FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
STANDARD IV
Monday, January 09, 2017
MEETING MINUTES

PURPOSE: Accreditation Self-Study Team Meeting (Standard IV) – Meeting with Board Member
LOCATION: Administration Building / Room 1943 / International Programs Conference Room
TIME: 3:30PM – 5:00PM

MEMBERS PRESENT: Andrew LaManque, Paul Starer, Justin Schultz, Mike Mohebbi, Carla Maitland, Nazy Galoyan, Rachelle Campbell

GUESTS PRESENT: Pearl Cheng (FHDA Board of Trustees)

Members of the accreditation self-study team met to discuss various questions or request clarification on topics or sub-standards surrounding the Foothill – De Anza Community College District or Board of Trustees. The discussion is summarized below.

1. An evaluation instrument for the Chancellor? How does that work? (IV.C.3)
- Chancellor's Contract: *Talks about the performance appraisal, a narrative evaluation is written 1x a year, but the BoT meets twice in closed session with the Chancellor to review*
- Timing of Evaluation: *February, mid-term evaluation ... August, written appraisal of previous year + determine of new goals*
- Instrument: *Reach out to Paula Norsell for the actual evaluation instrument/document(s)*

2. Board Goals vs. Chancellor's Goals (for Evaluation)
- Board Goals: *The Big Five Areas (student success/access, fiscal, human resources, facilities, governance)*
- Board's Priorities: *The BoT priorities are bit more extensive in scope ... then narrowed down into the Chancellor's goals (for eventual evaluation)*
- Board's Evaluation: *Done through self-evaluation ... reviewing accomplishments and timetables with the Chancellor, in conjunction with reports received throughout the year*
- 360 Degree Survey: *Completed every other year (includes community input) ... check with Paula Norsell for more details*

3. Institution Set Standards - Are the Board members aware of these? (IV.C.5, IV.C.8)
- Board Priorities: *The Board's deepest and most important priorities lie within the Student Mission*
- Communication: *The College should remind the BoT of the priorities and the standards ... what are we and what should we be driving towards?*

4. Has the governing board had to implement a process for dealing with unethical board behavior using the established Board policies?
- Implementation: *Fortunately, in Pearl's experience, our Board has not had to go through this process, but emphasized that it is VERY important to have it clearly defined*
- Ethics Training: *Is it voluntary? Double check the existing Board Policies ...*

5. Onboarding process for the new Board members?
- Training: *State-level training exists for the new Board members*
- FHDA Board: *Our board offers training early, including just an overview for potential candidates, to help them make a good decision on whether to run ...*

- Training: *Our Chancellor sets up sessions to allow new Board members to get up to speed and provides training documents (binders)*
- Ethics Training: *Review of Brown Act requirements, get a better understand the CA Community College System and statewide/national legislation*
- Documentation: *Paula Norsell has been keeping a log of the different trainings that the various Board members have been attending*

6. The Board advocates for the College and protects it from undue influence or political pressure … What would be the Board process for this?
- Group Question: *Has the Board had to do that? Any examples?*
- Board Response: *Our Board wants to uphold our public institution role and will get involved in legislative advocacy if needed*
- Example 1: *Deciding on the location of the Sunnyvale Center … looking at the numbers, at the mission, not being swayed by one city government or another …*
- Example 2: *Freedom of Speech areas … not every Board of Trustees would have adopted such a policy*
- Board Role: *The role of advocacy is also a role of protection … connection and relationship with the community and public figures*

7. Additional Clarification
- Term Limits: *Clarify in the accreditation document that there are not established term limited for BoT members*