



LASSEN COMMUNITY COLLEGE DISTRICT
APPLICATION PROCESS FOR THE POSITION OF TRUSTEE

1. Candidates for appointment as a provisional Board member representing Trustee Area 1, must submit a completed application packet which includes:
 - A letter of interest addressed to the President of the Board of Trustees
 - A resume, including community service and leadership experience
 - A completed application form (enclosed)
2. Candidates will also receive the interview questions to be asked by the Board at the interview.
3. The application packet must be submitted to the Office of the Superintendent/President, Lassen Community College District, 478-200 Hwy 139, Susanville, CA 96130; or by email to jjohnston@lassencollege.edu.
4. The amount of material submitted by an applicant may not exceed 8 pages.
5. Application materials must be received in the Interim Superintendent/President's office no later than 12:00 p.m., Wednesday, March 31, 2021.
6. Candidates are advised that their applications and all accompanying materials are public documents and will be posted to the Lassen Community College District website.
7. Interviews will be conducted in public. Candidates will be given an approximate time for their interviews prior to the date of the meeting. It is requested that each candidate arrive 15 minutes prior to his or her scheduled interview time. Each candidate will be requested to remain in a waiting room until they are invited in to the meeting for their interview, so that, as a matter of fairness, candidates will not hear the interviews of candidates interviewed before them. However, as members of the public, candidates are entitled to be present throughout the meeting. Once a candidate's interview is completed, he or she is welcome to remain in the Board meeting room and hear the interviews of subsequent candidates. It is recommended that all candidates remain at the meeting following their interview.
8. Interviews for candidates will take place at a special meeting of the Board on **Thursday, April 8, 2021, at 5:30 p.m.**, or at such other date and time as the Board may determine.
9. If selected by the Board, the candidate must be prepared to take the Oath of Office at the Regular Meeting of the Board to be held on Tuesday, April 13, 2021, at 5:30 p.m., or at such later date as the Board may determine.



**LASSEN COMMUNITY COLLEGE DISTRICT
TRUSTEE VACANCY APPLICATION FORM**
(This information is required in addition to your resume)

Name: _____

Home Physical Address: _____

Mailing Address if Different than Physical Address: _____

City, State, Zip: _____

Phone: Home: _____ Business: _____ Cell: _____

Email Address: _____

Occupation: _____

Company: _____

Business Address: _____

City, State, Zip: _____

Please complete the following: (This information is required in addition to your resume)
Education (List degrees or highest year completed and the college or school)

Employment History (most recent 10 years)

Public and Community Service

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and relationship _____

I understand that I may not simultaneously be an employee of the Lassen Community College District and serve as a member of the Board or Trustees.



I understand that the appointment for which I am applying is to represent Trustee Area 1, defined by Board Policy 2100 as the Susanville Elementary School District, and that residency within Trustee Area 1 must be maintained throughout the term of office.

I certify that I meet all eligibility requirements. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of the District and specifically Trustee Area 1; must be a U.S. citizen; must be a registered voter who would not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: _____ Date: _____



**QUESTIONS FOR PROSPECTIVE CANDIDATES
FOR THE BOARD OF TRUSTEES
FOR THE LASSEN COMMUNITY COLLEGE
DISTRICT
TRUSTEE AREA 1**

1. Please describe your understanding of the role of a California Community College District Trustee and explain why you are interested in serving as a Trustee for Lassen Community College District.

2. Briefly share your public service activities, and other involvement in the community, and how this service qualifies you for service as a member of the Lassen Community College District Board of Trustees.

3. What is your understanding of the primary responsibilities of the Board? What do you understand your role in College governance to be as one member of the Board?

4. What do you see as the major educational issues facing California community colleges, Lassen College and residents of Trustee Area 1 in particular in the next 3-5 years?

5. What is the current status of Lassen Community College's Accreditation and how will its success or failure impact the College's mission?

6. How would you ensure that all constituent groups – internal and external – have a voice in the governance of Lassen Community College District?



TRUSTEESHIP IN A NUTSHELL

You are a member of a lay board that, as a unit:

- Sets policy direction.
- Employs a chief executive officer as the institutional leader.
- Acts as community bridge and buffer.
- Establishes the climate in which educational goals are accomplished.
- Defines legal, ethical, and prudent standards for college operations.
- Assures fiscal health and stability.
- Maintains standards for good personal relations among Board members, the administration, faculty, staff and the community.
- Monitors institutional performance.
- Leads as part of a thoughtful team.