

Trustee Roles and Responsibilities—One Year Later

Teresa R Brown, Trustee, San Joaquin Delta CCD

Wendy Ho, Trustee, San Jose Evergreen CCD

Sonia Lopez, Trustee, Compton CCD

What You Learned at ETW 2019

- Your first-year experiences as a trustee
- What really happened
- Your take-away

Trustees have no individual authority

- The Board exercises its authority as a unit
- Majority vote required for any action
- Once a decision is reached, discussion stops
- All trustees uphold the decision of the Board

The Board sets policy

- Trustees determine the “what”, not the “how”
- Operating the District is the responsibility of the CEO
- There are clear lines of authority
- The Board delegates authority to the CEO, BP 2430
- Trustees stay out of District operations

The Board establishes a good working relationship with the CEO

- The CEO is the Board's only employee
- Trustees have regular interaction with the CEO
- Trustees do not communicate directly with District staff but go through the CEO
- There are opportunities for the Board and CEO to discuss District and community issues

The Board evaluates the CEO

- There is a policy in place
- CEO is evaluated on established goals

The Board supports Student Success

- There are Board policies on student success measures
- Board members are aware of student success initiatives
 - Guided Pathways
 - AB 705
 - Dual enrollment
 - CTE programs
 - Completion, transfer and graduation rates
- Board members have access to disaggregated data

The Board understands its fiscal responsibility

- The Board receives budget updates
- Trustees understand the Student-Centered Funding Formula
- Trustees have current enrollment and FTES figures
- The Board receives an audit report

Trustees allocate sufficient time for Board duties

- Trustees are prepared for Board meetings
- Trustees participate in discussions
- Trustees attend college and community events

Trustees advocate for the District

- With local communities and employers
- At the state level
- At the national level

The Board makes data-driven decisions

- Trustees receive regular reports on key indicators of performance
- Trustees understand how to interpret statistics and other data
- Decisions are based on what is best for the District and students rather than special interest groups

Trustees understand accreditation

- Trustees receive updates on accreditation status
- Trustees understand their responsibility for Standard IV.C.1-13

Trustees are involved in continuing education

- Brown Act training
- Ethics training
- Attending CCLC and/or ACCT events
- Enrolling in the Excellence in Trusteeship Program
- Taking advantage of local training opportunities

The Board follows the Brown Act

- All business is conducted in public
- No serial meetings
- Maintain confidentiality of closed sessions

The Board avoids conflicts of interest

- There is a Code of Ethics in Board Policy
- Trustees follow FPPC regulations
- Trustees file form 700 on time

Other thoughts from your first-year
experience?