

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

1. Board Self Evaluation Process

D5-01 Revised Board Self-Assessment Instrument

Introduction

Accrediting Commission Standards require boards to define processes for assessing their performance in policy and to act in a manner consistent with these regulations. Just as Boards are concerned with the effectiveness of the organization they govern, they must be aware of their own effectiveness as an elected body. Effective boards engage in a continuing process of performance self-assessment and evaluation in order to identify areas of strength and strategies for improvement.

Evaluating the performance of the Board as a unit is not the same as evaluating individual Trustee performance. The accreditation standards do not require individual self-assessment. The purpose of the Board self evaluation is to identify areas of Board functioning that are working well and those that may need strengthening. In addition, discussions of Board roles and responsibilities builds communication and understanding among Board members and leads to a stronger, more cohesive working group.

Please respond to the following questions by clicking the box that best reflects your opinion. Your comments (100 words or less) are required to provide a basis for reflective dialogue in support of continuous quality performance on the part of the Board consistent with Accreditation Standards. Your completed, anonymous survey is due no later than May 25, 2012, by 1:00 p.m.

2. Progress in Meeting 2011 Board Goals for Strengthening Performance

On June 28, 2011, following a facilitated discussion of the VCCCD's Board Self Evaluation, Trustees adopted 11 measurable goals as benchmarks to evaluate improved Board performance. These goals are presented below. Please indicate your level of agreement in the Board's success in meeting its goals. Comments are an important component of your response. Results from these assessments are discussed in the course of the Board's public meeting and recommendations developed for improvements as necessary.

***Strengthening Board Performance Goal 1: The Board demonstrated strengthened performance in its policy-role as a result of training provided by Accrediting Commission representatives.**

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

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***Strengthening Board Performance Goal 2: The Board demonstrated strengthened performance in its policy-role through reflective communication with the VCCCD Citizens Advisory Body in the development of District planning.**

- Agree
- Partial Agreement
- Disagree
- Don't Know
- the

Comments:

***Strengthening Board Performance Goal 3: The Board demonstrated strengthened performance in its policy-role as an outcome of periodic staff reports (e.g., budget and finance, accreditation, human resources, technology, District planning, etc.).**

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

***Strengthening Board Performance Goal 4: The Board demonstrated strengthened performance in its policy-role through the absence of Trustee involvement in operational matters (e.g., directing staff or seeking preferential treatment for colleges, students, vendors, acquaintances, family members, associates and friends, or employees).**

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

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*** Strengthening Board Performance Goal 5: The Board demonstrated strengthened performance in its policy-role through its clear understanding of the Board agenda preparation process (Board Policy/Administrative Procedure 2340).**

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

*** Strengthening Board Performance Goal 6: The Board demonstrated strengthened performance in its policy-role through consistent compliance with Board Policy 2715 Board Code of Ethics/Standards of Practice.**

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

*** Strengthening Board Performance Goal 7: The Board demonstrated strengthened performance in its policy-role as an outcome of the concurrent review and discussion of Board policies and administrative procedures at its public meetings.**

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

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***Strengthening Board Performance Goal 8: The Board demonstrated strengthened performance in its policy-role through the adoption of an annual professional development calendar and full Board participation in at least one Trustee conference.**

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

***Strengthening Board Performance Goal 9: The Board demonstrated strengthened performance in its policy-role through rigorous parliamentary practice as an outcome of professional development.**

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

***Strengthening Board Performance Goal 10: The Board demonstrated strengthened performance in its policy-role by distinguishing its role and activities from that of the Chancellor, consistent with BP 2430 Delegation of Authority to the Chancellor.**

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

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***Strengthening Board Performance Goal 11: The Board demonstrated strengthened performance in its policy-role through observance of formal channels of District communication consistent with BP 2715 Board Code of Ethics/Standards of Practice.**

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

3. Annual Board Evaluation 2011-2012

The Board engages in monthly and annual self-assessment for the purpose of strengthening its performance. The Annual Board Self Evaluation focuses on key components of the VCCCD Governing Board's role. Please indicate your level of agreement with the following components of Board performance.

The Board demonstrated strengthened performance in its policy-role through the establishment and implementation of policies to assure high quality, effective student learning programs, services, and District financial stability.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board demonstrated strengthened performance in its policy leadership role through its focus on mission, quality, outcomes, improvement, and not operations as the means to achieve outcomes.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

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The Board strictly adheres to its policy-making role in governing the District.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board understands its authority rests with the Board as a whole, and not individual Trustees.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board ensures its policies and procedures do not impede the timely, effective, and appropriate operations of the District and its colleges.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board understands the District's participatory governance structure and adheres to its formal channel of communications.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

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The Board ensures the assessment of formal District communication for its effectiveness and improvement with constituents and the community.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board represents the interests and needs of the entire community to the District and its colleges.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board involves the community in strategic planning and communicates its progress and success in the pursuit of excellence in student learning.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board advocates equitably for its community colleges.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

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The Board acts as a cohesive unit and takes responsibility for its collective performance.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board supports the Board Chair in the performance of his/her role.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board complies with its Code of Ethics policy and corrects the conduct of Board members who violate its Code of Ethics policy.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board complies with its Conflict of Interest policy and corrects the conduct of Board members who violate its Conflict of Interest policy.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

Board meetings are conducted in an orderly, time-efficient, productive manner.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board conducts its meetings, through impartial discussion, in a dignified and professional manner, treating everyone with civility and respect.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

Trustees come prepared for Board meetings (e.g., reading agendas and requesting additional information, as needed).

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board ensures its standing committees operate efficiently and effectively.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

The Board does not engage in the operations of the District.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board fully complies with the Ralph M. Brown Act, "conducting the public's business in public." The Board operates openly, with trust and integrity.

- Agreement
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board maintains closed session discussions and subject matter in confidence.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

Trustees do not privately consult with each other (or through an agent) to gain a majority concurrence prior to taking actions at public meetings.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

Trustees attend professional development activities in order to remain informed, effective leaders.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board reviews and updates Board policies and procedures on an ongoing basis and according to its adopted Two-Year Board Policy and Procedure Review Calendar.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board has adopted a District mission statement that emphasizes student learning.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The college missions align and support the District mission statement.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

The Board's decision-making is guided by the District mission statement.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

District budgeting is guided by the District mission statement.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board engages in District strategic planning and monitors progress in meeting its goals and objectives.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

The Board evaluates its strategic planning and links outcomes to improvement in the process.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

The Board supports the Chancellor and allows the Chancellor to do his/her job without interference in non-policy matters.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board annually evaluates the Chancellor's performance in meeting the planning goals and objectives of the District.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board understands the mechanics of accreditation and is involved in the District's accreditation processes.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board's adopted budget includes realistic revenue projections, expenditures, and adequate reserves sufficient to deliver quality educational programs and services.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

The Board's adopted budget is fiscally responsible and serves as a policy document reflecting the District mission, planning goals, and objectives.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

4. Trustee Perspectives

In order to further the Board's reflective thought and discussion in building a strong team, your individual perspectives and comments are important.

I spend appropriate time preparing for each Board and Committee meeting, reviewing the agenda, minutes from previous meetings, and reading advance materials.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I attend and actively participate in Board and Committee meetings.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

2012 Board Survey: Goals, General Evaluation, and Trustee Perspectives

Once a decision is made at a Board meeting, I actively support the decision, even though I may have voted against the decision.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I recognize that unless assigned by the Board, I act as an individual with no authority, and not on behalf of the Board.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I maintain confidentiality of Board deliberations.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I disclose all actual or perceived conflicts of interest.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

1. Board Self Evaluation Process

Introduction

Accrediting Commission standards require boards to define processes for assessing their performance in policy and to act in a manner consistent with these regulations. Just as Boards are concerned with the effectiveness of the organization they govern, they must be aware of their own effectiveness as an elected body. Effective boards engage in a continuing process of performance self-assessment and evaluation in order to identify areas of strength and strategies for improvement.

Evaluating the performance of the Board as a unit is not the same as evaluating individual Trustee performance. The accreditation standards do not require individual self-assessment. The purpose of the Board self evaluation is to identify areas of Board functioning that are working well and those that may need strengthening. In addition, discussions of Board roles and responsibilities builds communication and understanding among Board members and leads to a stronger, more cohesive working group. At the end of an evaluation process, Trustees should have:

- identified areas for improvement, perhaps stated as objectives;
- an understanding of what they expect from themselves and each other to be an effective Board; and
- a summary of characteristics for which they can be proud.

Please respond to the following questions by clicking the box that best reflects your opinion. You may type brief comments (100 characters or less) directly below each question. Your completed, anonymous survey is due no later than May 31, 2011, by 1:00 p.m.

2. Board Authority Governance

The Board adheres to its policy-making role in governing the District.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board understands its authority rests with the Board as a whole.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The Board adopts, evaluates, and updates its policies consistent with the mission and goals of the District.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board understands state collegial consultation regulations and ensures that all District constituent groups are provided the opportunity to participate in advisory roles.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

3. Public Stewardship Statement

The Board represents community needs to the District.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The Board involves the community, students, and staff in developing a common vision for the District that is focused on learning and achievement and is responsive to the needs of students.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board values and advocates for its community colleges.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

4. Team Behavior Statement

The Board communicates a common vision through its adopted policies and Board actions.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The Board acts efficiently and effectively as a cohesive unit.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board takes collective responsibility for the Board's performance and actions.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board assists and supports the Board Chair in the performance of his/her role.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

5. Board Ethics and Conflict of Interest

The Board has a Code of Ethics policy and complies with its standards.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board corrects the conduct of Board members who violate the Code of Ethics policy.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board has a Conflict of Interest policy and complies with its standards.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board corrects the conduct of Board members who violate the Conflict of Interest policy.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

6. Board Decorum Statement

VCCCD Board of Trustees Self-Evaluation 2011

Board meetings are conducted in an orderly, time-efficient, productive manner that allows sufficient member discussion on Board agenda items.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

Board meeting deliberations are characterized by respectful and impartial discussion to gather and evaluate evidence prior to making informed, open-minded decisions.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board conducts its meetings in a dignified and professional manner, treating everyone with civility and respect.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

7. Board Decision-Making

VCCCD Board of Trustees Self-Evaluation 2011

Trustees come prepared for Board meetings. They read Board agendas and all related documents to ensure this occurs.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

When appropriate, Trustees ask needed questions before meetings in order to allow staff to be prepared for the Board meeting.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

Board committees operate efficiently and effectively within their roles as clearly defined by Board policy.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board understands the distinction of Board and staff roles in the decision-making process.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

8. Board Brown Act Compliance

The Board fully complies with the Ralph M. Brown Act, "conducting the public's business in public." The Board operates openly, with trust and integrity.

- Agreement
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board maintains closed session discussions and subject matter in confidence.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

Trustees do not privately consult with each other (or through an agent) to gain a majority concurrence prior to taking actions at public meetings.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

9. Board Professional Development

VCCCD Board of Trustees Self-Evaluation 2011

The Board has and implements an orientation and training process for new Board members.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

Trustees attend Board in-service development training and take the opportunity to participate in professional conferences, seminars, and workshops related to professional development in order to remain informed, effective leaders.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

10. Policy/Procedure

The Board reviews and updates Board policies on an ongoing basis and according to its adopted Board Policy Review Calendar.

- Agree
 Partial Agreement
 Disagree
 Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The Board receives advice and recommendations through the Chancellor from faculty, staff, and students in developing educational policy.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board delegates the authority to implement policy through procedure to the Chancellor.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

11. District Mission Statement

The Board has adopted a District mission statement that emphasizes student learning.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The college missions align and support the District mission statement.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board's decision-making is guided by the District mission statement.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

District budgeting is guided by the District mission statement.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

12. Board Planning

The Board has established an efficient, effective District master planning process.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board monitors progress in meeting Board objectives and links planning to budgeting.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

13. Board Accountability

The Board's policy and planning objectives focus staff attention on achieving measurable outcomes and improving organizational performance.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board keeps the District focused on learning and achievement for students.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The Board evaluates its own effectiveness on an annual basis.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

14. Board/Chancellor Relationship

The Board cooperates with and supports the Chancellor in the performance of his duties.

- Agree
- Partial
- Disagree
- Don't Know

Comments:

The Board allows the Chancellor to do his/her job without interference in non-policy matters.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

15. Evaluation of Chancellor

VCCCD Board of Trustees Self-Evaluation 2011

The Board annually evaluates the Chancellor's performance in meeting the assigned objectives, goals, and vision of the District.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board assesses and adjusts the Chancellor's employment contract to ensure it is current, equitable, and mutually beneficial.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

16. Accreditation

The Board understands the mechanics of accreditation and is knowledgeable of and involved in the District's accreditation processes.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

VCCCD Board of Trustees Self-Evaluation 2011

The Board reviews the final reports of the District's evaluation teams and is responsible through the Chancellor for ensuring that employees respond to accreditation recommendations.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

17. Employee Dispute

The Board treats all employees in a respectful, civil manner and is mindful of its role as the final authority in employer-employee disputes.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board refrains from becoming involved in District operational matters.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

18. Budgeting

VCCCD Board of Trustees Self-Evaluation 2011

The Board reviews the District's Master Plan and articulates its objectives within the budget development process.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board's adopted budget is fiscally responsible and serves as a policy document reflecting the District mission and planning objectives.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

The Board's adopted budget includes realistic revenue projections, expenditures, and adequate reserves sufficient to deliver quality educational programs and services.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

19. Individual Trustee Self-Assessment

VCCCD Board of Trustees Self-Evaluation 2011

I have a clear sense of my responsibilities as a Trustee.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I assure appropriate time is spent preparing for each Board and Committee meeting, reviewing the agenda, minutes from previous meetings, and reading advance materials.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I actively participate at Board and Committee meetings. When I have a perspective different than one already articulated during the meeting, I share the perspective.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

Once a decision is made at a Board meeting, I actively support the decision, even though I may have voted against the decision.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I recognize that unless assigned by the Board, I act as an individual with no authority, and not on behalf of the Board.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I maintain confidentiality of Board deliberations.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I have disclosed all actual or potentially misconstrued conflicts of interest.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments:

I do not become involved in staff or faculty disagreements as an individual Trustee.

- Agree
- Partial Agreement
- Disagree
- Don't Know

Comments: