BOARD SELF-EVALUATION   **POLICY NO. 1070**

PROCEDURES

Solano Community College District Governing Board
Board's Leadership: How Do We Rate Checklist

Name (Optional)_____   Date _____

Please check the applicable boxes in Sections A and B.

Section A: <u>Rated by</u>:   ☐   Trustee   ☐   CEO

Section B: <u>Quarter/Date Rated</u>

(October/November/December) January _____   April/May/June)   _____
(January/February/March)   April _____   (July/August/September) _____

INSTRUCTIONS:

Use this checklist to check your perception of the Board's leadership this quarter. Be as objective as you can. You will receive this checklist in your Board packet each quarter. Please complete and submit it to the Board Secretary at the appropriate Board meeting. **NOTE**: "We" refers to 100% of the Board, e.g., 7 out of 7. If you are aware of one or more Board member/s not in compliance with their duties and/or responsibilities as a Board member, per the question asked, circle "No" as your answer.

Section C: Circle your answer to each area question in the columns to the right.

AREAS	QUESTIONS	ANSWERS	
1.	Have we created an environment in which the CEO has the power to lead the College?	Yes	No
2.	Have we delegated authority to the CEO to lead and administer?	Yes	No
3.	Are we keeping the CEO informed, adhering to the rule of "no surprises"?	Yes	No
4.	Are we honoring the CEO as the point of contact for the institution?	Yes	No
5.	Do we fully consider information and recommendations offered by the CEO?	Yes	No
6.	Are we supporting professional development for the CEO?	Yes	No
7.	Are we adhering to the standards of Board ethics?	Yes	No
8.	Are we ensuring that the CEO has the resources needed to do the job?	Yes	No
9.	Do we respect and support the CEO?	Yes	No
10.	Does the CEO always ask the Board to make major decisions with advance preparation?	Yes	No
11.	Do we alert the CEO and Board President about our concerns prior to going public with them?	Yes	No
12.	Do all Board members receive the same communications from the CEO?	Yes	No
13.	Do we make it a practice to share information and questions with other Board members and the CEO?	Yes	No

14.	Do we keep the CEO informed about our contacts in the community, discussions with legislators and other policymakers, calls from citizens or College staff, and any visits to the College as related to College business?	Yes	No
15.	Do we help the CEO in being effective by not making unnecessary demands on him or her?	Yes	No
16.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes	No
17.	Do we rely on our CEO for leadership and have confidence in his or her recommendations?	Yes	No
18.	Is our time spent in governing, not managing, the institution?	Yes	No
19.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes	No
20.	Do we honor the professionalism of College staff by allowing them to perform their duties?	Yes	No
21.	As trustees, do we monitor ourselves carefully to ensure that offering opinions to the CEO and staff is not construed as directions?	Yes	No
22.	When issues arise, do we question whether the decision or action we are about to take reinforce our policy role, or is it an administrative decision?	Yes	No
23.	Do the Board President and the CEO emphasize that individual Trustees' opinions are simply opinions and that the only legitimate direction to the CEO comes from the Board as a whole?	Yes	No
24.	Do we have a clear understanding as a Board of what responsibilities have been delegated to the CEO?	Yes	No
25.	Do we recognize that the Board (not a single Trustee) has the legal right to give direction to only one employee, the CEO?	Yes	No
26.	Have we done anything as a Board this quarter to foster trust? If your answer is "Yes", write on the flipside of this page what we did this quarter as a Board to foster trust.	Yes	No
27.	Do we acknowledge that the CEO directs the staff, not the Board?	Yes	No
28.	Are we willing to invest the time in planning meetings to ensure success? [generate items; develop criteria; apply criteria]	Yes	No
29.	Do we model the behaviors that the Board values? [consensus building? starting/finishing on time? moving the agenda forward?]	Yes	No
30.	Do the CEO, Board President and other Trustees have a cooperative relationship?	Yes	No
31.	Are we willing to invest the time to create an identity for our Board and a sense of teamwork?	Yes	No
32.	Does the Board work effectively to move deliberations and operations to the level of setting policy, goals, priorities, processes and frameworks, and monitor implementation?	Yes	No
33.	Do we provide fair, consistent, and constructive feedback to the CEO?	Yes	No

Section D: Please compute your score below.

A.   Count "3" points for each "Yes" answer and "0" for each "No"
       Number of "Yes" answers _____ x 3 points = _____   **TOTAL SCORE** _____

B.   **Summary**

   i.   What score did you give the Board? _____
   ii.   What are our strong points this quarter? (List areas by the applicable number(s) in the first column): _____

iii. Where do we need to improve? (List areas by the applicable number(s) in the first column.)

_____

C. **Grade** your perception of the Board's Leadership this quarter with this scale. **<u>Check your grade</u>**.

☐ **Effective:** 90 or above   ☐ **Good**: 78 – 87
☐ **Average**: 66 – 75   ☐ **Below Average**: Under 66

D. Has our Board been an effective leader this quarter? _____ If not, what will it take to become one next quarter? (Write your response on the flipside of pages 1 and/or 2 of this document.)

P:Governing Board/Forms/AMY/Board's Leadership/How Do We Rate Checklist