



Board of Trustees Relations Appendix

Introduction

The Board of Trustees Relations Appendix will normally be activated at the direction of the Vice Chancellor for Communications and External Affairs in response to emergencies that affect the District. The Vice Chancellor for Communications and External Affairs will be designated as the Board Liaison and will be responsible for coordinating specific requirements associated with the TCC Board of Trustees. These include educating and informing the Board of Trustees of activities that may take place in an emergency and coordinate potential media requests made directly to Board Members.

Scope

Board of Trustees Liaison:

- Advise Board Members on emergency situations as necessary.
- Assist in relocating Board Members to the May Owen Center to centralize briefings as needed.
- Direct all media inquiries from Board Members to ensure “One Voice” communication practices.

Assumptions

The District makes the following planning assumptions:

- Local, State, and National media may reach out to Board Members for comment as details may not be readily available.
- Board Members may try to contact the Chancellor or other District personnel in an effort to know what is happening.

Activation

- If Board of Trustees Relations Appendix requires activation, the Board Liaison will notify the Board Members. The Board Liaison may be required to report to the May Owen Center for increased coordination.

Direction and Control

- **The Board Liaison shall not self-deploy.** If the Board Liaison is not the Vice Chancellor for Communications and External Affairs, he/she is to wait until activated by the Vice Chancellor for Communications and External Affairs.

Board of Trustees Liaison Operations

The Board Liaison will primarily take action in the following phases:

- **Preparedness**
 - Maintain an updated list of Board Member's contact information.
 - Participate in any exercises, as appropriate.
 - Maintain a list of TCC Communications and External Affairs Team Members that can be called to assist or provide back-up as needed.
 - Maintain updated contact list of TCC Communications and External Affairs personnel.
- **Response**
 - Upon activation, immediately verify information with Chancellor (or designee) what is to be shared with Board Members.
 - Coordinate, if necessary to convene Board Members to the May Owen Center.
 - Coordinate incident information for Board Members' utilization.
 - Advise Board Members to direct all media requests to Vice Chancellor for Communications and External Affairs.
- **Recovery**
 - Continue to coordinate information to Board Members as appropriate.