

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

BOARD EVALUATION

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POLICY 1166

ADOPTED: 11/20/90

AMENDED: 05/18/99

AMENDED: 01/25/05

AMENDED: 08/18/15

AMENDED: 09/24/19

The Board of Trustees will annually conduct an evaluation of its internal and ongoing performance.

The Board of Trustees will seek the assistance of the Illinois Community College Trustees Association and the Association of Community College Trustees in the evaluation process. The results of the evaluation will give the Board a profile of how well it is fulfilling its responsibilities.

Each member of the Board of Trustees shall complete the self-evaluation tool attached as Appendix A of Policy 1166.

BOARD SELF EVALUATION

Responsibility 1: Developing and Implementing the Mission

Each program of the organization should be to carry out its mission. Periodically the Board should review the mission and collaborate with the college community to revise it whenever necessary. There should be a clear and concise mission statement.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|---|------------------------|--------------------|----------------|---------------------|----------|
| 1-1 | All Board members are familiar with the current mission and vision statements? | | | | | |
| 1-2 | The current mission statement is appropriate for the organization's role in the next two to four years? | | | | | |
| 1-3 | The Board's policy decisions and the organization's programs and services reflect the mission? | | | | | |

How can the Board do better in this area?

Responsibility 2: Meeting Legal Requirements

Various federal and state laws as well as rules from its funding sources govern the organization; therefore it is the obligation of the Board to be aware of these matters and be sure policies are in place to assure compliance.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|--|------------------------|--------------------|----------------|---------------------|----------|
| 2-1 | The Board ensures that an Audit is prepared annually? | | | | | |
| 2-2 | Board members are aware of their responsibilities as required by the Illinois Public Community College Act, including not participating in votes on matters where there is a conflict of interest? | | | | | |
| 2-3 | The Board is apprised of changes in laws that affect the organization as needed and ensures that new policies are developed to address such laws? | | | | | |

How can the Board do better in this area?

Responsibility 3: Select and Support the Chief Executive Officer

Perhaps the most significant decision a Board makes is who to select as CEO. The Board needs to set expectations and give the CEO frequent and constructive feedback. The Board is also obligated to review the CEO's salary.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|--|------------------------|--------------------|----------------|---------------------|----------|
| 3-1 | Board has reviewed and approved annual goals for the President as included in the College's Annual Budget document? | | | | | |
| 3-2 | The Board performs an annual evaluation of the President and provides him/her with appropriate feedback? | | | | | |
| 3-3 | The Board annually reviews the President's salary? | | | | | |
| 3-4 | The Board respects the responsibilities of the President and does not get involved in the day-to-day operations of the organization? | | | | | |

How can the Board do better in this area?

Responsibility 4: Ensure Effective Fiscal Management

The Board must understand the finances of the organization and be sure they are properly managed to support the mission.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|---|------------------------|--------------------|----------------|---------------------|----------|
| 4-1 | The Board holds a public hearing for the annual budget and provides oversight of College finances throughout the year? | | | | | |
| 4-2 | At each Board meeting there is a financial update that is presented in a manner that can be understood? | | | | | |
| 4-3 | The Board receives the annual audit and meets as a Committee of the Whole to consider all recommendations made in the independent auditor's report and management letter? | | | | | |
| 4-4 | The Board Finance/Maintenance & Operations Committee vets all financial issues and advises the Board of Trustees on such matters? | | | | | |

How can the Board do better in this area?

Responsibility 5: Receive and Review Strategic Planning

One of the major contributions that a Board can make is to consider how the organization needs to evolve over the next three to five years.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|--|------------------------|--------------------|----------------|---------------------|----------|
| 5-1 | The Board focuses much of its attention on long term policy issues rather than short-term administrative matters? | | | | | |
| 5-2 | The Board has a vision of how the organization should be evolving over the next three to five years? | | | | | |
| 5-3 | At the direction of the Administration, the Board participates in a strategic planning process that helps it consider how the organization should meet new opportunities and challenges? | | | | | |
| 5-4 | The Board is knowledgeable of status and impact of all major renovation projects critical to the mission of the institution? | | | | | |

How can the Board do better in this area?

Responsibility 6: Have the Board Operate Efficiently

Boards member are volunteers whose time is valuable. It is critical to have well run Board and committee meetings to assure that Board member believe their time is being used productively.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|---|------------------------|--------------------|----------------|---------------------|----------|
| 6-1 | Board members are familiar with legal requirements? | | | | | |
| 6-2 | Board members receive clear and succinct agendas and supporting written material sufficiently prior to Board and committee meetings? | | | | | |
| 6-3 | Committee assignments reflect the interests, experience, and skills of the Board members? | | | | | |
| 6-4 | Board and committee meetings are well organized, productive, and make good use of Board members' time? | | | | | |
| 6-5 | Conflicts and duality of interests are revealed, noted in the minutes and the Board member does not participate in the vote on that issue? | | | | | |
| 6-6 | Clear and concise minutes are kept and made available to each Board member after the meeting and the opportunity is given to correct the minutes? | | | | | |
| 6-7 | The Board Chair effectively and appropriately leads and facilitates Board meetings and the policy and governance work of the Board. | | | | | |
| 6-8 | New Board members receive appropriate orientation and are encouraged to participate in Board activities, discussions, and decisions. | | | | | |

How can the Board do better in this area?

Responsibility 7: Enhance the Organization’s Public Image

Board members can do much to develop the organization’s image. If an organization is successful but its achievements are kept secret, it will not succeed in raising money, attracting new leaders for positions of responsibility on the Board and staff. While encouraging Board members to spread the word about the organization they help govern, individual Board members should not serve as the spokesperson for the organization to the media without the approval of the Board Chair.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|---|------------------------|--------------------|----------------|---------------------|----------|
| 7-1 | The Board has approved an effective marketing and public relations strategy for the College? | | | | | |
| 7-2 | Board members talk about the College to key people, including community leaders and potential contributors? | | | | | |
| 7-3 | The Board apprises elected officials of the needs and strengths of the organization? | | | | | |
| 7-4 | The Board provides an Annual Report on the college’s goals and financials to all stakeholders? | | | | | |

How can the Board do better in this area?

Responsibility 8: Understand Relationship Between Board and Staff

One of the most important responsibilities for a Board is to define and understand its relationship with the staff, and in particular with the CEO. An effective Board should have a clear understanding of the differences between its role and the role of the staff. Because many important organizational issues require a partnership of the Board and staff if they are to be addressed effectively, the quality of the working relationship between the Board and CEO should be high.

| | How satisfied are you that: | Very dissatisfied 1 | Dis-satisfied 2 | Satisfied 3 | Very Satisfied 4 | Not Sure |
|-----|--|------------------------|--------------------|----------------|---------------------|----------|
| 8-1 | The respective roles of the Board and staff are clearly defined and understood? | | | | | |
| 8-2 | A climate of mutual trust and respect exists between the Board and President? | | | | | |
| 8-3 | The Board gives the President enough authority and responsibility to lead and manage the organization successfully and handle day-to-day operations? | | | | | |
| 8-4 | The Board has reviewed and approved adequate policies for staff selection, training, promotion, and grievance procedures while recognizing that hiring and firing decisions belong to the President? | | | | | |

How can the Board do better in this area?

Individual Board Member Self Evaluation

| | How satisfied are you that you: | Very dissatisfied | Dis- satisfied | Satisfied | Very Satisfied | Not Sure |
|-----|---|------------------------------|---------------------------|------------------|---------------------------|---------------------|
| 1. | Understand the College’s mission? | | | | | |
| 2. | Have a good working relationship with other Board members and with the President? | | | | | |
| 3. | Are knowledgeable about the College’s major services? | | | | | |
| 4. | Follow trends and important developments in the College’s substantive field of interest? | | | | | |
| 5. | Read and understand the College’s financial statements? | | | | | |
| 6. | Prepare for and participate at Board and committee meetings, and other activities of the College? | | | | | |
| 7. | Willingly volunteer and use your special skills to further the College’s mission? | | | | | |
| 8. | Complete all assignments in a responsible and timely manner? | | | | | |
| 9. | Take advantage of opportunities to enhance the College’s public image by periodically speaking to leaders in the community about the work of the organization? | | | | | |
| 10. | Respect the confidentiality of the Board’s executive sessions? | | | | | |
| 11. | Suggest agenda items for future Board and committee meetings? | | | | | |
| 12. | Advise and assist the President when your help is requested? | | | | | |
| 13. | Avoid burdening the staff with requests for special favors? | | | | | |
| 14. | Ensure that any communication with staff below the President does not undermine the relationship between the President and College staff? | | | | | |
| 15. | Avoid, in fact and in perception, conflicts of interest that might embarrass the Board or College, and disclose to the Board in a timely manner any possible conflicts? | | | | | |
| 16. | Are heard and considered when you give your opinions and views? | | | | | |
| 17. | Find serving on the Board to be a rewarding experience? | | | | | |
| 18. | Are knowledgeable of student learning/completion data? | | | | | |
| 19. | Actively participate in professional development opportunities for Board of Trustees? | | | | | |