

Ohlone Community College District

Board of Trustees

Board Member Guide

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1.0 About the Board of Trustees

1.1 Board Duties and Responsibilities (Reference: BP 2200)

The Board of Trustees governs on behalf of the citizens of the Ohlone Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

1. Represent the public interest
2. Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
3. Hire and evaluate the President/Superintendent
4. Delegate power and authority to the chief executive to effectively lead the District
5. Assure fiscal health and stability
6. Monitor institutional performance and educational quality
7. Advocate for and protect the District

1.2 Board Membership (Reference: BP 2010)

The Board shall consist of seven members elected by the qualified voters of the District. Members shall be elected at large as defined in Board Policy 2100.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

1.3 Student Member of the Board of Trustees (Reference: BP 2015)

The Board shall include one non-voting student member. The term of office shall be one year commencing May 15. The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and

throughout the term of service. The student member is not required to give up employment with the district. The student shall maintain the minimum standards of scholarship.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level equivalent to the elected trustees. See BP 2725;
- The privilege to serve a term commencing on May 15;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

1.4 Board Elections (Reference: BP 2100)

The term of office of each trustee shall be four years, commencing on the first meeting in December following the election. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

Eligibility for candidacy will be defined as in Education Code 72103.

The Board of Trustees has provided for the election of trustees by trustee areas.

Effective December 14, 2011, the trustee seats are:

Area 1: City of Newark and the Fremont and Union City precincts west of I-880 (two seats)

Area 2: City of Fremont and Union City precincts east of I-880 (five seats)

The election of a board member residing in and registered to vote in the trustee areas he or she seeks to represent shall be by the registered voters of the entire community

college district. Voters will be instructed to vote for the appropriate number of candidates from each area.

The President/Superintendent shall submit recommendations to the Board regarding adjustments to be made to the boundaries of the District or the two areas after each decennial federal census and at any time adjustments are deemed necessary. The President/Superintendent shall submit the recommendation in time for the Board to act as required by law.

The Board of Trustees has determined that the Ohlone Community College District shall pay in excess of \$800 (increased by 4% each year), for any candidate's statement in English and/or another language to be sent to the voter.

The Registrar of Voters, County of Alameda, has been directed to provide a written copy of this policy to each candidate's representative at the time nomination papers are picked up.

1.5 Term Limits (Reference: BP 2130)

The Board may, by a vote of the membership of the Board, act to submit to the electors of the District a proposal to limit the number of terms a member of the governing board may serve on the Board. Any proposal to limit the number of terms a member of the Board may serve shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to the administrative procedures set forth in the California Elections Code, Section 9500 et seq.

Any such proposal shall, if adopted by the electors of the District, apply prospectively only.

1.6 Officers of the Board (Reference: BP 2210)

At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board. The Board shall designate the President/Superintendent as Secretary of the Board. For all purposes other than the election of officers, the Board President and Vice President shall be referred to as Board Chair and Vice Chair.

The terms of officers shall be for one year.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- 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.

The duties of the Vice President of the Board are:

- Perform the duties of the Board President in the President's absence;
- Attend the agenda planning meeting with the Board Chair and President.

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.

1.7 Committees of the Board (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 these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

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

The Board has established the following committee(s):

Audit Committee

1.8 Personal Use of Public 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.

1.9 Communications Among Board Members (Reference: BP 2720)

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

1.10 Board Member Compensation (Reference: BP 2725)

Members of the Board, including the student member, who attend all board meetings shall receive \$291.72 per month. 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.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, adopted and included in the minutes finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is

ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board. The compensation shall be a charge against the funds of the District.

The Board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

1.11 Board Member Health Benefits (Reference: BP 2730)

Current members of the Board* shall be permitted to participate in the District's health benefits programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

*Note: Upon leaving the Board, former members of the Board may continue to participate in the District's health benefits programs for themselves, their spouse and dependents, without cost to the District, and subject to the authority of the District to modify such coverage as modified for the active employees, if the following criteria are met: the member must have served on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years.

There is no continuance of benefits for the surviving spouse of the Board member.

1.12 Board Member Travel (Reference: BP 2735)

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

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

Reimbursable expenses follow the same guidelines as those of the administrative staff.

1.13 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.

1.14 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.

1.15 Conflict of Interest (Reference: BP 2710)

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote 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. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the President/Superintendent shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

1.16 Code of Ethics / Standards of Practice (Reference: BP 2715, AP 2715)

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

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following:

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1. Acting only in the best interest of the entire community and adhering to District Policies and Procedures.
2. Protecting the interests of students in every decision and assuring the opportunity for high-quality education for every student.
3. Using the powers of the office honestly and constructively, communicating and promoting the needs of the community to the College, and the needs of the College to the community.
4. Maintaining an atmosphere in which controversial issues will be debated openly and fairly, protecting the dignity of individuals. Respecting others; acting with civility.
5. Exercising authority only as a Board and conducting their relationships with college staff, students, local citizenry, and the media on that basis.
6. Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
7. Maintaining confidentiality of closed sessions.
8. Preventing conflicts of interest or the appearance of conflicts of interest and informing the entire Board or the Board President when a matter under consideration might involve such a conflict, as stated in the District's Conflict of Interest Code.
9. Using appropriate channels of communication, authority and responsibility.
10. Devoting adequate time to board work.
11. Being informed about the District, educational issues, and responsibilities to trusteeship.
12. Promoting a healthy working relationship with the President/Superintendent through supportive, open, and honest communication and regular evaluation.

Procedure to address violations of the Code of Ethics, Standards of Practice, Laws, or Regulations concerning elected Board Members are as follows:

1. The Board Officers and President/Superintendent are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of the Code of Ethics, pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Potential violations of law may be referred by College legal counsel to the District Attorney or Attorney General as provided for in law.

2. Alleged violations of the Board's Code of Ethics/Standards of Practice BP 2715 will be addressed by the President of the Board, who together with the Vice President of the Board will first discuss the alleged violation with the Trustee to reach a determination of the potential existence of a violation. If it is determined that a potential violation of BP 2715 has occurred, the Board President will appoint an ad hoc committee to examine the matter and identify further courses of action to the Board. Sanctions, including censure of the Board Member, may be considered by the full Board. If either the Board President or Vice President is perceived to have violated the Code, they will be replaced with another Board member selected by the other unaffected Board officer authorized to pursue appropriate processes.
3. Consideration by the full Board of any and all actions under the Provisions of this Policy shall be in a formal and open meeting of the Board of Trustees, under an agenda item with appropriate and legal Notice, as required by State Law.

1.17 Board Representatives

At the annual organizational meeting the Board appoints representatives to the various organizations and bodies requiring representation. Currently, the Board appoints the following representatives:

Alameda County School Board Association (ACSBA)
Ohlone College Foundation
Board Audit Committee
New Trustee Mentor(s)

2.0 Meetings of the Board (Reference BP 2310)

Regular Board meetings are normally scheduled on the second Wednesday of each month. The Board normally schedules at least one regular meeting each year at the Newark campus. The Board may schedule additional meetings or change the regular meetings.

2.1 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 Student Services Building, Building 7, Room 7101 and is located adjacent to parking lots O and P on the Pine Street (south) side of the Fremont campus. A parking permit is required to park on the Fremont campus. Requests can be made through the President's office for a free parking permit to be used during a Board meeting.

Board meetings are also held at the Ohlone Newark Center for Health Sciences and Technology, located at 39399 Cherry Street, Newark in room NC 1100. A parking permit is required to park on the Newark Center. Requests can be made through the President's office for a free parking permit to park at the Newark Center during a Board meeting.

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

2.2 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 7:00 p. m. on Thursday (one day after the actual meeting) and 10:00 a.m. 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.

2.3 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>

2.4 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.

2.5 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 of staff 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.

2.6 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.

2.7 How the Board Takes Action

Official Board action can be taken only at Board meetings and by affirmative action of at least four 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.

2.8 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. The Board reserves the right to consider if an item on the Consent Agenda is pulled.

2.9 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 Website. 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 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. Response information is supplied to all Board members.

2.10 Agenda Review Process

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

2.11 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 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.

3.0 Communication Protocol

3.1 Communication with the President

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

3.2 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.

3.3 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.

3.4 E-mail

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

4.0 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.

5.0 Board Planning and Evaluation

5.1 Annual Retreat

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

5.2 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.

5.3 Setting the Board's Goals

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

5.4 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 the 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.

6.0 College President (Reference: BP 2431, 2432)

6.1 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.

6.2 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 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.

6.3 President's Evaluation (Reference: BP 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 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. A template of the President's Evaluation, provided by the Association of Community College Trustees (ACCT), can be located on page 27.

6.4 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.

7.0 Accreditation

7.1 Standard IV

Accreditation Standard IVB1 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.

8.0 Foundation

The Ohlone College Foundation exists to support Ohlone College in execution of its strategic plan and provide assistance to the College and the students through fund raising and community outreach programs. The entire Ohlone community benefits from the Foundation's support in provision of program and facilities support at the Fremont and Newark campuses.

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 represents the communities served by the Ohlone Community College District. They bring leadership, imagination, innovation, and creativity to the challenges of long-range resource development. Three members of the Board of Trustees are members of Board of Directors of the Foundation. The Board Chair and Vice Chair are traditionally among the three appointed.

9.0 Collegial 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, especially those which affect them. Colleges must encourage greater student participation in appropriate aspects of campus, district, and statewide governance.

Title 5, Section 53200; Accreditation Standard IVA

9.1 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 collegial 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 input into decision-making of areas defined under Board and state policy, as well as administratively and mutually agreed governance matters.
3. To serve as the primary advisory body to the President/Superintendent.

10.0 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.

10.1 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.

10.2 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.

Other groups the Board should be aware of include the following:

10.3 Service Employees International Union (SEIU)

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

10.4 California School Employees Association (CSEA)

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

10.5 Deans, Directors, and Administrative Support (DDAS)

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

10.6 United Faculty of Ohlone (UFO)

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

11.0 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.

12.0 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

OHLONE COLLEGE
PRESIDENTIAL PERFORMANCE APPRAISAL

Please rate the President in key functional areas using the following scale:

**1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations;
 4 = exceeds some expectations; 5 = significantly exceeds expectations; DK = Don't Know**

Please provide comments to improve the performance of the President in specific functions of the job.

Goals 2011-2012	1	2	3	4	5	DK
1. Bond Implementation: Ensure that Measure G planning and execution of the first phase of funding and projects occur effectively and efficiently as evidenced by timely receipt of funding, a board-approved District Master Plan, and successful initial project planning and implementation.						
2. Fiscal Stability: Manage within annual revenue allocations received from the State and those that are self-generated while maintaining core-mission educational programs and the quality of the learning environment, services to students, and college operations as evidenced by providing core-mission courses to the State funding maximum, continuing essential student and college functions, and taking steps needed to balance the 2012-13 budget.						
3. Foundation Organization: Focus the College Foundation fund raising efforts to support the execution of the College Strategic Plan as evidenced by increased emphasis on dedicating Foundation funds for these purposes.						
4. Relations with Employee Groups: Sustain good relations with employee groups and continue to improve relations with CSEA leadership specifically, as evidenced by personnel problems being solved at lowest level, progress on completion of contract negotiations, increased number of opportunities for professional development, and staff participation on district-wide committees and events.						
5. Legislative Advocacy: Increase the College's and Board's opportunity to advocate for Ohlone interests to state and national agencies and legislators as evidenced by increased discussion of such issues at Board meetings and increased knowledge to allow the Board to educate the local community about College needs and issues.						

COMMENTS:

Ohlone College Board Member Guide

Institutional Leadership	1	2	3	4	5	DK
6. Is informed about developments in education, and particularly community colleges						
7. Maintains and supports the value of excellence and quality within the institution						
8. Effectively articulates and communicates district vision and goals						
9. Provides a long-range planning process and oversees its implementation						
10. Provides leadership for/assures that there is an effective system for monitoring institutional effectiveness in promoting student success						
11. Assures access to higher education for underserved and minority populations and supports programs to increase their success						
12. Facilitates and provides leadership for participation in decision-making by faculty, staff, and students						
13. Provides leadership for the professional development of all staff, and maintains her own professional development						
14. Implements District operations pursuant to policy, statutes, regulations, and policy governance						
15. Identifies and analyzes issues confronting the institution and provides direction in their resolution						

COMMENTS:

Use of Resources	1	2	3	4	5	DK
16. Understands the institution's financial needs and communicates them clearly						
17. Provides leadership to assure the budget furthers the college mission, goals, and long-range plans						
18. Provides sound fiscal management, including the ability to address budgetary matters in a way that achieves efficient and effective use of resources						
19. Provides leadership for and supports appropriate strategies for attracting funds to the college						
20. Provides effective leadership for maintenance and upgrade of the physical plant						
21. Develops and executes sound personnel policies and procedures						
22. Provides effective leadership for technological support of teaching, learning and the operations of the college						

COMMENTS:

Ohlone College Board Member Guide

Relations with Governing Board	1	2	3	4	5	DK
23. Carries out board governance policies in a conscientious manner						
24. Provides accurate and sufficient information for board members of board policy and district operations						
25. Offers professional advice to the board on items requiring board action with recommendations based on thorough study and analysis and sound educational principles						
26. Prepares for Board of Trustees meetings in an effective manner						
27. Seeks and accepts constructive criticism of her work						

COMMENTS:

External Relations	1	2	3	4	5	DK
28. Develops and implements strategies for building community relations						
29. Is visible at and takes part in campus and community activities and functions						
30. Handles public and media relations appropriately and constructively						
31. Represents the needs of the District to appropriate federal and state level legislators						
32. Understands state and federal trends and decisions and keeps others informed of their impact on the District						

COMMENTS:

Ohlone College Board Member Guide

Personal Qualities	1	2	3	4	5	DK
33. Exercises good judgment in dealing with sensitive issues between people and groups						
34. Is well-organized and efficient in accomplishment of objectives						
35. Encourages the development of and exhibits respect for all groups in the decision-making process						
36. Is sensitive to differing needs in a community of racial and ethnic diversity						
37. Maintains high standards for ethics, honesty, and integrity in all personal and professional matters						
38. Presents a professional demeanor in all situations						

COMMENTS:

OVERALL/SUMMARY COMMENTS:

WHAT INITIATIVES/PROJECTS SHOULD THE PRESIDENT FOCUS ON OVER THE NEXT YEAR?

Thank you for taking the time to complete and return your candid responses for this evaluation. All survey response information will remain anonymous and the confidential final report is for board use only.