty roles and involvement in accreditation activities (mutually agree).
8. Policies for faculty professional development activities (mutually agree).
9. Process for program review (mutually agree).
10. Processes for institutional planning and budget development (mutually agree).
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate (mutually agree).

Note: “Rely primarily” means that the Board will rely primarily upon the advice and judgment of the Faculty Senate. “Mutually agree” means that the District governing board and the representatives of the Faculty Senate will have the obligation to reach mutual agreement by written resolution, regulation, or policy.

### Classified Senate

Ohlone College currently does not have a Classified Senate.

### Service Employees International Union SEIU

The Service Employees International Union (SEIU) is the bargaining unit for the District’s maintenance and security employees.

### California School Employees Association CSEA

The California School Employees Association (CSEA) is the bargaining unit for the classified employees.

## Ohlone College Board Member Guide

### Directors, and Administrative Support (DDAS)

DDAS is the meet and confer body for administrators and other staff not represented in a bargaining unit.

### United Faculty of Ohlone UFO

The United Faculty of Ohlone (UFO) is the bargaining unit for the Ohlone College faculty.

### Associated Students of Ohlone ASOC

The Associated Students of Ohlone (ASOC) helps to ensure that students receive the best possible experience while studying at Ohlone College. Student government represents the voice of the student body and allows their ideas to be communicated to the different levels of the administration. ASOC also conducts several outreach programs, activities, and events throughout the year.

### **Graduation**

Graduation is the highlight of Ohlone College every year. Ohlone's graduation ceremony is held in May in the Epler Gymnasium on the Fremont campus. Graduation is held in the evening and Board members participate as part of the processional and the ceremony. Generally, the Vice Chair will introduce the valedictorian and the Chair will accept the graduating class. Board members will wear a graduation robe with the colors of the discipline appropriate for their degree.

### **Trustee Resources**

Trustee Handbook, California Community College League of California

Board Chair Handbook, California Community College League of California

Ohlone College Board Policies, Ohlone Community College District