

# Appendix A

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Survey Overview

October 2010

Dear Board of Trustees member:

The following is a Board Self-Evaluation Questionnaire (BSEQ), which is being used to provide a "basic board health snap shot". Your honest and thoughtful response to this survey is greatly appreciated. All responses are confidential.

Your voice is of critical importance to the College's assessment initiative. Please complete the survey on or before November 1, 2010.

Thank you,

Assessment, Institutional Effectiveness, and Research (AIER) Office

A xibneqqA

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Demographic Information

Attached is the Board Self-Evaluation Questionnaire (BSEQ), which is being used to provide a "basic board health snap shot". Your honest and thoughtful response to this survey is greatly appreciated.

### 1. Gender:

☐ Female

☐ Male

### 2. Respondent Type:

☐ Voting member

☐ Non-voting member

### 3. Years of service with current Board of Trustees:

☐ Less than one year

☐ 1-3 years

☐ 4-6 years

☐ 7-9 years

☐ 10 or more years

### 4. Number of terms served in the Board of Trustees:

☐ Less than one term

☐ One term

☐ Two terms

☐ Three or more terms

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Board Members

Please respond to the following questions by checking the option most applicable to your board's experience.

**5. All currently serving members of the College's Board of Trustees have been legally appointed/elected to their positions on the Board.**

☐ True

☐ False

**6. Board members represent diverse backgrounds, experience, interests, gender, ethnicity, and areas of the district.**

☐ True

☐ False

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Personal Conduct

**7. Board members treat each other with courtesy.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**8. Board members respect the power of the Chair to speak for the Board as a whole.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**9. Members of the Board are always conscious that their demeanor is part of the College's public image.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Board Meetings

### 10. Board meetings begin on time.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

### 11. Board meeting agendas and conduct effectively meet the purposes of Board meetings.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

### 12. All Board members attend Board meetings.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

### 13. The collective demeanor of the Board is poised and professional.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

**14. Board members are able to disagree without being disagreeable.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**15. Board members ask questions relevant to the item(s) under discussion.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**16. Board meetings are conducted in an orderly and efficient manner.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**17. The Board welcomes participation by members of the community at appropriate times designated on the agenda.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

### 18. The Board maintains confidentiality of privileged information.

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always



# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Board/CEO Relations

**19. There is a high level of trust and respect between the Board and the President.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**20. The President keeps the members of the Board well informed.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**21. The President follows the rule of "no surprises" by informing Board members as soon as possible about important matters concerning the College, its students and its employees.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

**22. The Board delegates administrative matters to the President and refrains from micromanaging the College.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**23. The Board maintains a positive working relationship with the CEO.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Evaluation

**24. The Board develops annual goals for the College and uses them as the basis for presidential evaluation.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**25. The Board specifies its expectations for presidential performance in writing.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**26. The Board formally evaluates the President's performance on a regular basis.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

**27. The Board evaluates its own performance on a regular basis (at least once every other year).**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**28. The Board evaluation process helps the Board enhance its performance.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

# Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

## Board Responsibilities

**29. The Board conducts periodic reviews of its own policies.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**30. The Board formally orients new members as soon as possible after they have been sworn in as trustees.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**31. New members receive orientation to Board roles and the institution.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**32. The Board consistently follows its own Board ethics policy.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

**33. The Board regularly reviews its ethics policy.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**34. The Board focuses on ends in making policy and leaves the implementation to the President.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**35. The Board is actively involved in the long-term planning process of the College.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**36. Board members participate in Trustee development activities (i.e., professional development).**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

**37. The Board plans with the President how to best develop and maintain relationships with local, state, and federal legislators for the benefit of the College.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**38. The Board clearly understands its policy role and differentiates its role from that of the CEO and College employees.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**39. Board members avoid conflicts of interest and the perception of such conflicts.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

**40. The Board understands and fulfills its roles and responsibilities.**

- ☐ Never
- ☐ Very Rarely
- ☐ Rarely
- ☐ Occasionally
- ☐ Very Frequently
- ☐ Always

## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

### Open-Ended Questions

**41. What are the Board's greatest strengths?**

**42. What are the major accomplishments of the Board in the past year?**

**43. What are areas in which the Board could improve?**

**44. As a Trustee, what concerns do you have?**

**45. As a Trustee, what are you most pleased about?**

**46. What changes would you like to see in how the Board operates?**

**47. Is the Board functioning as a team as well as it should? Why or why not?**

**48. How would you describe the Board's relationship with the CEO?**



## Guam Community College Board Self-Evaluation Questionnaire (BSEQ)

Thank you for completing the survey!

