

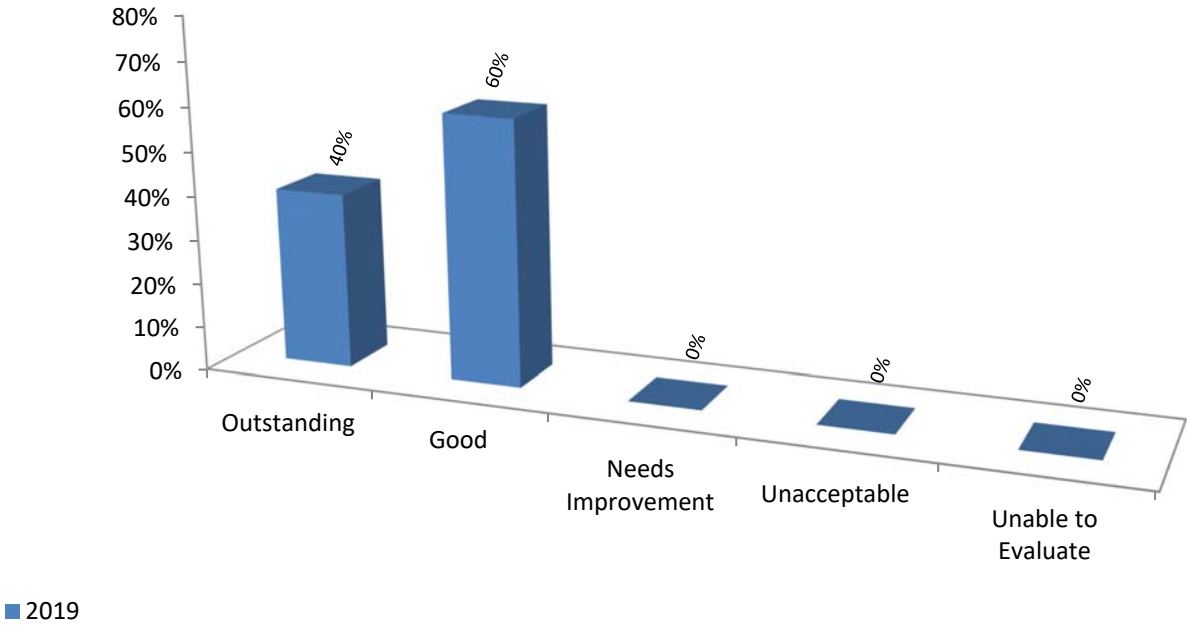
Coast Community College District

# Board of Trustees Self-Evaluation

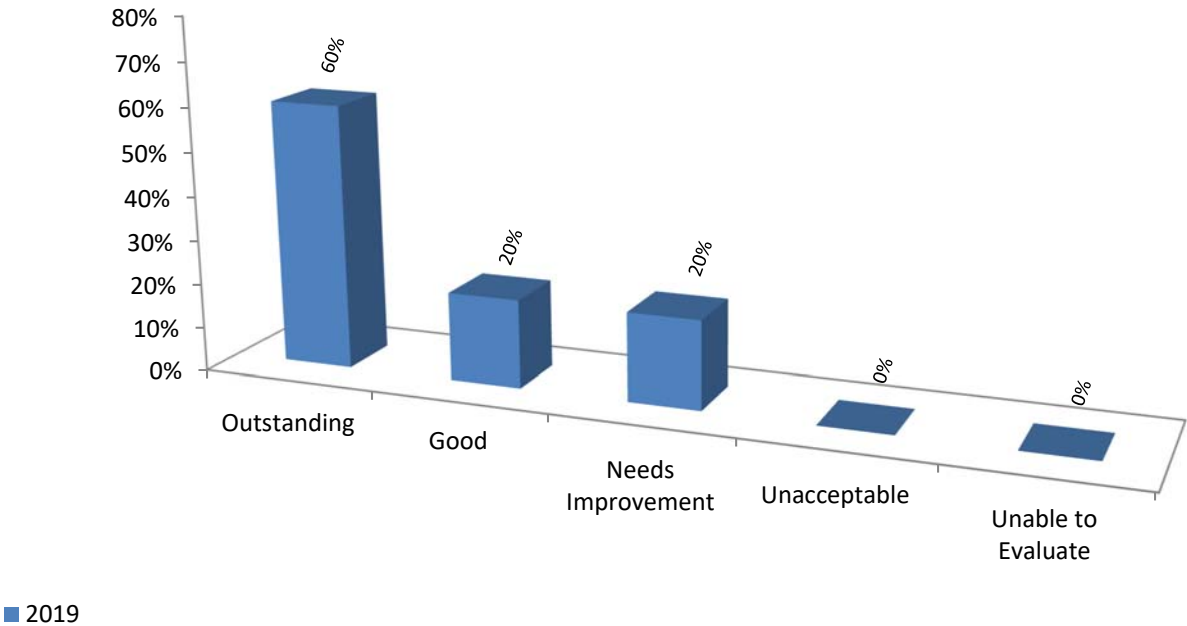
2019 (5 responses)

Mission and Planning

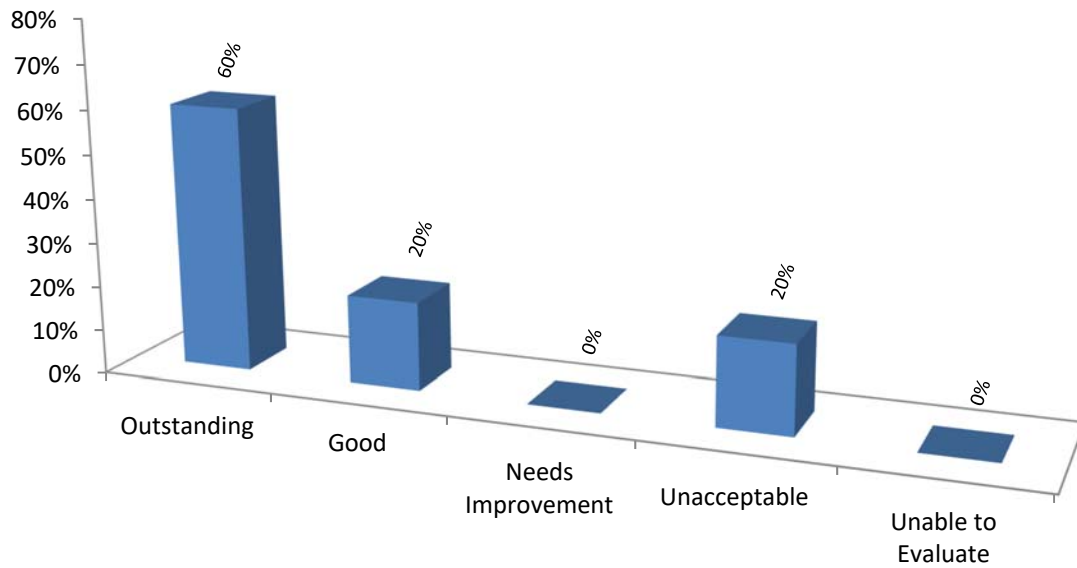
1. Board members are knowledgeable about the culture, history, and values of the district.



2. The board regularly reviews the mission and purposes of the institution.

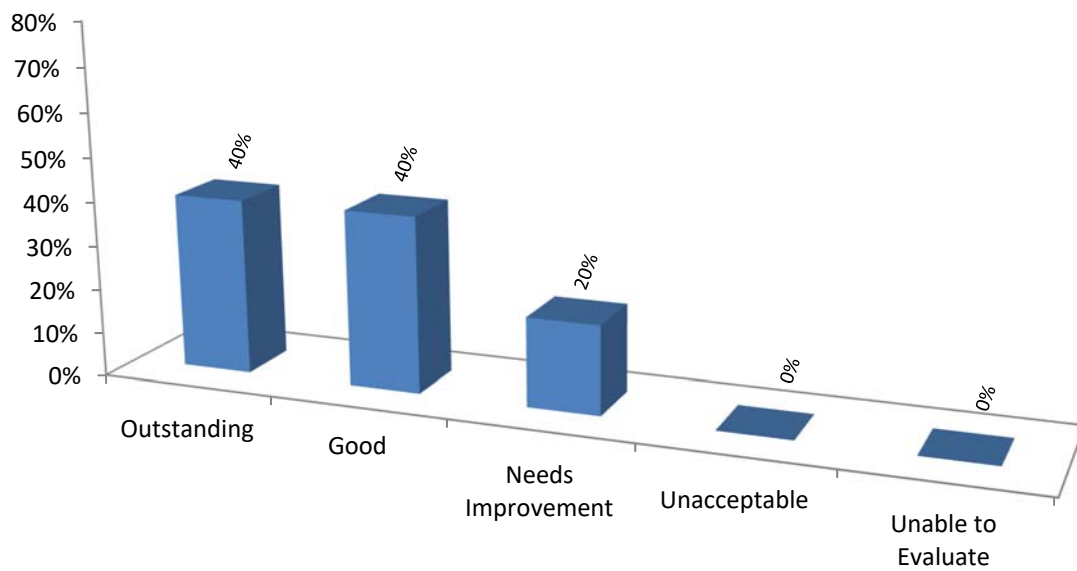


**3. The board spends adequate time discussing future needs and direction of the district.**



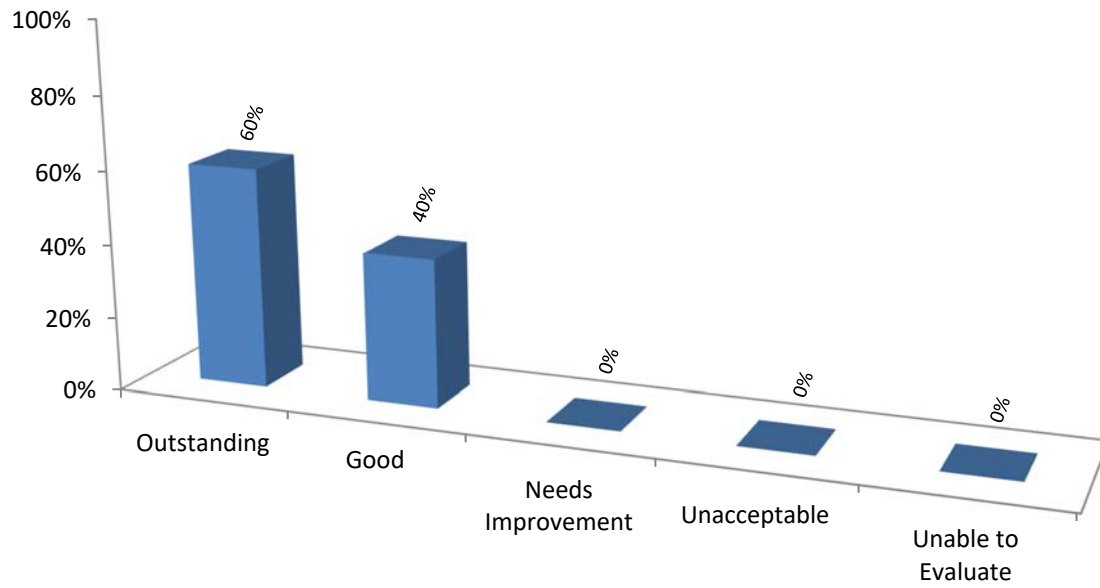
■ 2019

**4. The board assures that there is an effective planning process and is appropriately involved in the process.**



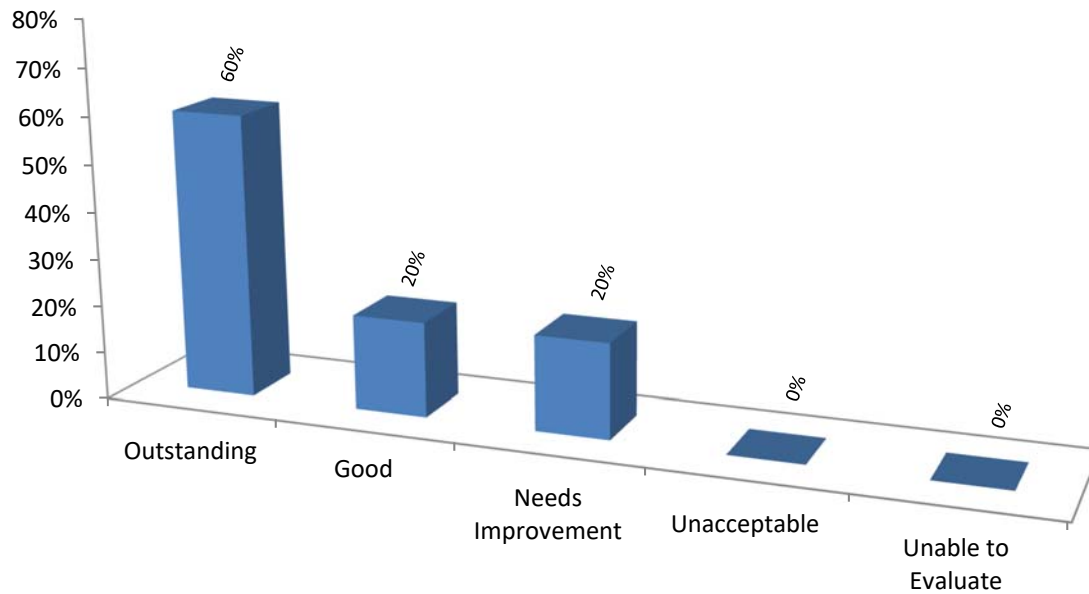
■ 2019

**5. The board assures that district plans are responsive to community needs.**



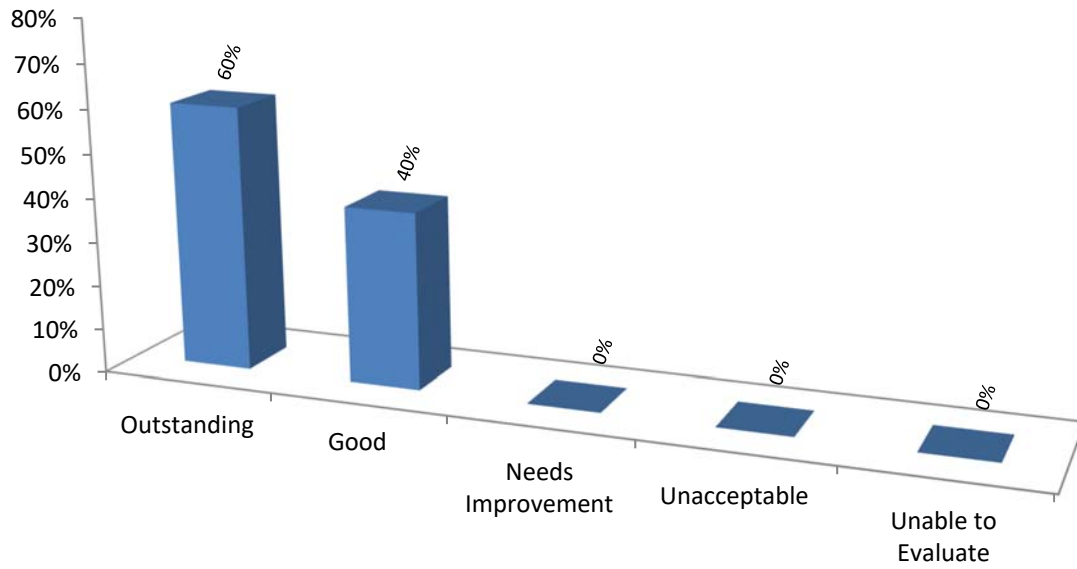
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**6. The board has adopted and monitors the implementation of the district's strategic, educational and facilities master plans.**



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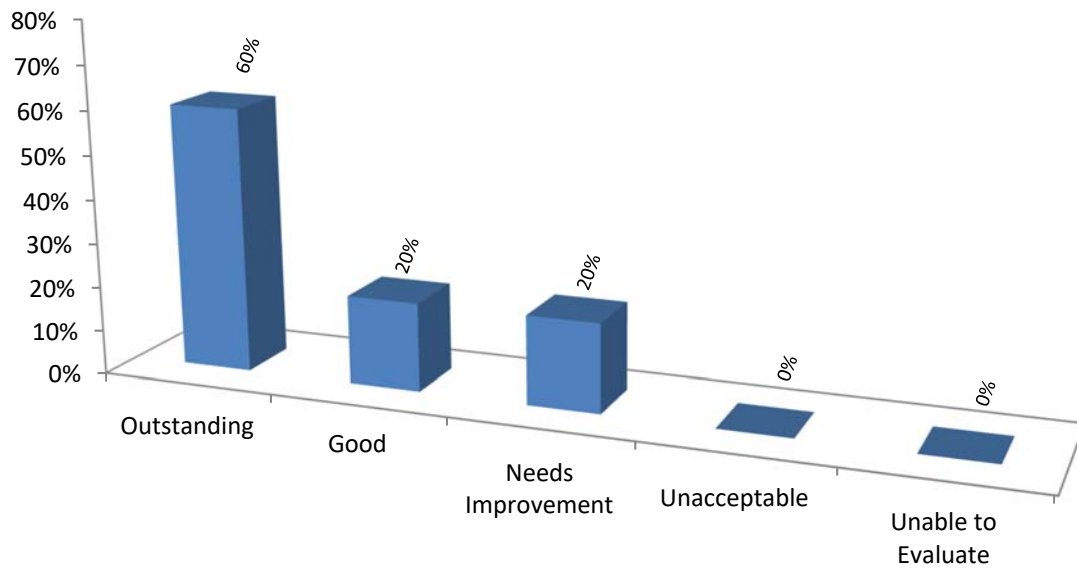
**7. The board sets annual goals or priorities in conjunction with the CEO and monitors progress towards them.**



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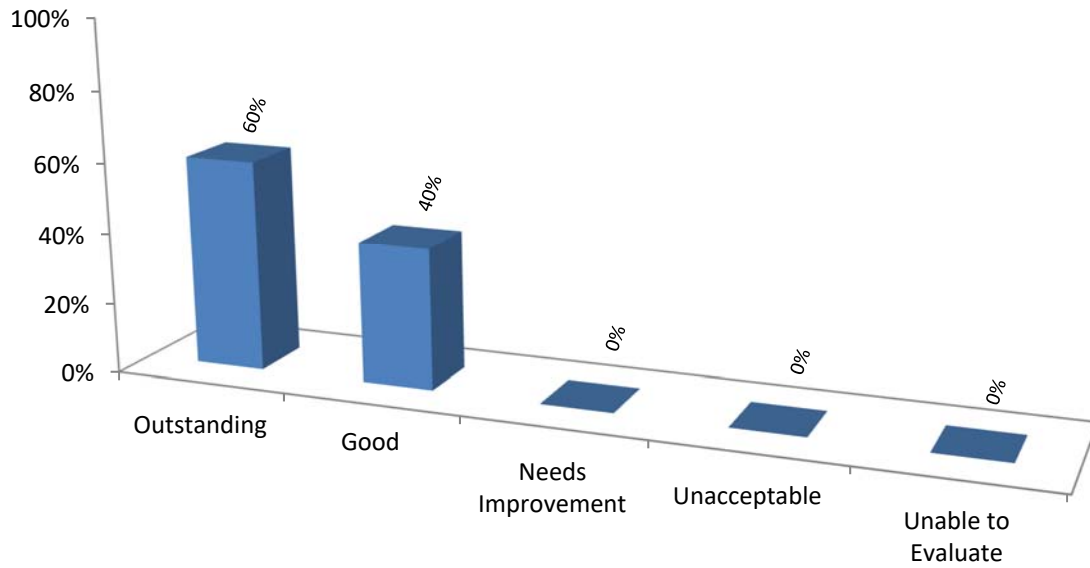
**Policy Role**

**8. The board clearly understands its policy role and differentiates its role from those of the CEO and college staff.**



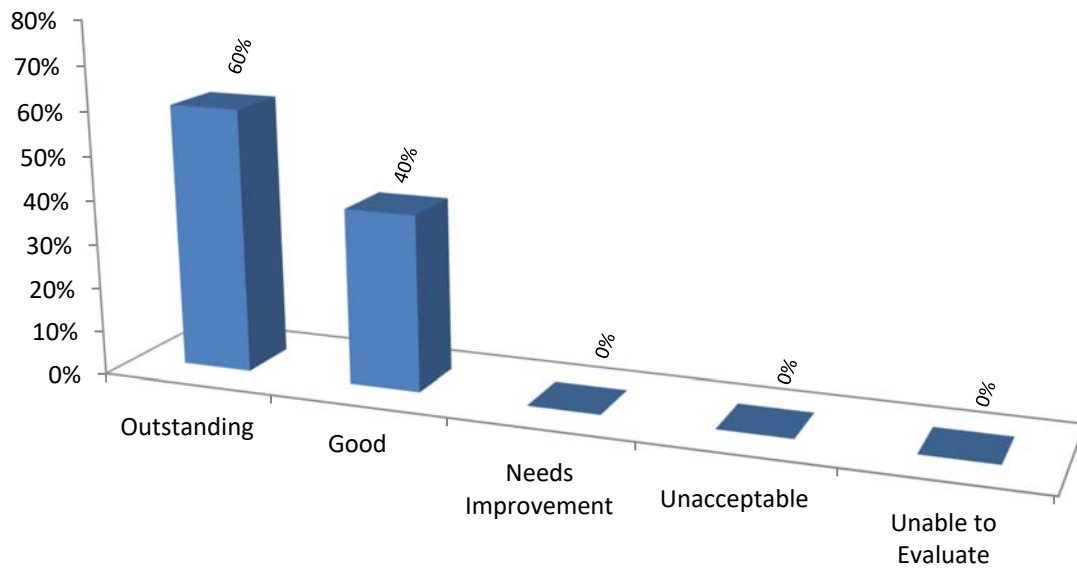
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**9. The board assures that the district complies with relevant laws, regulations and accreditation standards.**



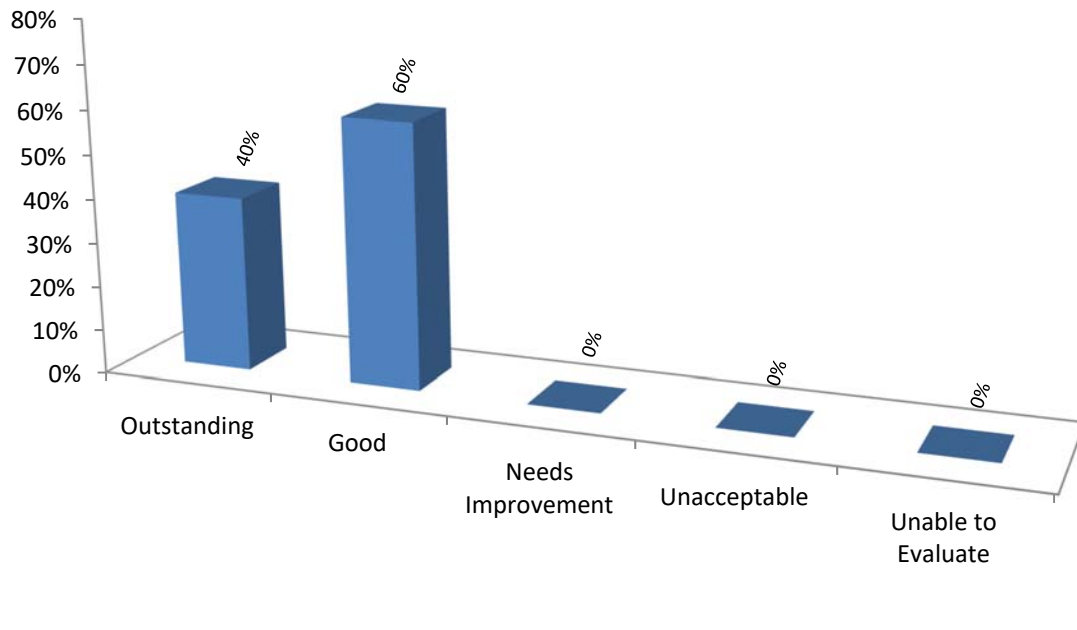
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**10. The board's policy manual is up-to-date and comprehensive.**



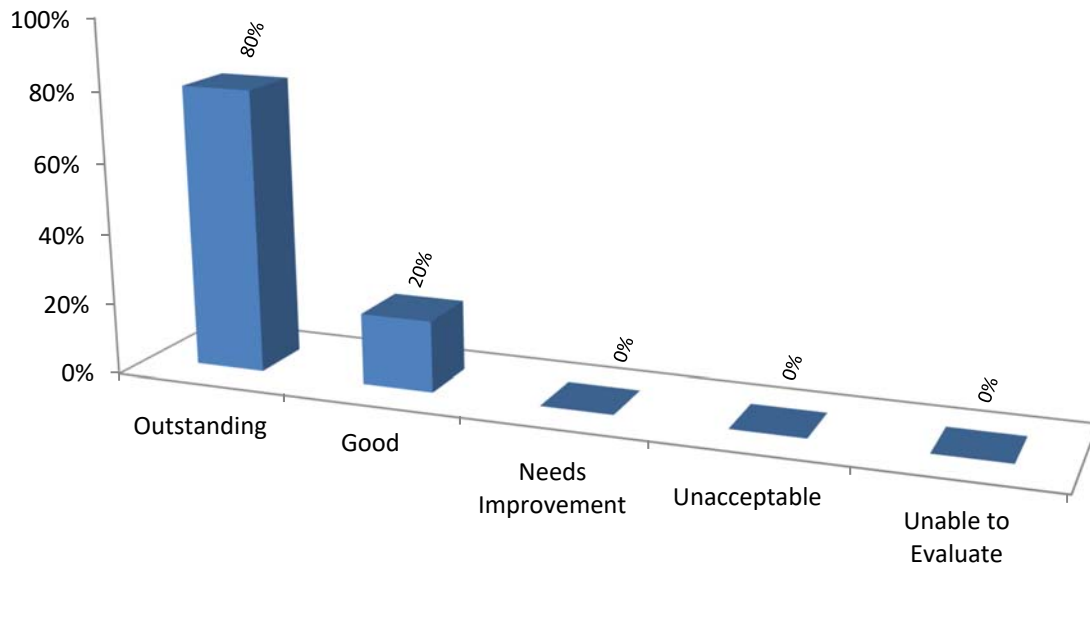
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**11. The board relies on board policy in making decisions and in guiding the work of the district.**

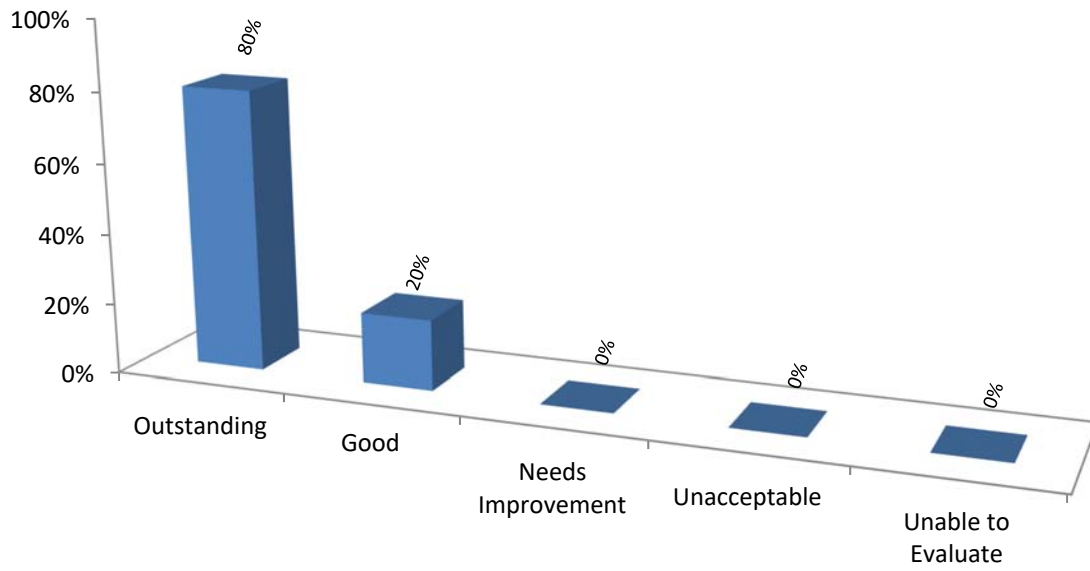


**Board – CEO Relations**

**12. The board maintains a positive working relationship with the CEO.**

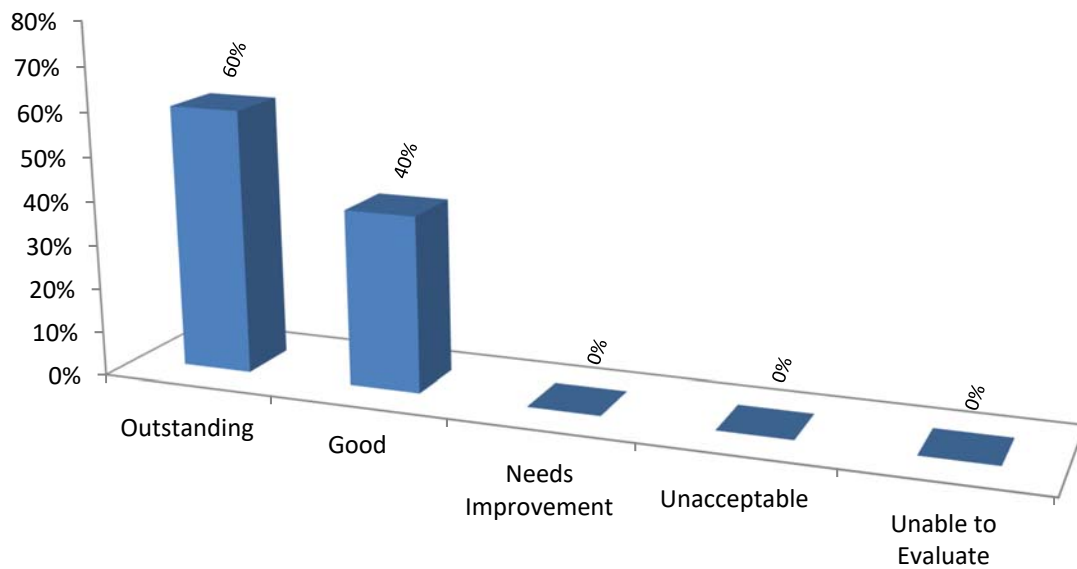


**13. The board clearly delegates the administration of the district to the CEO.**



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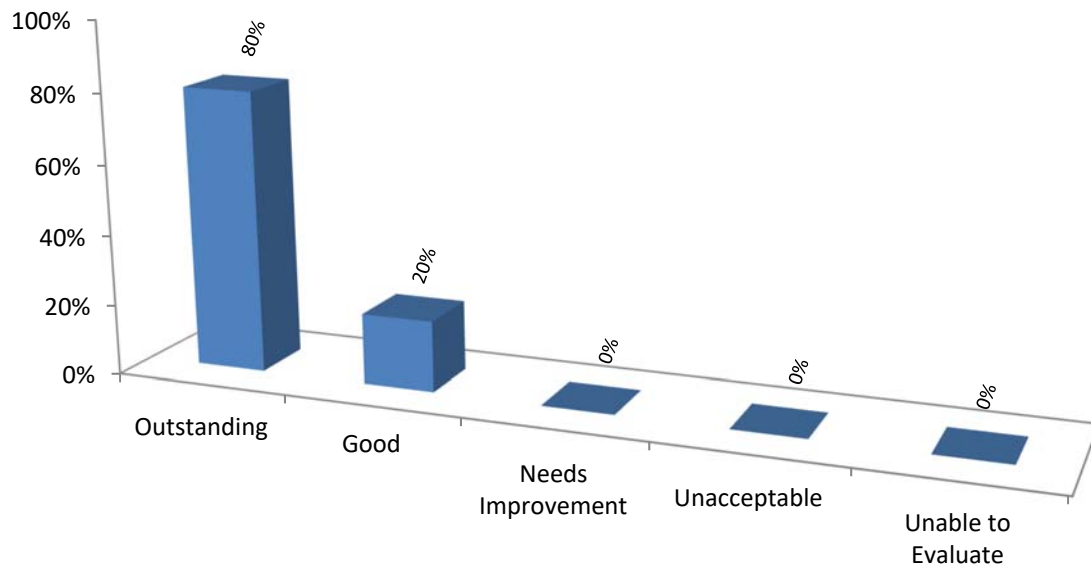
**14. The board sets and communicates clear expectations for CEO performance.**



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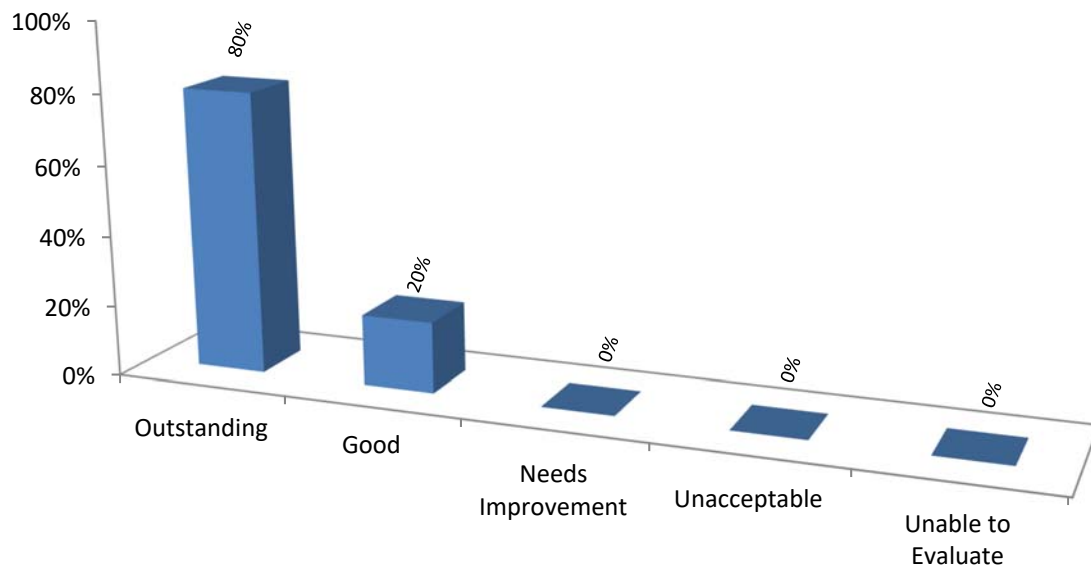


**15. The board regularly evaluates CEO performance.**



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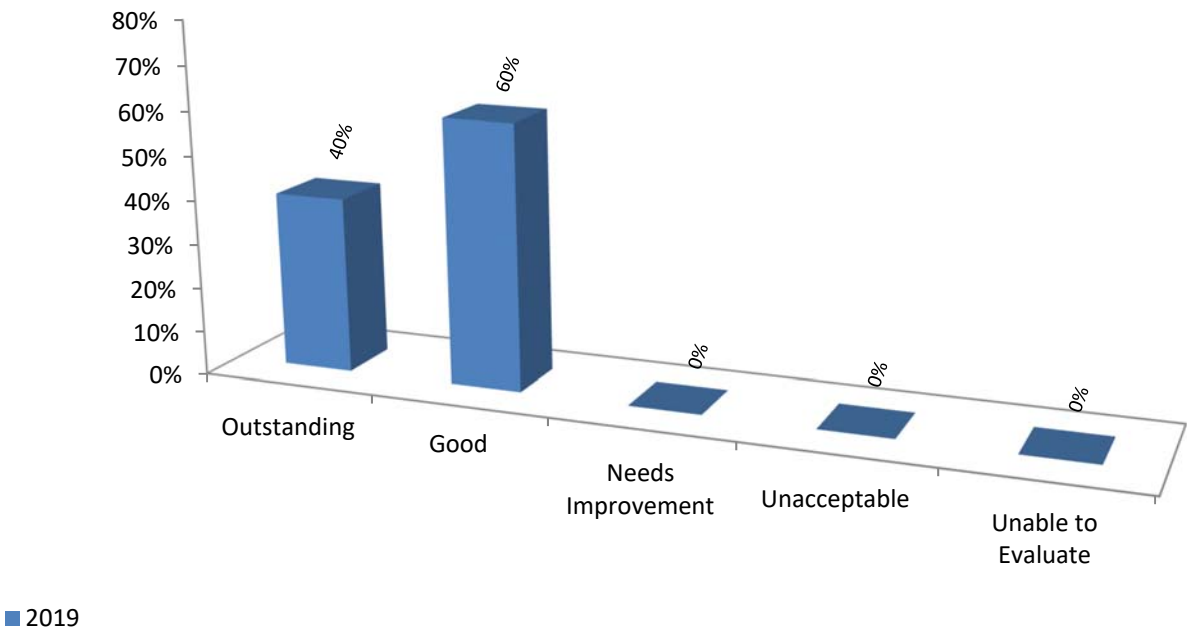
**16. The board periodically reviews the CEO contract to assure appropriate support and compensation.**



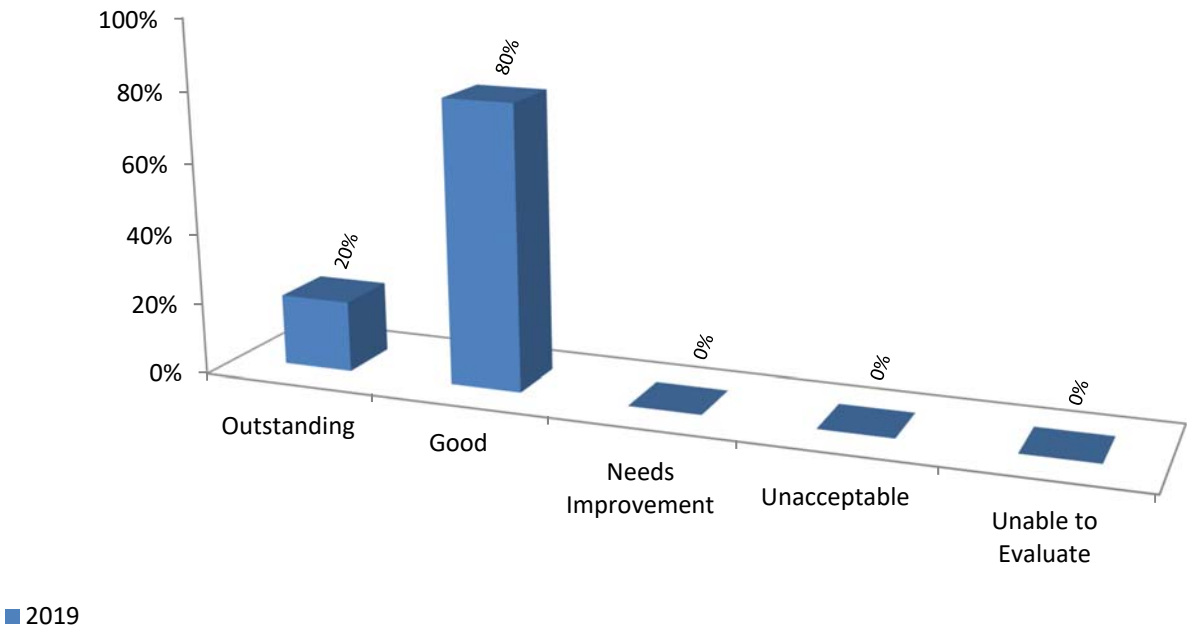
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Community Relations & Advocacy

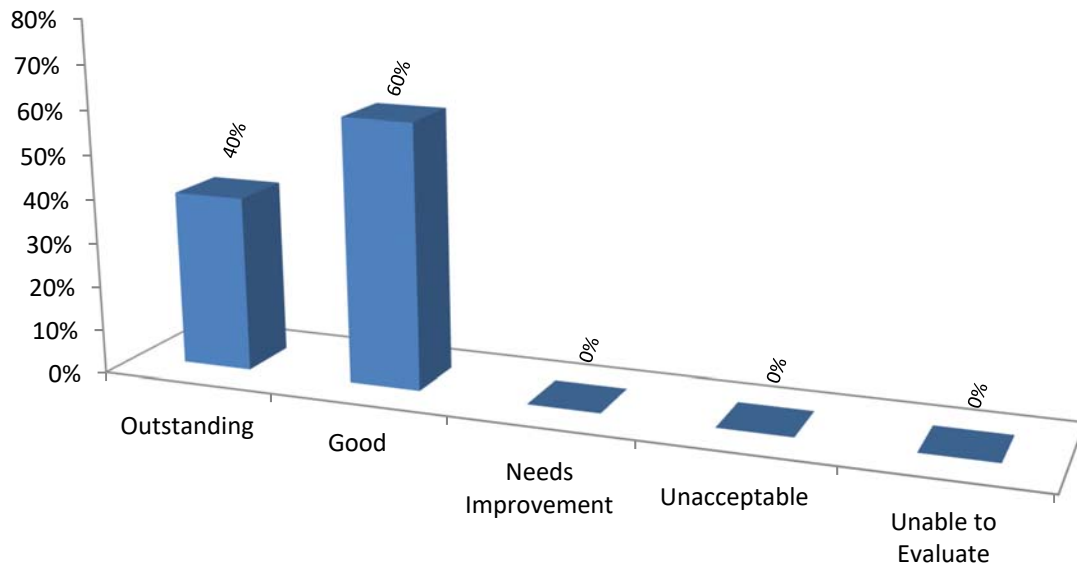
17. Board members act on behalf of the public and citizens in the district when making decisions.



18. Board members are active in community affairs.

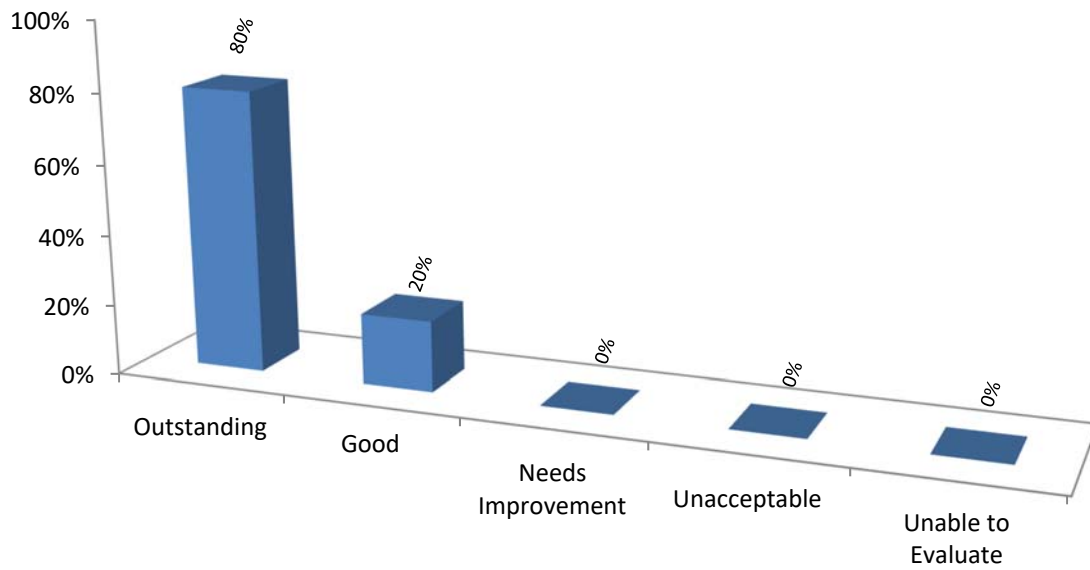


**19. The board advocates on behalf of the district to local, state, and federal governments.**



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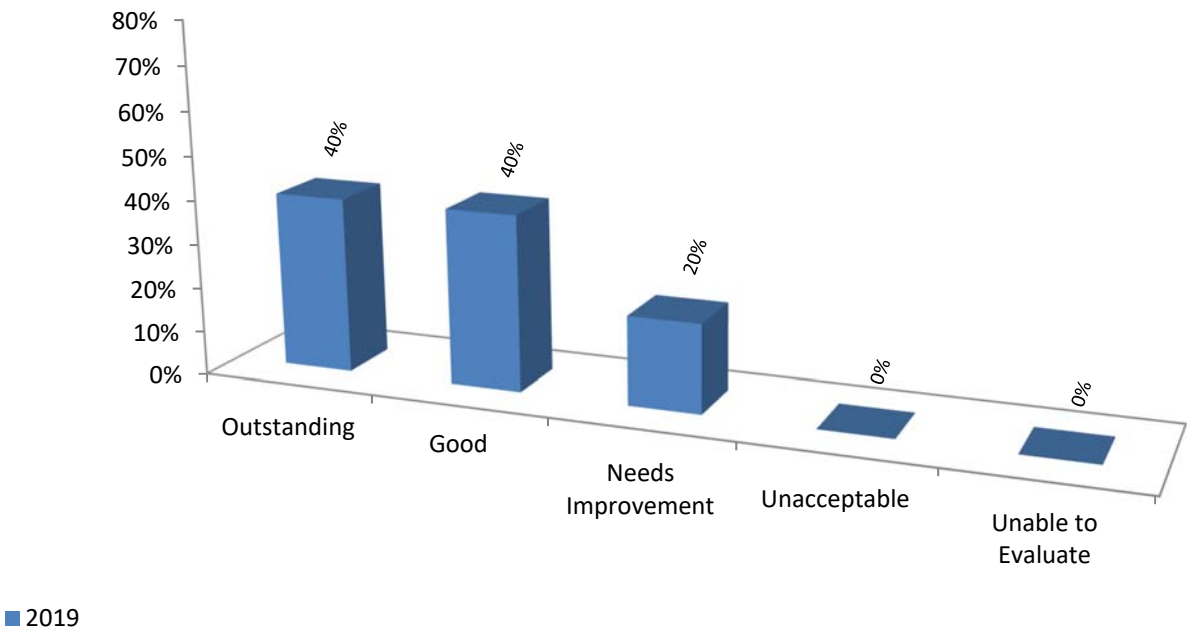
**20. The board actively supports the district's foundation(s) and fundraising efforts.**



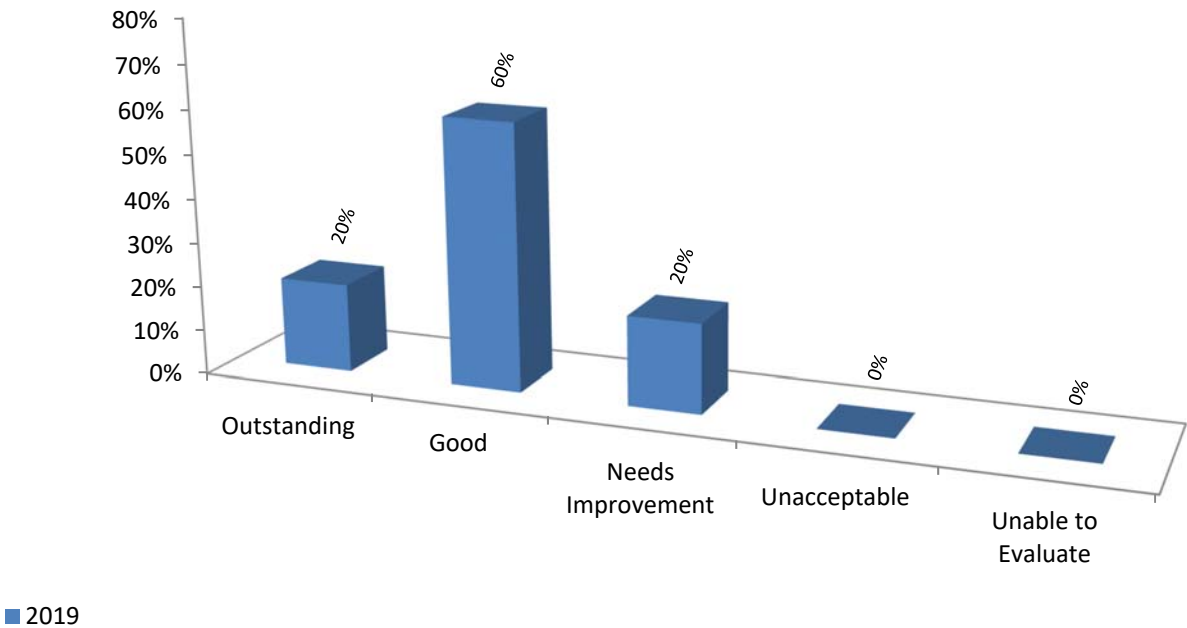
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Educational Programs and Quality

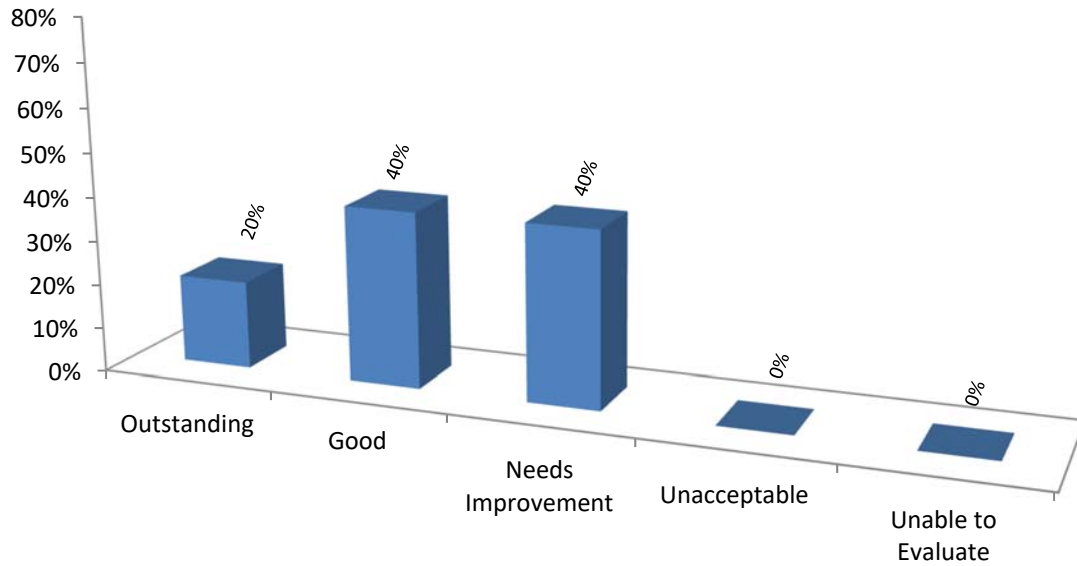
21. The board is knowledgeable about the District's programs and services.



22. The board is knowledgeable about the educational and workforce training needs in the community.

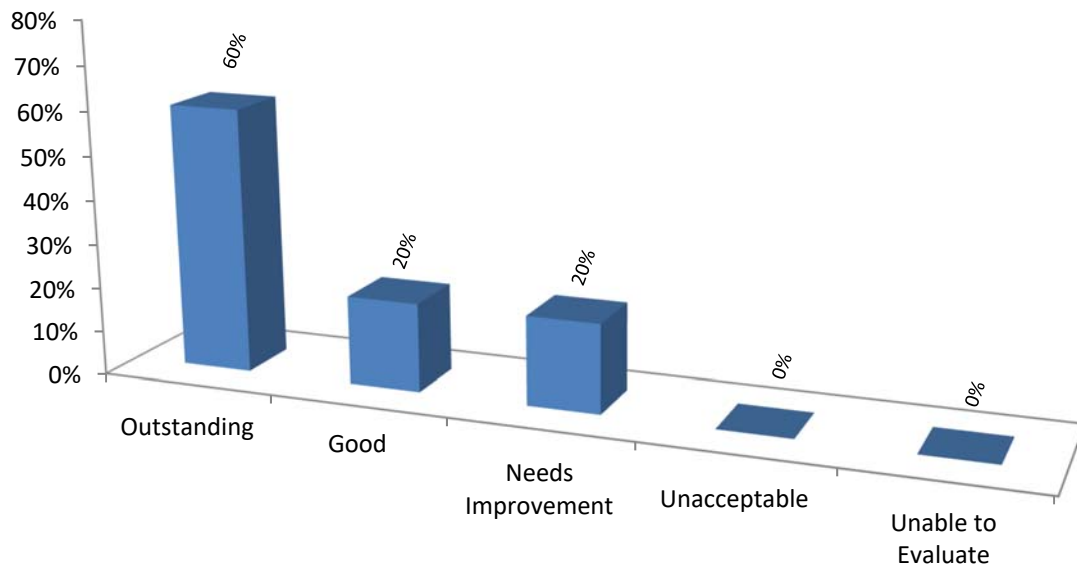


**23. The board has established expectations or standards that enable it to monitor the quality and effectiveness of the educational program.**



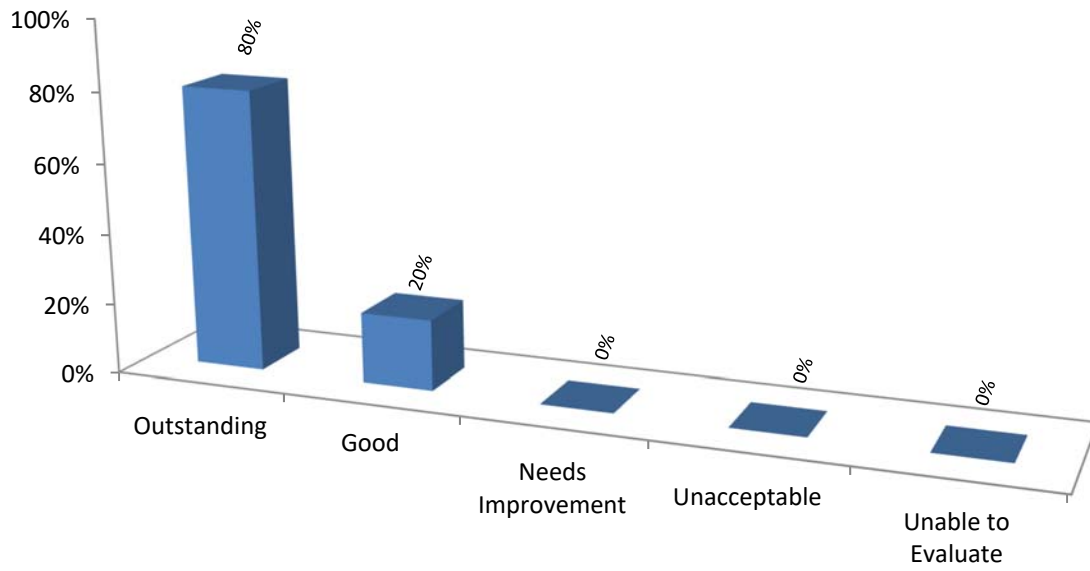
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**24. The board regularly receives and reviews reports on institutional effectiveness.**



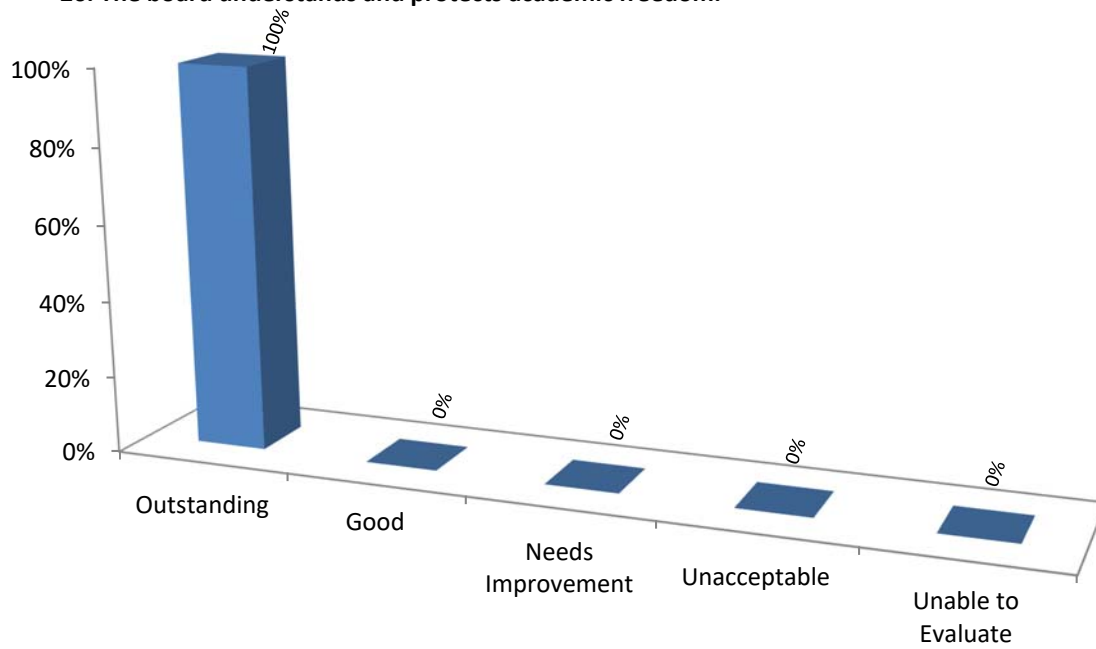
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**25. The board is appropriately involved in the accreditation process.**



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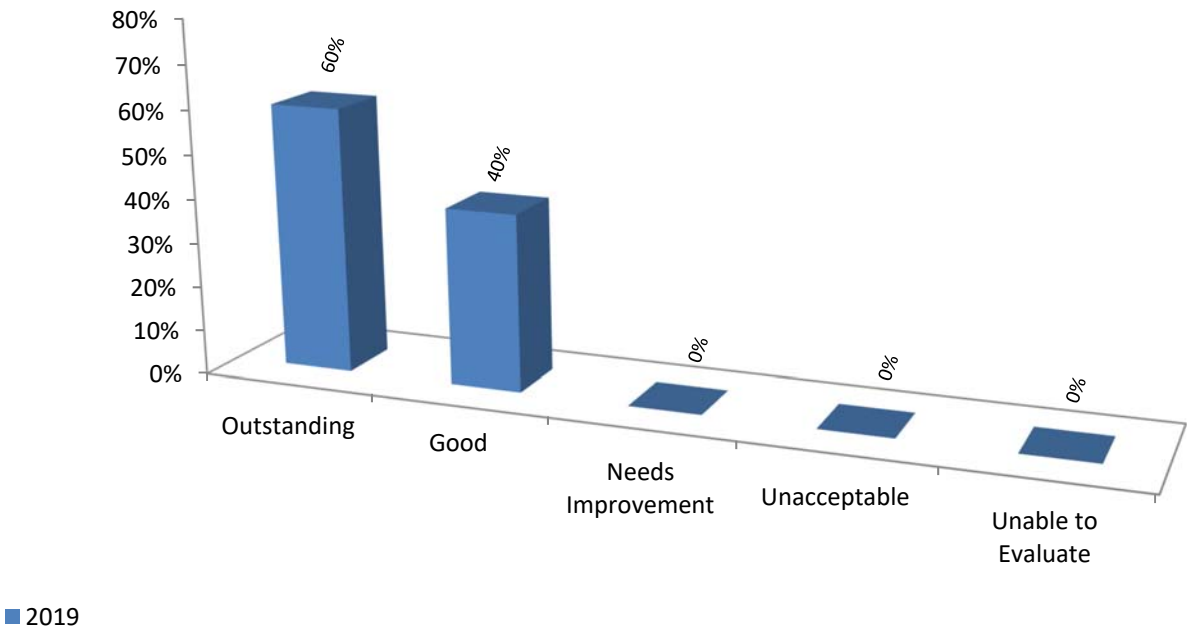
**26. The board understands and protects academic freedom.**



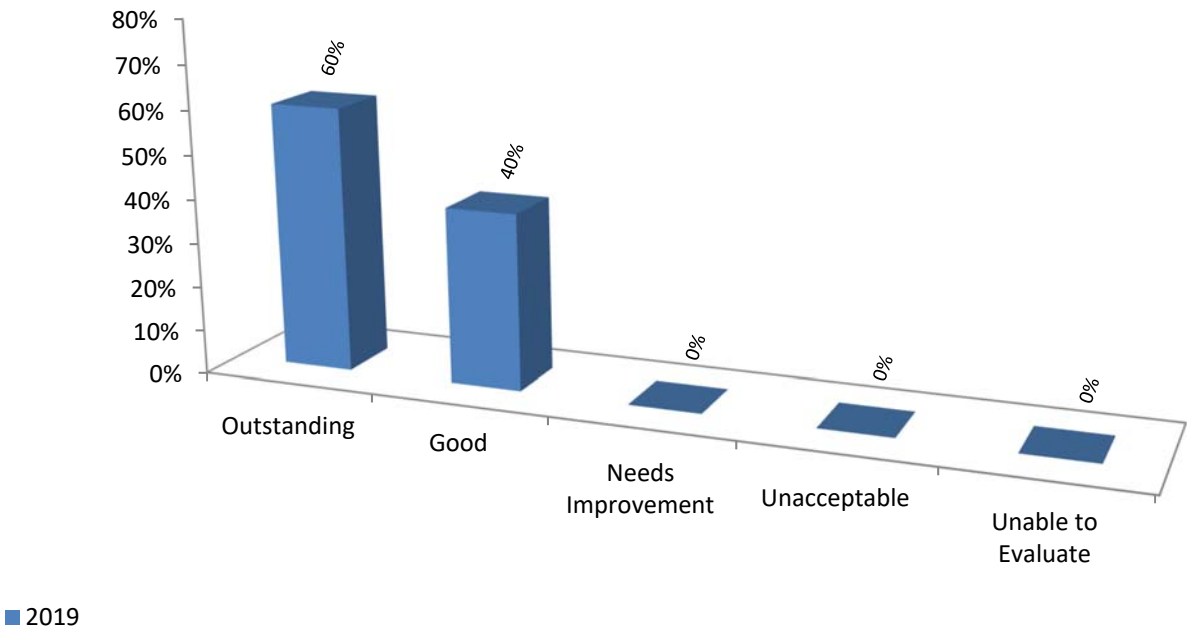
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Fiduciary Role

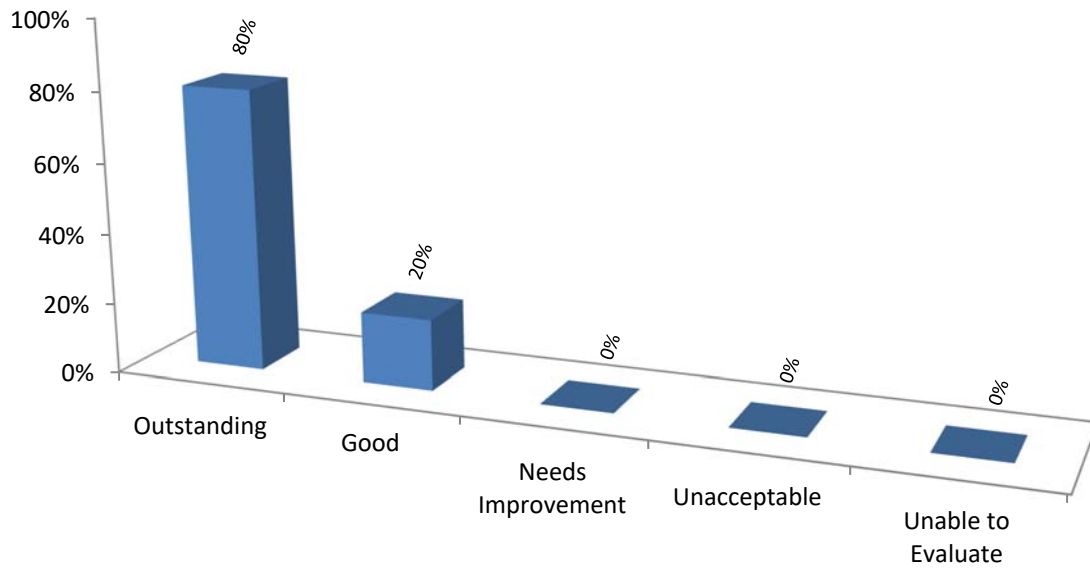
27. The board assures that the budget reflects priorities in the district's plans.



28. Board policies assure effective fiscal management and internal controls.

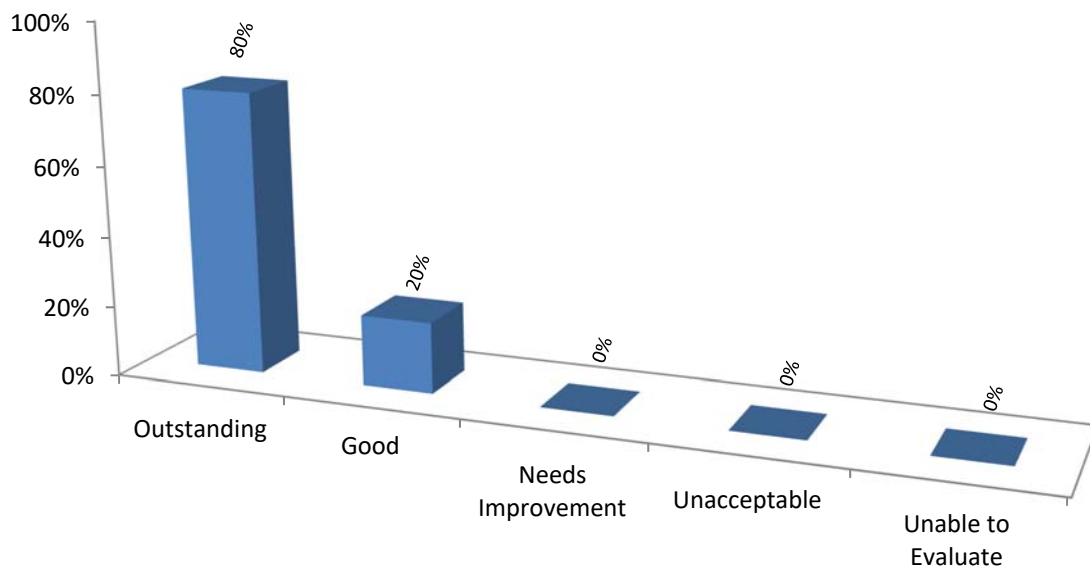


**29. The board regularly receives and reviews reports on the financial status of the institution.**



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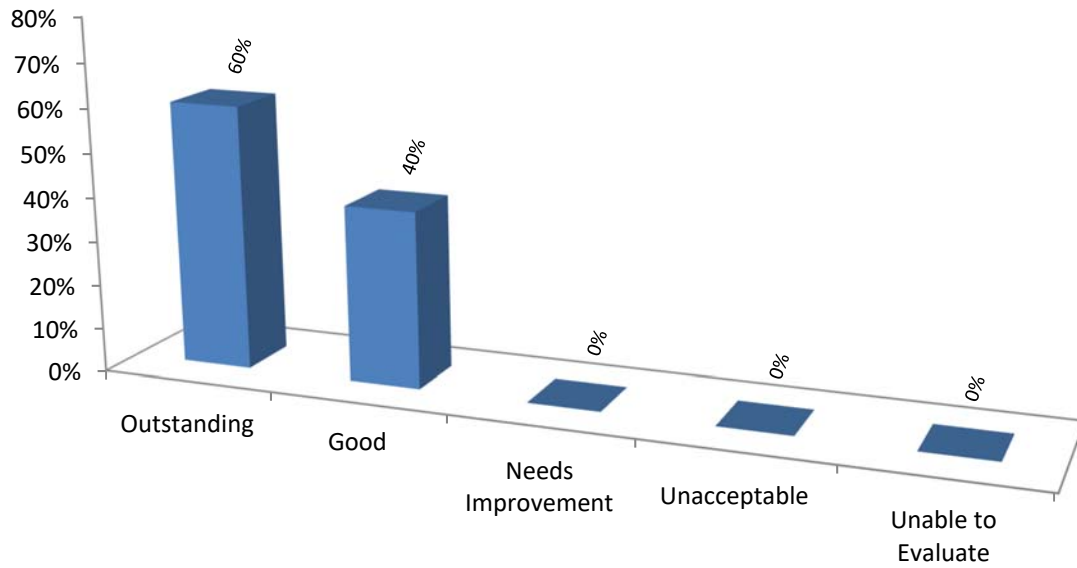
**30. The board reviews the annual audit and monitors responses to recommendations.**



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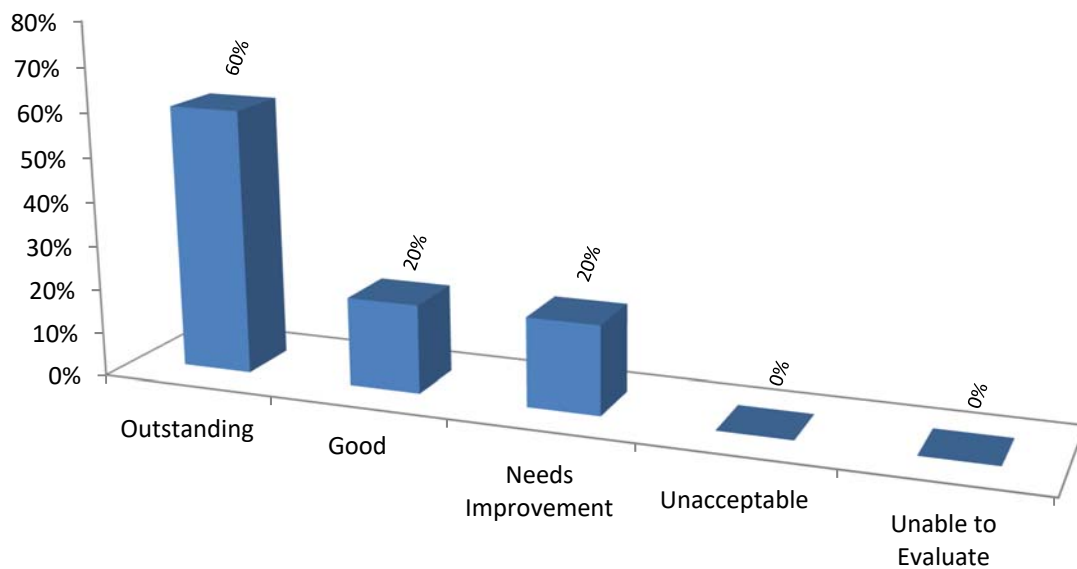


**31. The board adopts and monitors the implementation of a facilities master plan.**



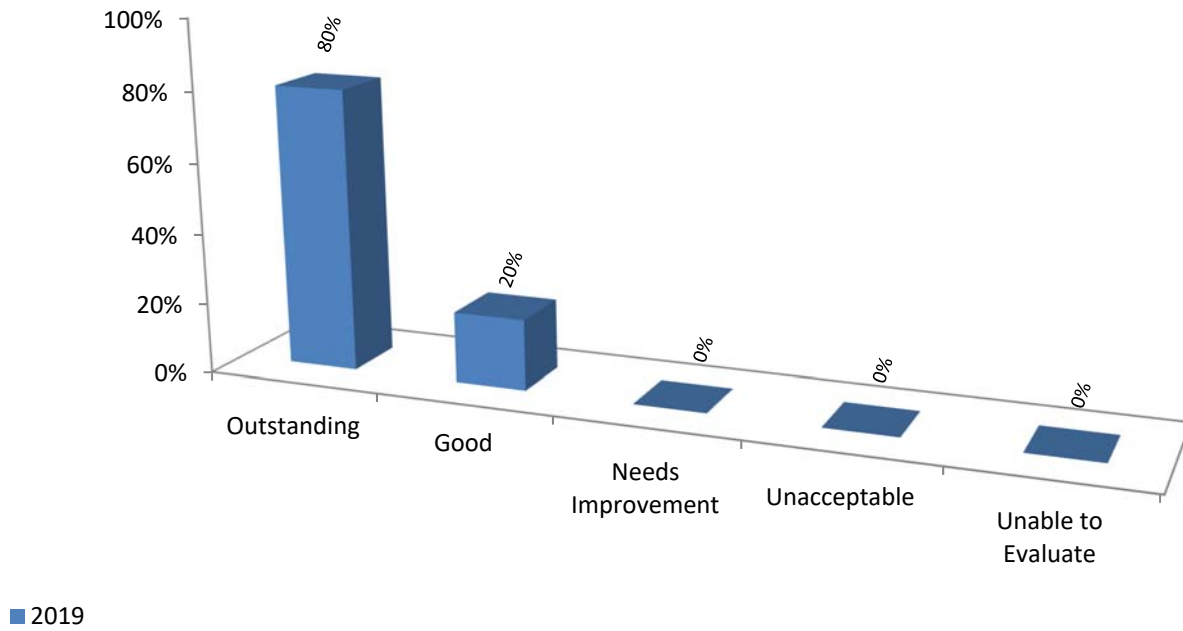
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**32. The board has provided appropriate direction for seeking external funding.**



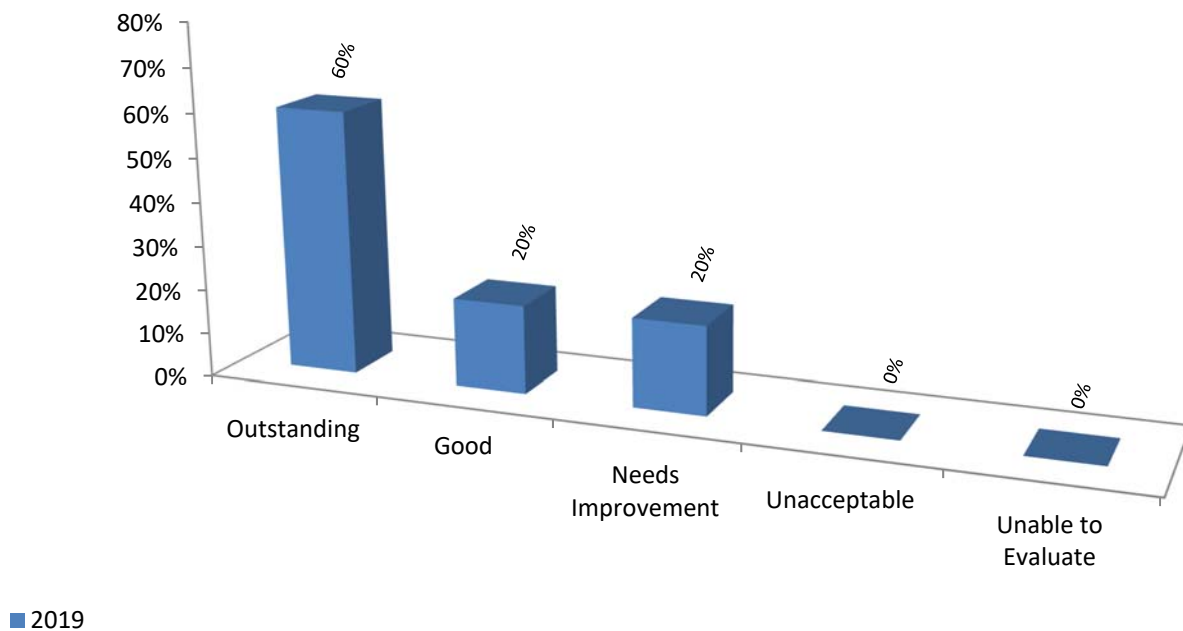
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**33. The board maintains an adequate financial reserve.**

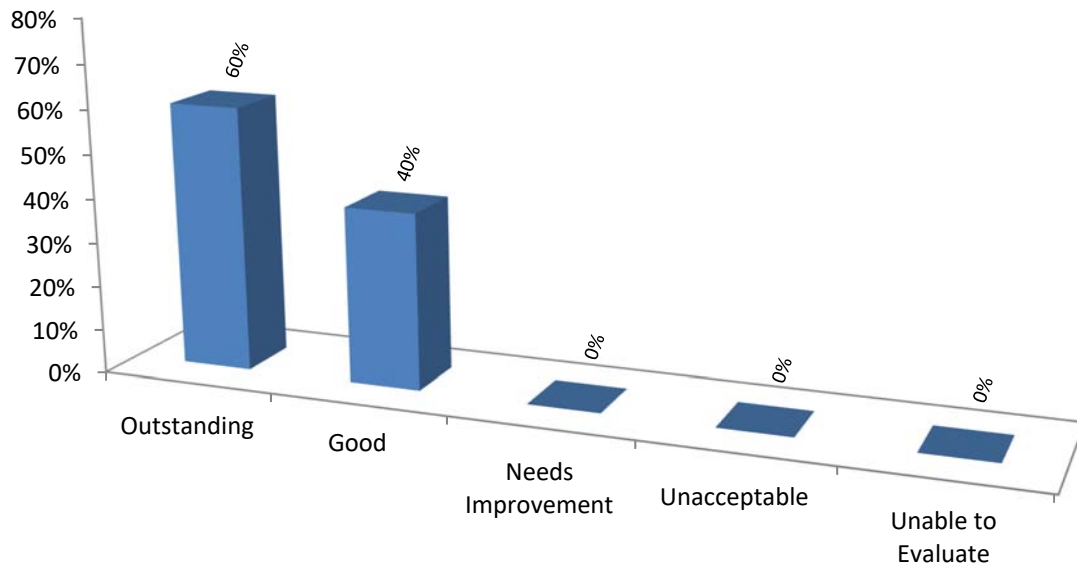


**Human Resources and Staff Relations**

**34. The board's human resources policies provide for fair and equitable treatment of staff.**

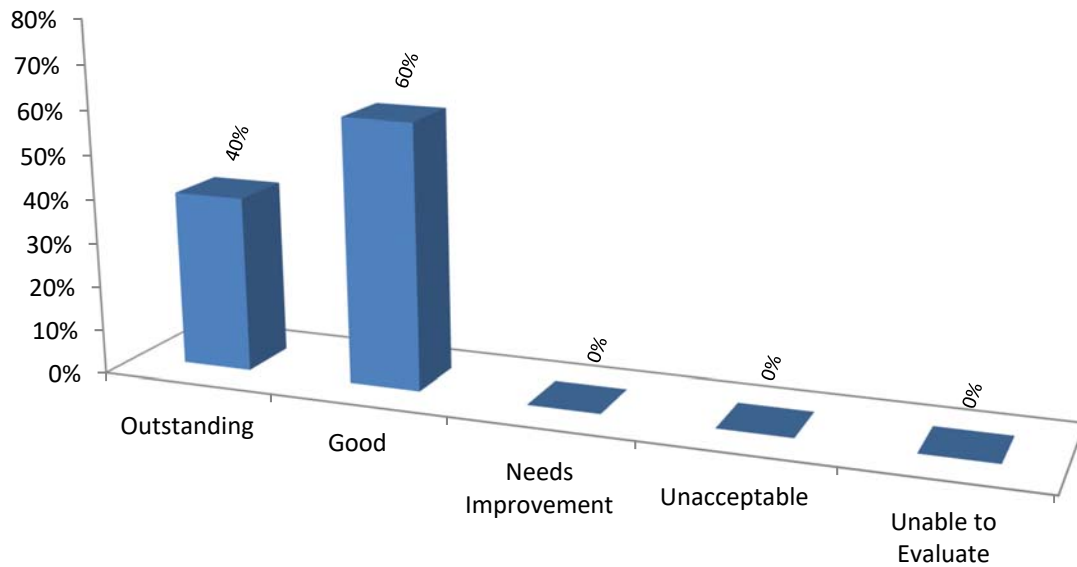


**35. The board has established and follows clear parameters for collective bargaining.**



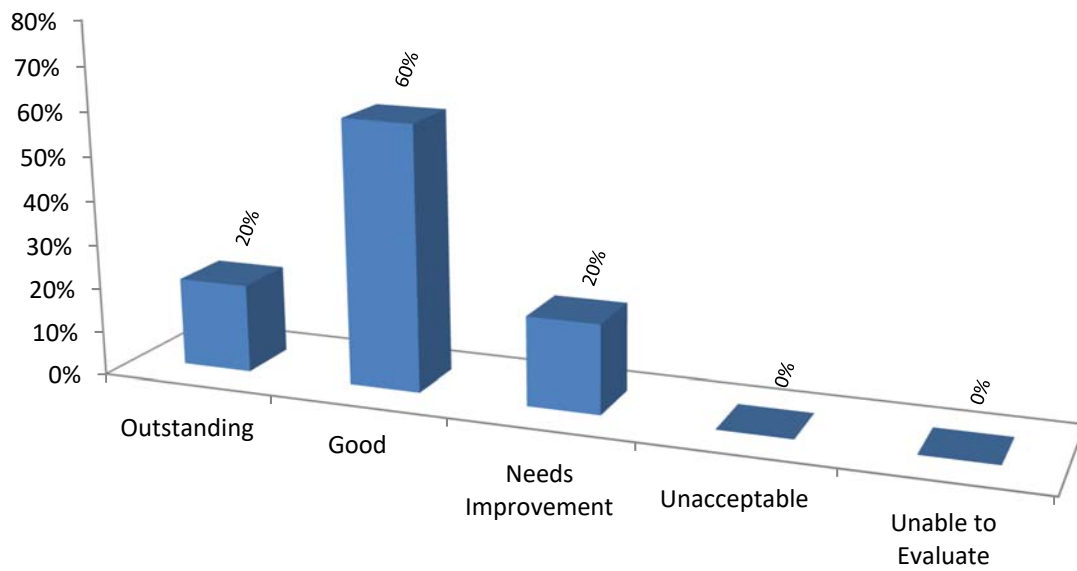
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**36. The board has and follows protocols regarding communication with college employees.**



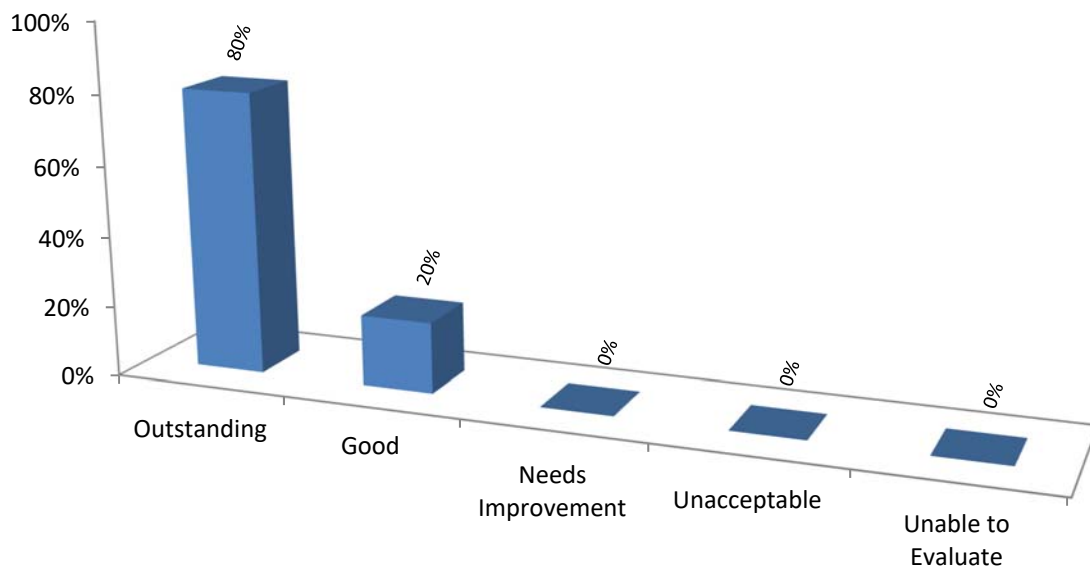
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**37. Board members refrain from attempting to manage employee work.**



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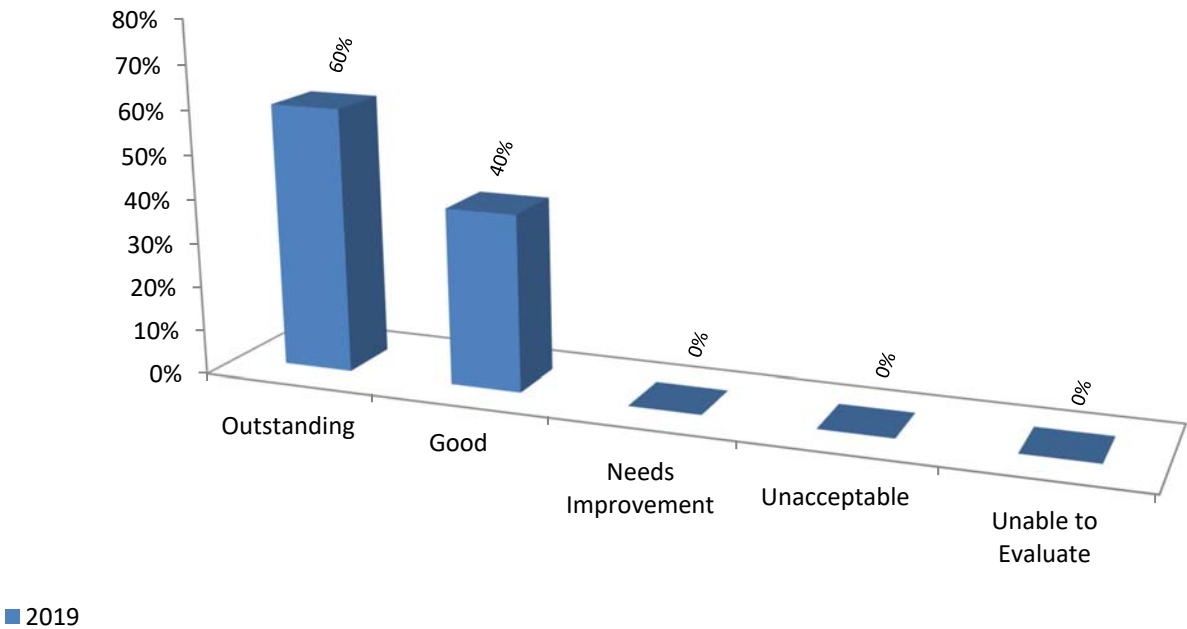
**38. The board expects and supports faculty, staff, and student participation in college decision-making.**



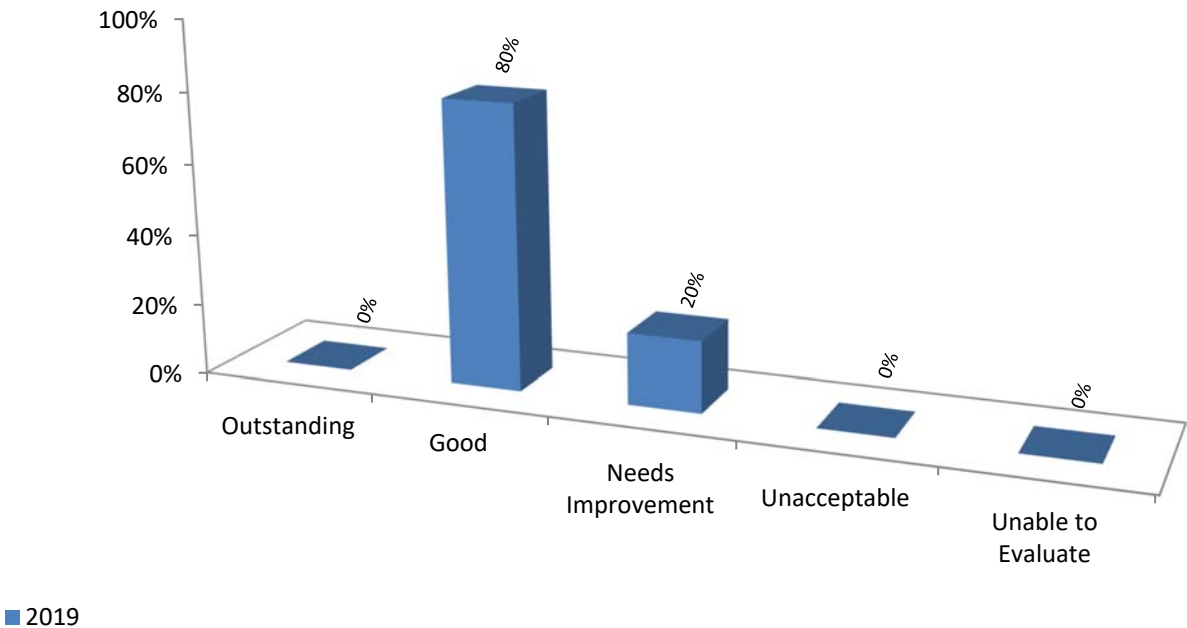
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Board Leadership

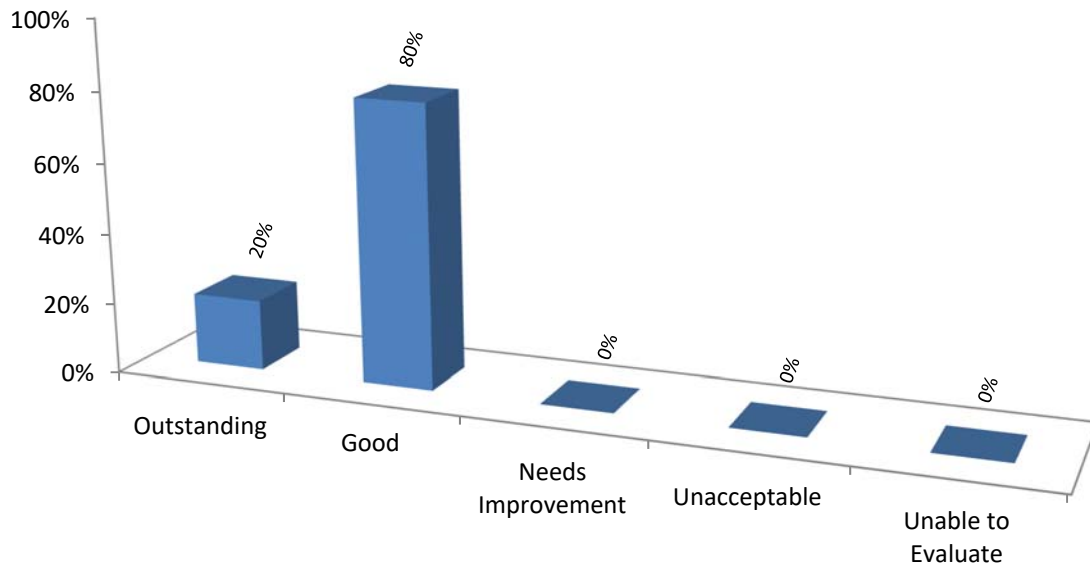
39. The board understands its roles and responsibilities.



40. The board expresses its authority only as a unit.

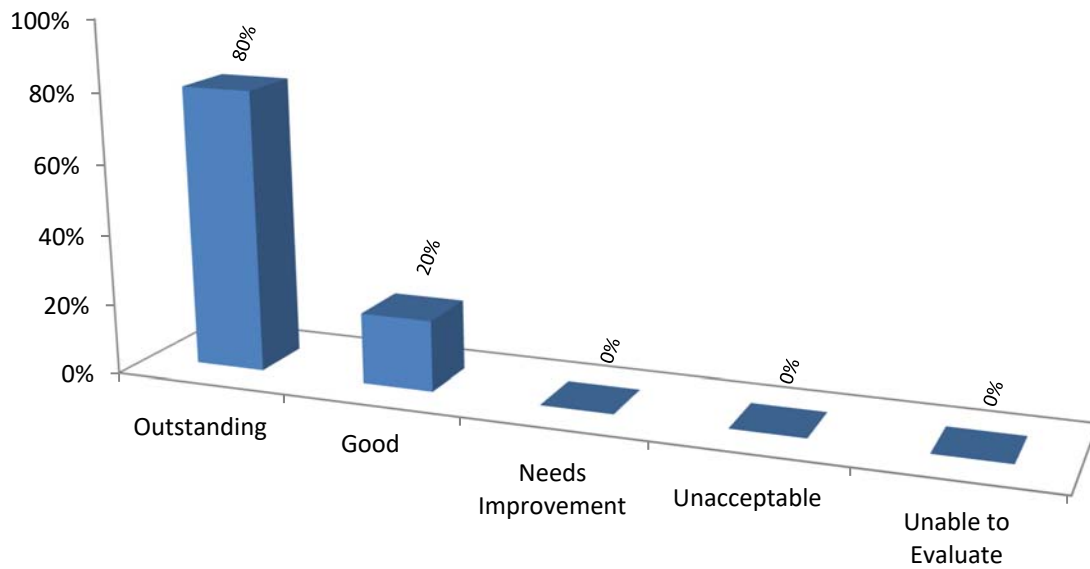


**41. Board members understand that they have no legal authority outside board meetings.**



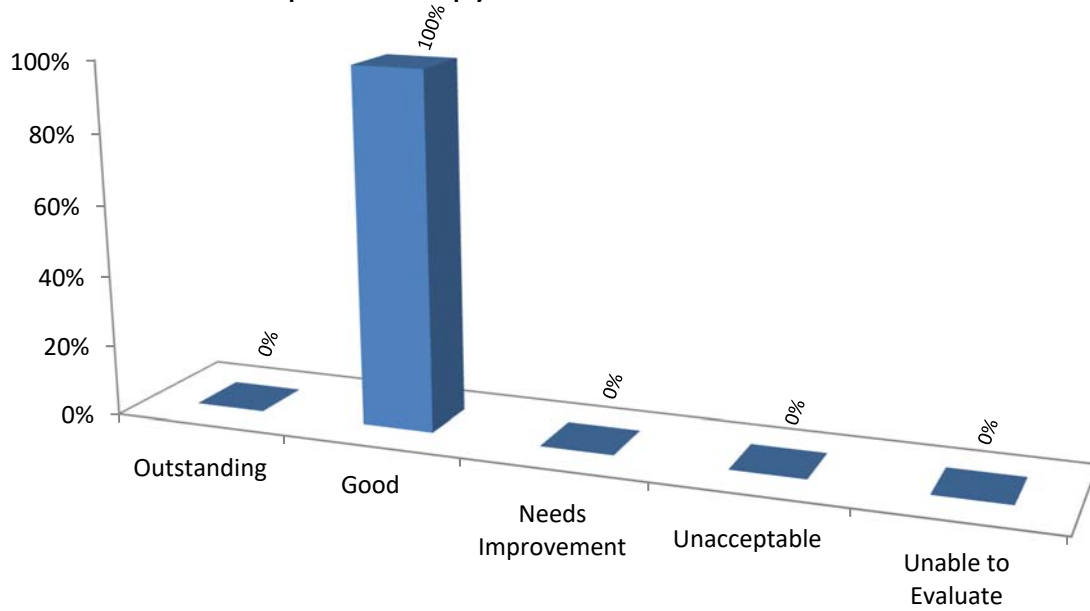
■ 2019

**42. The board regularly reviews its code of ethics or standards of practice and has a policy on addressing violations of the code.**



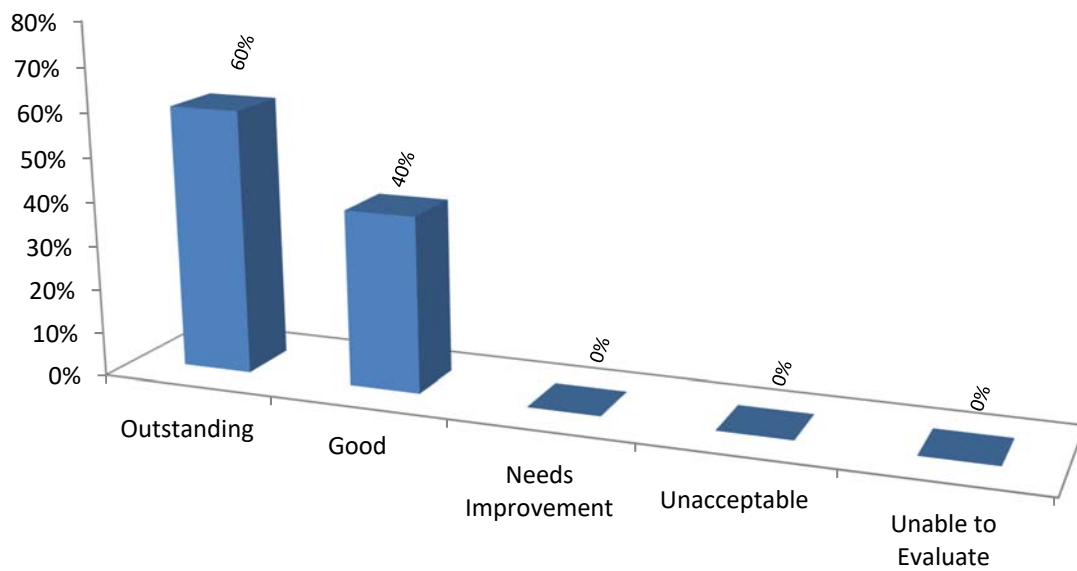
■ 2019

**43. Board members uphold and comply with the board's code of ethics.**



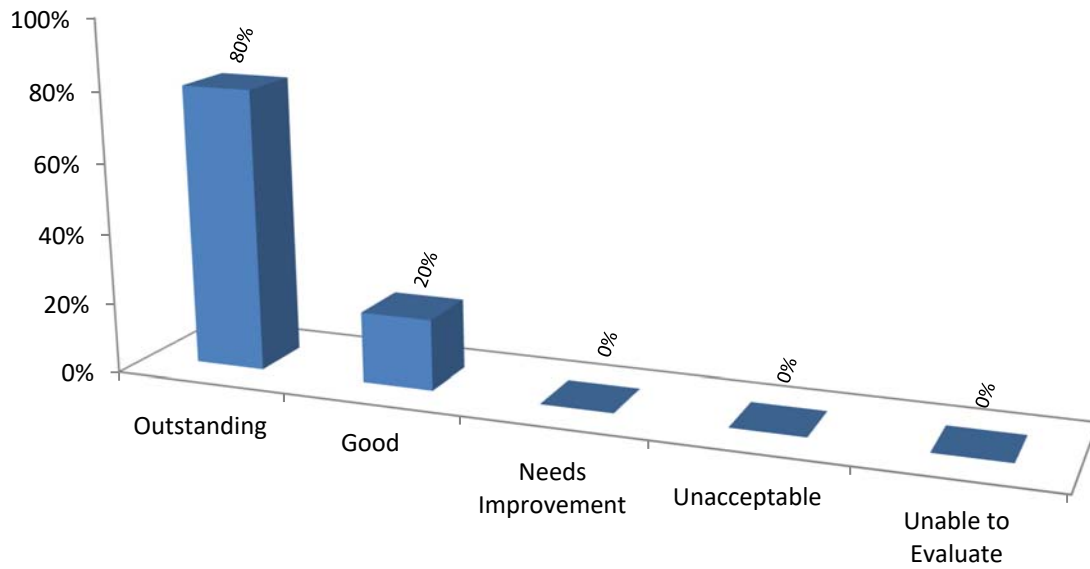
■ 2019

**44. Board members avoid conflicts of interest and the perception of such conflicts.**



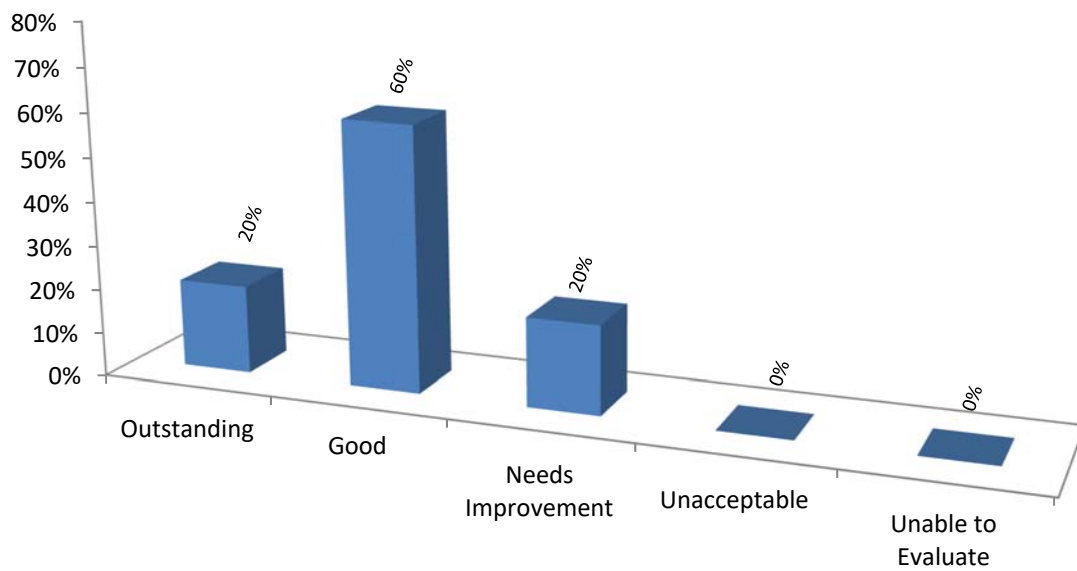
■ 2019

**45. Board members annually file a statement of economic interests.**



■ 2019

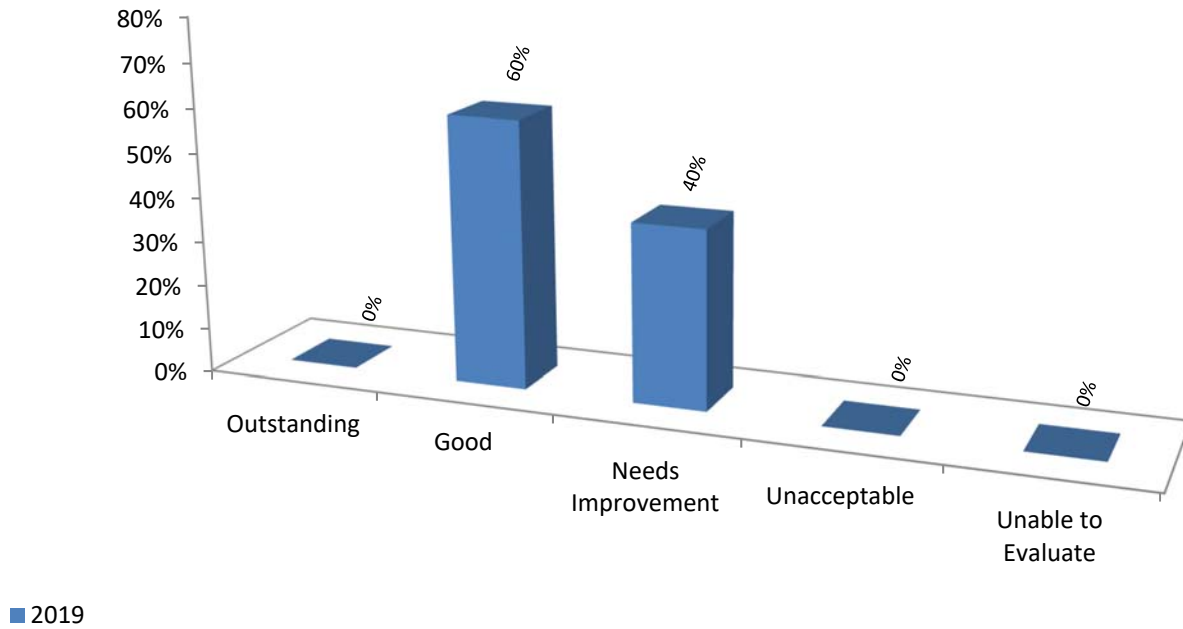
**46. Once a decision is made, board members uphold the decision of the board.**



■ 2019

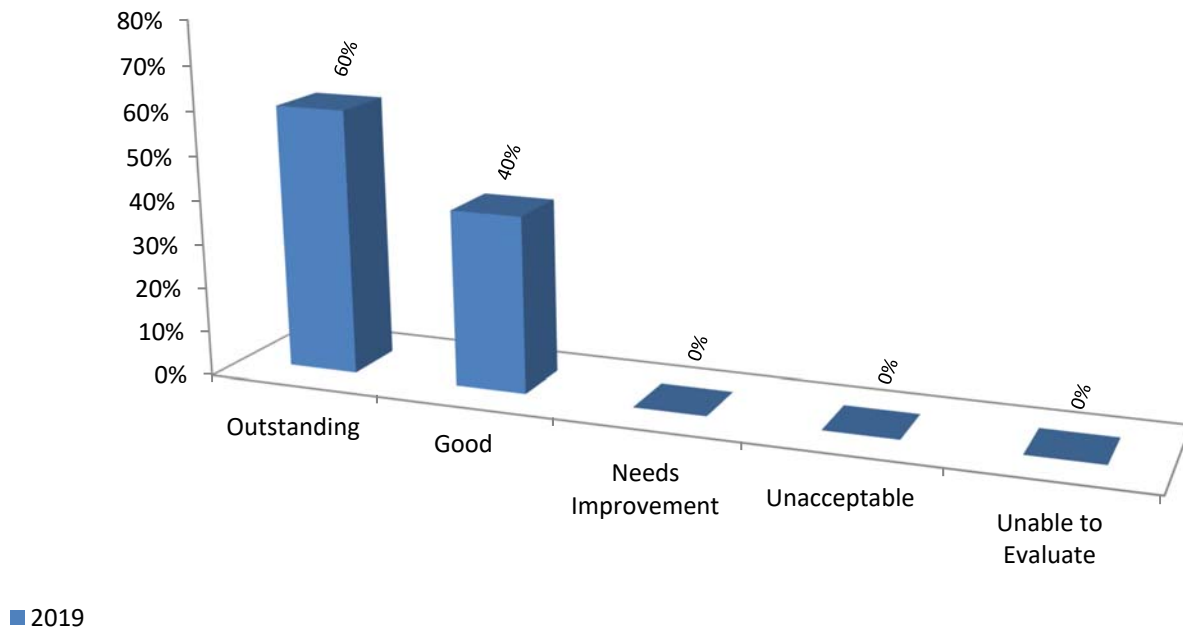


**47. Board discussions and relationships reflect a climate of trust and respect.**

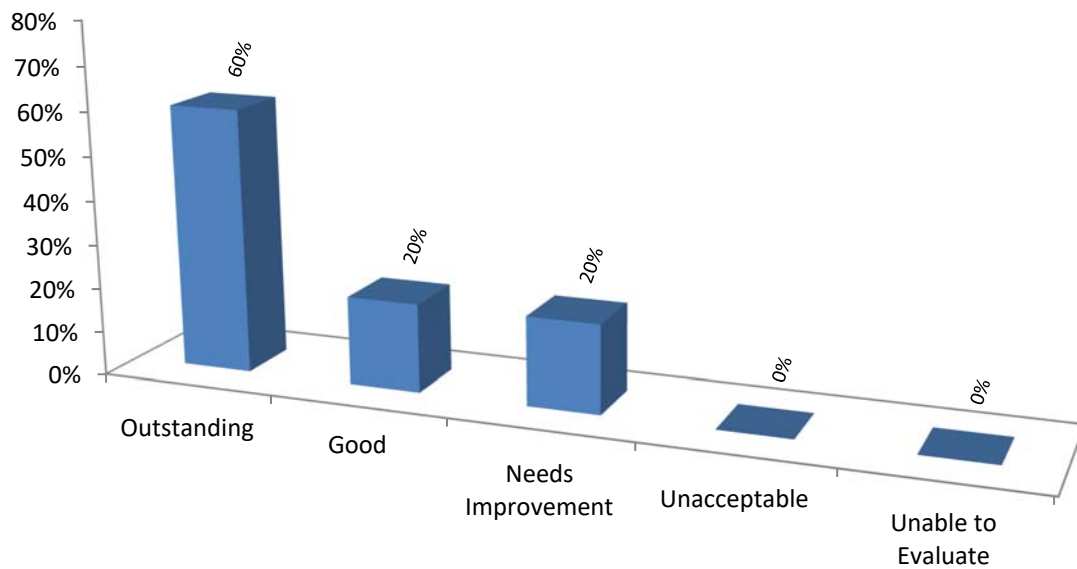


**Board Meetings**

**48. Board meetings are conducted in an orderly, efficient manner.**

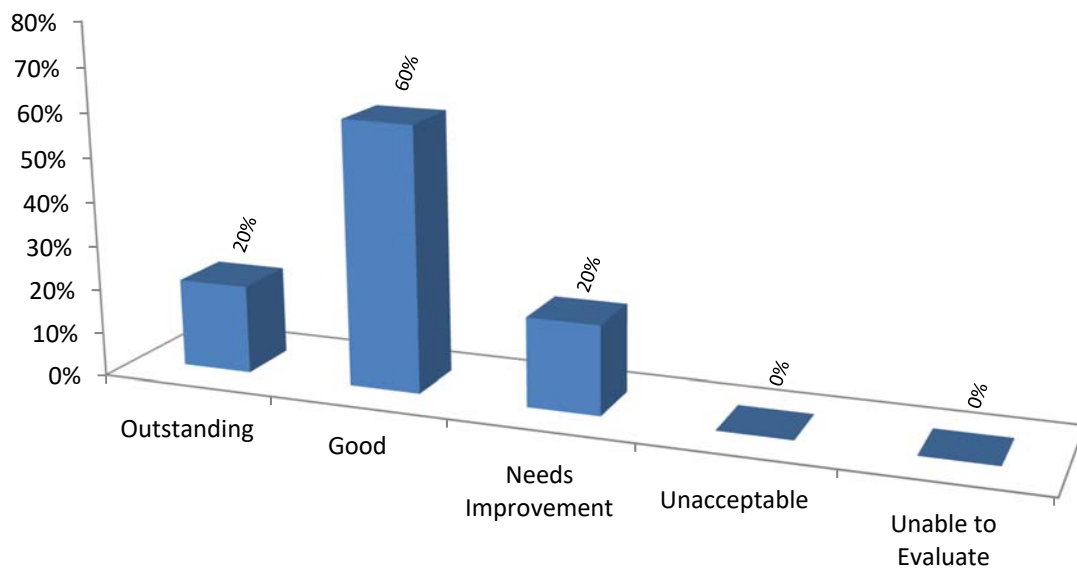


**49. Board meetings and study sessions provide sufficient opportunity to explore key issues.**



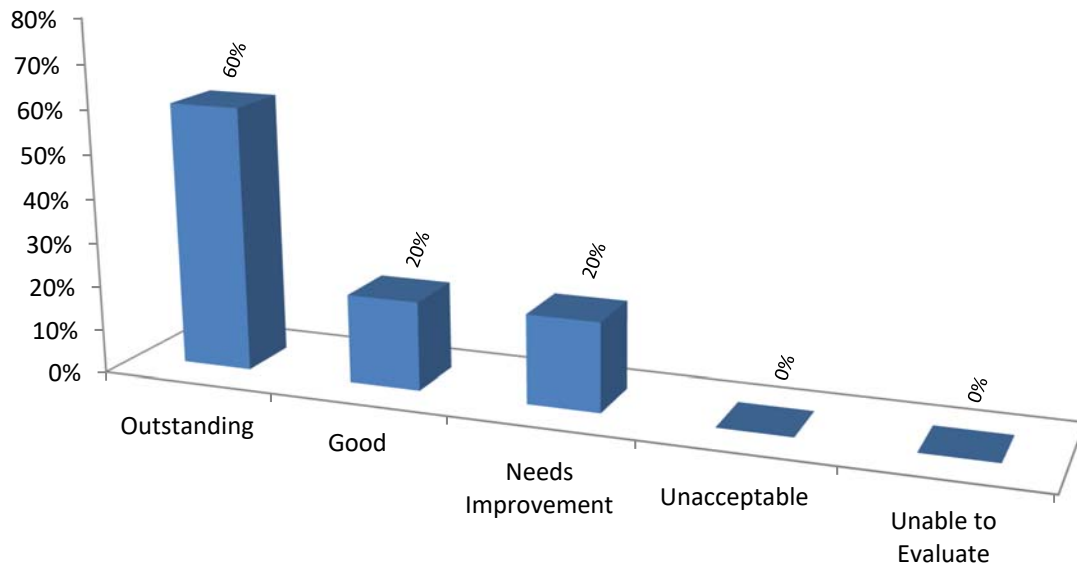
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**50. Agenda items provide sufficient information to enable good board decision-making.**



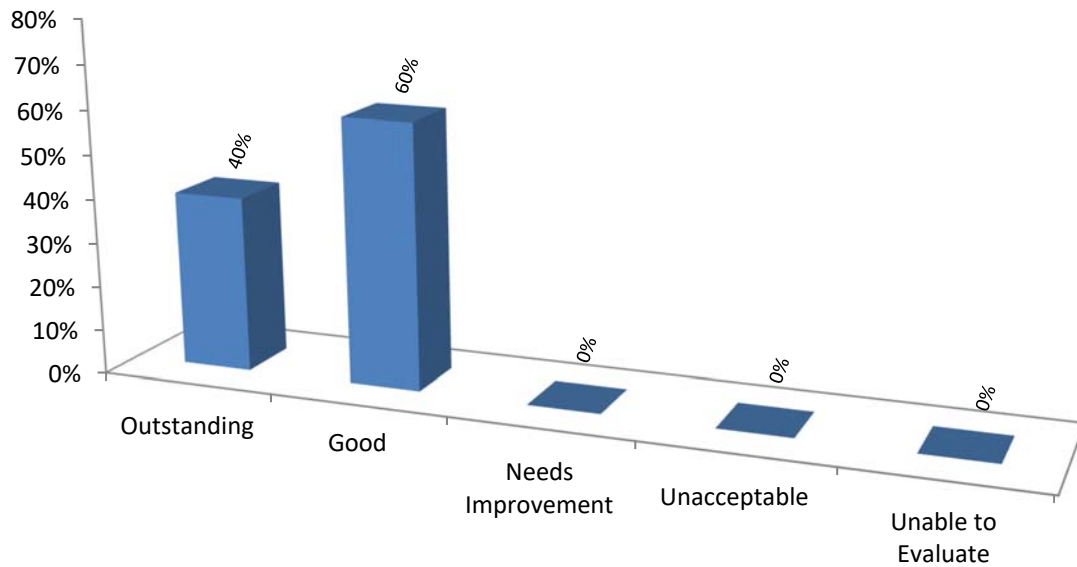
■ 2019

**51. The board understands and adheres to the Brown Act.**



■ 2019

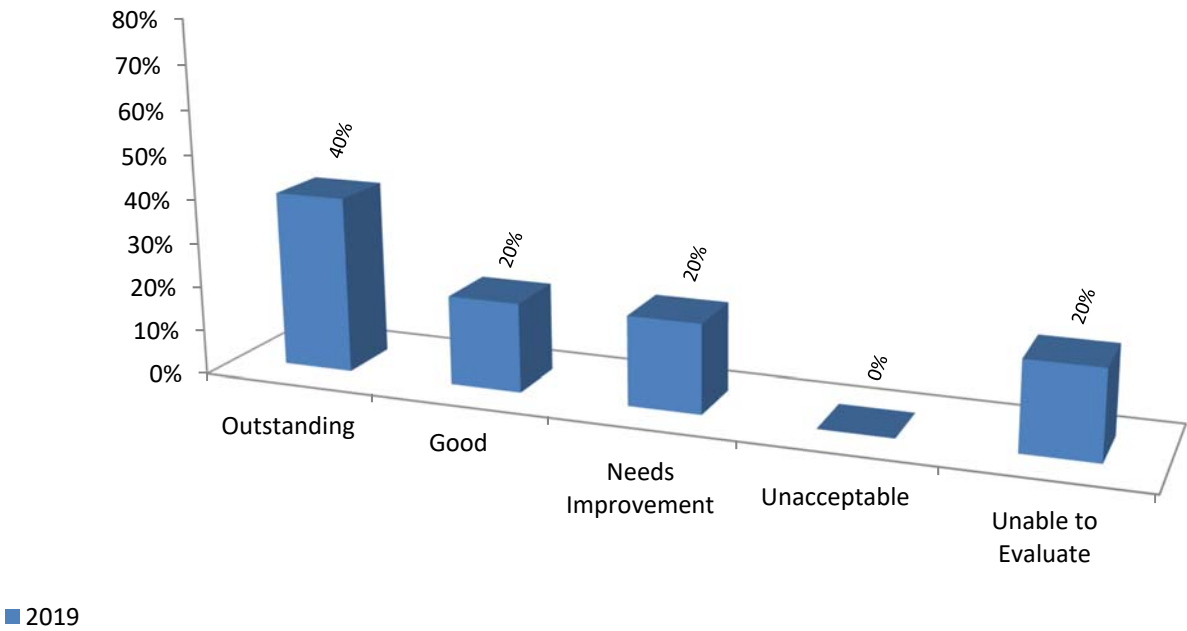
**52. The board maintains confidentiality of privileged information.**



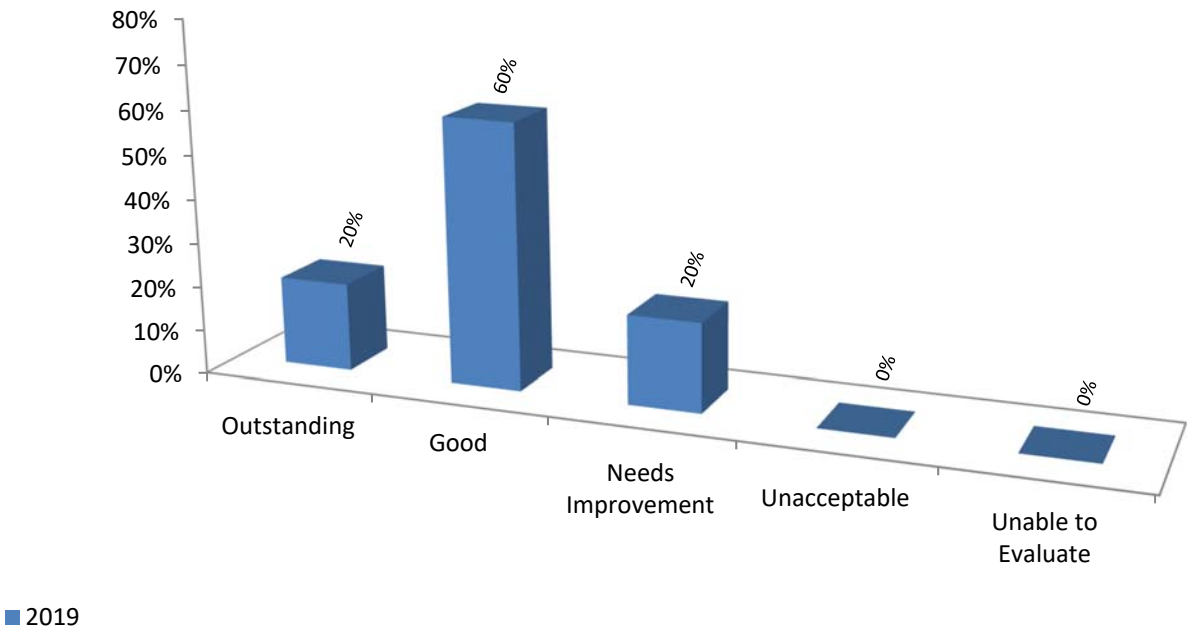
■ 2019

Board Education

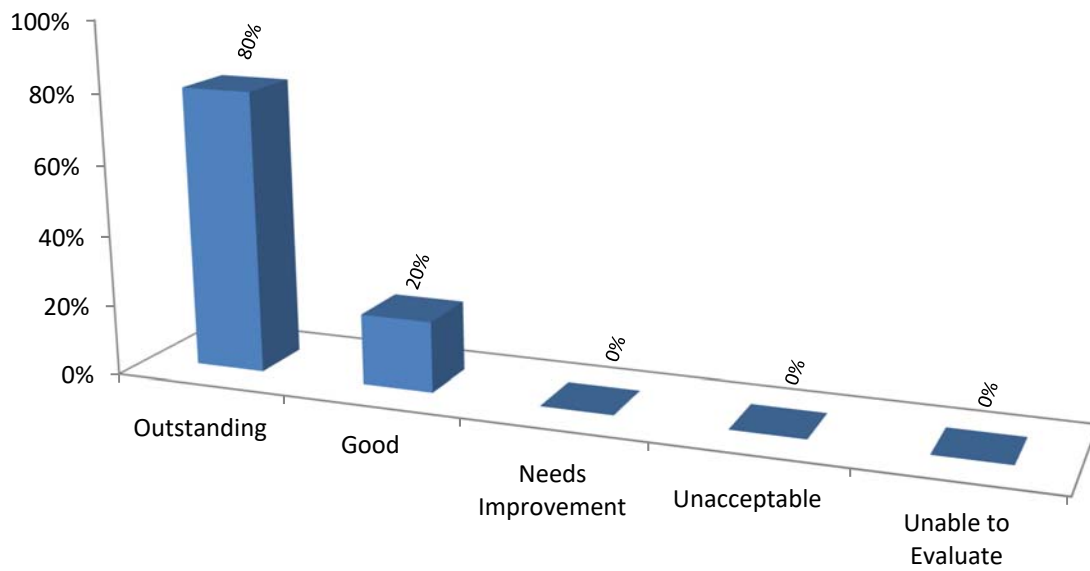
53. New members participate in a comprehensive orientation to the board and district.



54. Board members participate in trustee development activities.

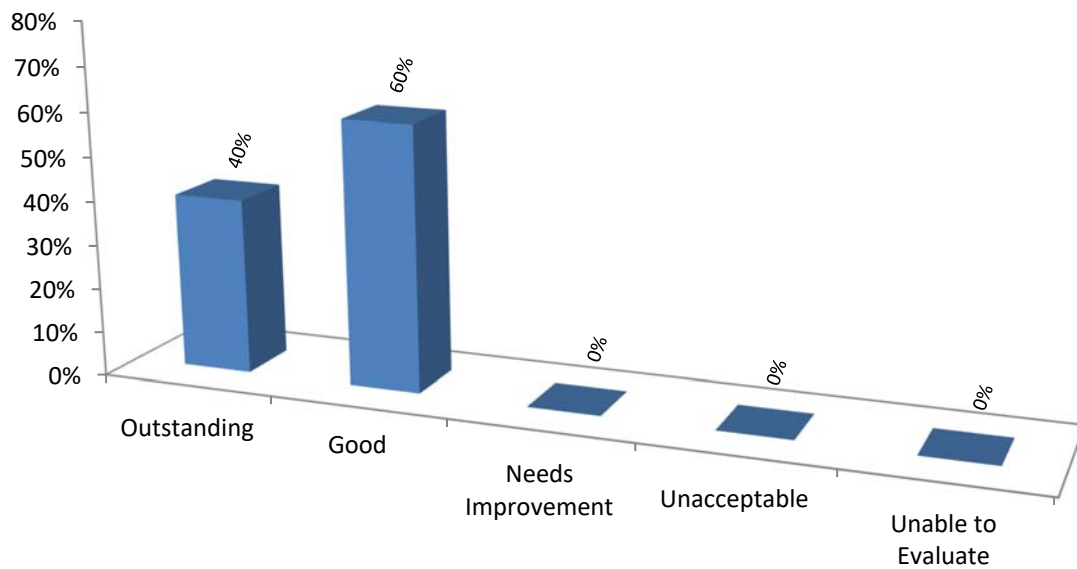


**55. The board evaluation process helps the board enhance its performance.**



■ 2019

**56. The board measures its accomplishments against board goals.**



■ 2019

## Additional Open-Ended Questions (each bullet represents an individual trustee's response)

### 12. What are the board's greatest strengths?

- Different perspectives of board members are helpful in seeing all sides of issues. FINALLY, recognition that the Board has but ONE employee, that being the Chancellor. An understanding of the history of the campuses, how they differ and the importance of allowing them to be different.
- The Coast Colleges are a great place to work for many reasons, and our BOT strongly supports all the ways to keep a happy employee.
- The fact that we have a district we are proud of requires the Board's attention on issues we face. I think each Board member understands that responsibility to protect our great resource.
- Trustees are involved in community activities to strengthen the community-district connection.
- We are an experienced and knowledgeable board who care very much about the District and the colleges. We prepare for board meetings, ask questions and participate in discussions at meetings. We are aware of the Brown Act and comply with the law. Even if we disagree at times, we all try to work on behalf of the district's students.

### 13. What are the major accomplishments of the board in the past year?

- The Board's Measure M has enabled sweeping building and infrastructure improvements on all three campuses. In addition, some unique operations like the residence halls at Orange Coast College, the Planetarium, raise the bar substantially for all college programs. The civility of the Board has made meetings much more productive in much shorter sessions.
- I am pleased our recently appointed presidents who appear to be engaged on their campuses and our Vice Chancellor of HR who's calm demeanor defuses situations. We have excellent leadership at Coast and they appear to work together cooperatively. We are finally seeing the results of years of planning as each campus has completed excellent constructions projects: planetarium, GWC student center, Coastline Le Jao addition. Our Board meetings are fair, efficient and productive. We had an excellent retreat that brought updated data and other information useful to trustees. Our review of policies is regular and up to date.
- Making certain that our students get the resources through the facilities, staff and faculty by the budgets and financial support we oversee and approve. In good and rough times this Board keep a close eye on the purse strings. And I think district staff understands the manner in which the Board makes decisions for the employees and the students.
- Successfully going through the accreditation process. Hiring a new OCC President. Resolving several lawsuits.
- We have a list of accomplishments every year that is placed in our Minutes. It is very impressive and inclusive.

### 14. What are areas in which the board could improve?

- NO MORE GRANDSTANDING by Board members. Board members should not feel the need to comment on each and every issue just to get their name/face to upstage a previous speaker. Fewer comments using the "I did this, I did that" -- for which the audience, made up primarily of employees could not possibly care any less. On the whole, the Board's civility has improved dramatically over the last 10 years. Term limits should be given serious consideration. Good to have "experience" on the Board, but also good to have a fresh look at things. Board members, when someone is speaking at the podium (and Vice Chancellors and Presidents for that matter), should be attentive to the speaker, not dealing with their phones, looking at a screen, examining their notes. It's rude to not be focused on the speaker.
- Have better organized and separate, casual and relaxed discussions in MORE Study Sessions where we devote more time and energy on the future of education in our District, and to maximize the student growth and learning.
- I'd like to see more Trustees attend campus and district events. In this way they learn more about what is happening on the campuses and make themselves available to meet staff and faculty at such events. Employees see us as caring and involved when we come to campus events. We need to improve the way we deal with controversial and contentious issues. Board members must tolerate differing points of view and refrain from badgering those who disagree. If the Board has voted on an item, trustees who disagree with the outcome should accept that outcome instead of bringing the same issue to the board for discussion/vote repeatedly. Board members should always put student/college/district needs first.
- Over the past several years our Board has had the great opportunity of granting contracts to many companies and vendors providing services and supplies, as well as construction contracts for multiple projects ranging in millions of dollars. We spend so much effort in expecting diversity in our student population and in our faculty hiring and ranks. I suggest it is time to consider diversity in the ranks of our vendors and contract awards. We serve a diverse community, our colleges reflect diversity; we strive for a diverse faculty; our Board is diverse, therefore we need to strive for a practice of awarding contracts to diverse qualified vendors that reflect the population served by diverse, therefore we need to strive for a practice of awarding contracts to diverse qualified vendors that reflect the population served by our District.
- Participation by more Trustees in campus events. Better attendance at CCLC conferences to maintain Trustee education.

**15. As a trustee, I am most pleased about:**

- The civility of the Board and the recognition that the Chancellor and College presidents have tremendous responsibility and should be accorded appropriate recognition and respect.
- I am pleased about the number of graduates we have each year at each of our colleges and the efforts made by our staff and faculty to make certain we continue the mission to help and guide our students to succeed. I am so grateful for the support of the community to provide the resources to make student dreams come true. These success make each and every issue, question and problem's solution worth the effort.
- I am pleased our recently appointed presidents who appear to be engaged on their campuses and our Vice Chancellor of HR who's calm demeanor defuses situations. We have excellent leadership at Coast. We are finally seeing the results of years of planning as each campus has completed excellent constructions projects: planetarium, GWC student center, Coastline Le Jao addition. Our Board meetings are fair, efficient and productive. We had an excellent retreat that brought updated data and other information useful to trustees. Our review of policies is regular and up to date.
- Seven-year accreditation for each campus. New construction moving forward on the campuses. Housing at OCC.
- The quality and working relationships of our Executive Educational Staff is outstanding. The faculty willingness to change practices to engage in student matters beyond their classrooms.

**16. As a trustee, I have concerns about:**

- The five member Board should not operate with only four board members. One board member rarely attends college events, including the last three years of college commencements, opening faculty/staff meetings. It's not enough to just attend board meetings. An inadequate public relations effort by the District.
- I have concerns about ability of some of our trustees to perform their duties as board members. We accommodate as much as possible and understand medical issues happen. But it is problematic when trustees miss more than an occasional meeting (and are paid nevertheless) or delay and disrupt meetings when "attending" by telephone. This does not put the needs of CCCD and students first.
- The financial outlook in coming years. Planning for fewer students in the future.
- We should try to break up the tendency to for cliquish behavior in the many actions the Board has and will be taking. This will help with trust, and it will make the meetings less tense.
- the growth of our student population, the FTEs that is need to continue a successful set of colleges and the funding from the state supports our existence. I am also concerned about student and employee safety and making sure we have staff and resources to keep vigilant.

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

- Board members, when someone is speaking at the podium (and Vice Chancellors and Presidents for that matter), should be attentive to the speaker, not dealing with their phones, looking at a screen, examining their notes. It's rude to not be focused on the speaker.
- I can state that our Board has turned the corner and there is an improved working relationship. Of course there is always room for improvement.
- Ideas regarding trustee absences: Limit paying an absent Trustee to two meetings per year (including the student trustee)? Trustees should not be paid when they take a vacation that causes them to miss a board meeting but only for medical or family emergencies. Paying trustees when they are not doing their work sets a poor example for employees. When all are present, the board operates well -- no one and nothing is perfect. Our Board office is very supportive as is the Chancellor and I do not see any necessary changes needed.
- The Board of Trustees spend an enormous amount of time on college district matters. The time spent could remain about the same, but much more should be spent on Board Policies that advance the district's quality and quantity to advance the ability of students to find their place in society in every way.
- With an election next year, we need to keep politics out of our decisions and do what is best for students.

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

- Better attendance at Trustee related conferences and participation in trustee development courses such as the CCLC Trusteeship programs. That we make it a goal to meet with the Chancellor and his top administrators to have a session to hear their concerns and get ideas for additional or revised goals for the district. That the Board get early and often reports on the 2030 Vision document to be involved early.

- Board adopted goals for 2020 with the Chancellor. They are great. The hard part is breaking down the large goals into time and measurement phases.
- CHAMPION THE COLLEGES' SUCCESSES -- preferably with a MUCH STRONGER public relations effort.
- Greater focus on maintaining and improving the financial health of the District. Continue to work on Board relationships - within the Board and with the community.
- Retreat (or extended study session) focused on budgetary issues to consider how we can reduce personnel costs to lower than 90%. Continue to improve employee morale and emphasize that all work in the district must put student needs first. Learn more about food and housing insecurity at our colleges and support programs to help students facing such difficulties. Develop a policy on trustee vacancy. We developed a process for this and need to take the next step by creating policy and administrative procedure to handle this matter.

**19. If there are additional comments you would like to make, please provide them here:**

- We must always remember that the District office exists ONLY to SUPPORT THE COLLEGES.
- All my comments are above.
- Board meetings have continued to be more efficient and productive this year. We have had many excellent presentations from staff. If we keep our focus on what is good for students we will continue to perform well.
- I would suggest that the Board meet with student leadership, more than just the Changing of the Gavel dinners to hear from the "troops" what they see as important issues on their campuses. And again, I would like to see diversity in the contractor and vendor selection that represents the community we serve.
- None