**Standard IV.C. Governing Board**

**Draft as of 2/1/2018**

**Standard IV.C.1 The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7).**

**Evidence of Meeting the Standard**

The College exists under the auspices of the Coast Community College District, a multi-college district consisting of three colleges. The Coast Community College District is governed by a Board of Trustees, consisting of five publicly elected members. As the governing board for the College, the Board of Trustees, with the assistance of the District Chancellor, has both the responsibility and the authority to establish policies to assure the quality, integrity, and effectiveness of student learning programs and services as well as the financial stability of the District and its colleges. The Board of Trustees sets policies as are necessary to govern the conduct of the District as outlined in California Education Code Section 70902. The Board of Trustees is subject to the provisions of the Constitution of the State of California, the California Education Code and Rules and Regulations of the Board of Governors of the California Community Colleges and its own policies and procedures.

All Board Policies are published on the District’s website under “Board Policies” and are divided into 7 sections pertaining to: The District, Board of Trustees, General Institution, Academic Affairs, Student Services, Business and Fiscal Affairs, and Human Resources.

BP 2200 Board Duties and Responsibilities describes the roles and responsibilities of the Board of Trustees including:

* Approve college plans and programs
* Set academic standards and graduation requirements in accordance with state law and accreditation standards and policies
* Adopt the District’s annual budget
* Approve all fees
* Authorize grants, gifts and scholarships
* Adopt the District’s academic calendar

Board Policies and Administrative Procedures are reviewed and revised, as needed, and new ones are created by the District Consultation Council Board Policies and Administrative Procedures Subcommittee, which is a districtwide participatory governance group with representation from all constituent groups (District Level Decision Making and Participatory Governance). In addition, Board Policies and Administrative Procedures dealing with academic matters are also reviewed and revised based on consultation with the College Academic Senates. Board Policy and Administrative Procedure recommendations are then forwarded to the Chancellor and the Board of Trustees for review and approval and ratification, respectively.

The full list of Board Policies and Administrative Procedures related to academic quality, integrity, and effectiveness of the student learning programs and services are available on the District web site

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Academic-Affairs.aspx>

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Student-Services.aspx>

Board Policies and Administrative Procedures under Chapter 6 Fiscal Affairs address and assure the financial stability of the institution.

The full list of Board Policies and Administrative Procedures related to fiscal affairs are available on the District web site at

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Business-and-Fiscal-Affairs.aspx>

**Analysis**

The College meets the standard. The Board of Trustees has the authority over and responsibility for developing policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The Board Policies and Administrative Procedures are reviewed and revised, as needed, on a regular four-year review cycle as stated in BP and AP 2410 Board Policies and Administrative Procedures.

**Evidence**

Four-year schedule for review /revision of Board Policies and Administrative Procedures

District Level Decision Making and Participatory Governance

BP 2200 Board Duties and Responsibilities

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2200_Board_Duties_and_Responsibilities.pdf>

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Academic-Affairs.aspx>

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Student-Services.aspx>

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Business-and-Fiscal-Affairs.aspx>

California Education Code Section 70902

Board Policies and Administrative Procedures related to academic affairs

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Academic-Affairs.aspx>

Board Policies and Administrative Procedures related to student services

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Student-Services.aspx>

Board Policies and Administrative Procedures related to fiscal affairs

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Business-and-Fiscal-Affairs.aspx>

**Standard IV.C.2 The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.**

**Evidence of Meeting the Standard**

The Board of Trustees carries out the philosophy, mission, and priorities of the District through the execution of defined policies and responsibilities. At the core of the Board is its continuing commitment to focus on the community, which it has served since the District’s founding in 1947.

The Board of Trustees is committed to high standards of ethical conduct for its members, as delineated in BP 2715 Code of Ethics for Members of the Board of Trustees. One of the basic principles contained within this policy is the recognition that the Board acts as a whole and that authority rests only with the Board in a legally constituted meeting, not with individual members. Thus, while members of the Board, at times, have differing opinions on items that come before them, once the Board has reached a decision—either via consent or by vote—on an item, the Board acts as a collective entity and all Board members act in unison in support of the collective decision.

The Board has scheduled retreats and study sessions to gain a thorough understanding of important topics and enhance working relationships with one another and the executive team as well as to adopt a common direction. In the past three years, study sessions have been devoted to a variety of topics including strategic planning, budget, career and technical education (CTE), stabilization, enrollment management, accreditation, employee mentoring programs, statewide initiatives, closing the equity gap. In addition, the Board has discussed the role and function of the Board of Trustees, adopted Board goals, and Chancellor’s goals for the District (List of Board study sessions and retreats – dates and topics; Board Goals, Chancellor’s Goals for the District 2017-19). The College appreciates the Board’s efforts to improve communication and encourages the continuation of retreats and study sessions as it appears to have been beneficial.

The Board also established Board Policy 2720 Communications among Board members which establishes guidelines of acceptable communication outside a properly posted meeting.

In accordance with Board Policy 2745 Board Self-Evaluation, the Board of Trustees surveyed all Board members as well as all employees in the District in September/October 2017. Survey results from this biennial self-evaluation were discussed at the Special Board meetings on January 24, 2018 (Special Board Meeting January 24, 2018 Agenda and Minutes). As part of this discussion the Board identified areas needing improvement and appropriate measures to address these. The Board will discuss goals for the next two years at Board meetings in spring 2018.

Board goals number 2 and 3 in effect for 2015-17 directly relate to this standard:

Goal #2: The Board will provide for discussion to address future needs and direction of the District. Action Plan: The Board will plan a study session or Board retreat that provides adequate time to discuss the future needs and direction of the District.

Goal #3: The Board will work to improve communications and trust among Board members and with the Chancellor.

Action Plan: The Board has made some progress towards this goal as a result of the September 2015 retreat and will continue this work. The Board will schedule additional facilitated retreats in an effort to further this goal.

The results of the above-mentioned Board Self-Evaluation survey found in charts 46 and 47 (https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAJ6D9C52/$file/Attachment%203.pdf) demonstrate the importance placed on improving this area of Board relations and quantify the improved communication and trust among Board members. Additional charts 39, 42, 43, 44, 49, 54, 55, 56 reinforce the improvements made to reach Board stated goals.

Results of the Survey of District Employees regarding the Board of Trustees support the fact that the Board acts as a collective entity and in support of the decisions made. (Chart 9 -- https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAP6DA0A8/$file/Attachment%205.pdf).

**Analysis**

The college meets this standard. The Board has developed and implemented Board Policies that outline the ethical conduct for all elected Board members; this specified conduct includes the requirement that the Board act in unison once a decision is reached by the body. In addition, when disagreements arise, they are discussed openly and respectfully prior to the Board reaching a collective decision. Minutes indicating Board actions from recent years are available on the District’s website and substantiate behavior in accordance with these policies.

**Evidence**

Board of Trustees Self Evaluation Survey Results 2013, 2015, and 2017

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAJ6D9C52/$file/Attachment%203.pdf>

Survey of District Employees Regarding the Board of Trustees 2013, 2015, and 2017

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAP6DA0A8/$file/Attachment%205.pdf>

BP 2715 Code of Ethics for Members of the Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP%202715%20Code%20of%20Ethics%20for%20the%20Board%20of%20Trustees%20101816.pdf>

BP 2720 Communications among Board Members

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202720%20Communications%20Among%20Board%20Members.pdf>

BP 2745 Board Self-Evaluation

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2745_Board_Self_Evaluation.pdf>

List of Board study sessions and retreats – dates and topics

Board Goals 2015-17 <https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAD6D98A0/$file/Attachment%201.pdf>

Chancellor’s Goals for the District 2017-19 – Board Meeting July 19, 2017 Item 4.05 and Meeting Minutes

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/APNRF6673E53/$file/7-19-17%20Regular%20Meeting.pdf>

Special Board Meeting January 24, 2018 Agenda and Minutes

**Standard IV.C.3 The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.**

**Evidence of Meeting the Standard**

The Board of Trustees adheres to clearly defined policies for selecting and evaluating the Chancellor of the District. Two of these policies include BP 2431 Chancellor Selection and BP 2435 Evaluation of the Chancellor. These two Board Policies clearly delineate the rules and requirements for hiring and evaluating the District CEO. BP 2430 and AP 2430 Delegation of Authority to the CEO delegate authority to the Chancellor to appoint an Acting Chancellor to serve in his or her absence for short periods not to exceed 30 calendar days at a time. The Board appoints an Acting Chancellor for periods exceeding 30 calendar days when the Chancellor is incapacitated or unable to perform his or her duties. In case of death, resignation or retirement of the Chancellor, the Board may appoint an interim Chancellor for up to one year.

When a new Chancellor is to be hired, the Board adheres to BP 2431, which ensure that input from administration, faculty, staff, and students is obtained in order to select the most highly qualified individual to fill the vacancy.

Board Policy 2431 includes the following process which, due to several failed Chancellor searches in 2015 and 2016, was implemented in the most recent Chancellor search:

*If there is a Chancellor search that does not result in the selection of a new Chancellor, then the Board of Trustees, at its discretion, may conduct the subsequent Chancellor search by adopting a motion to waive this policy and use a streamlined version of this procedure which complies with law. The Search Committee formed for the original search shall be incorporated into this process.*

The 2016 Chancellor search did result in the appointment of the current Chancellor.

Once hired, per Board Policy 2435, the Board of Trustees conducts an evaluation of the Chancellor at least annually, using an evaluation process developed in cooperation by the Board of Trustees and the Chancellor. Such evaluation is based on the job description, Board-adopted goals, job performance, including strengths and weaknesses, and considers any requirements set forth in the employment contract with the Chancellor. On a biennial basis, the Board also reviews and establishes the compensation and benefits of the Chancellor (BP 2435 Evaluation of the Chancellor). The Chancellor is expected to diligently work to achieve the goals and objectives as determined by the Board in his/her performance evaluation.

Consistent with BP 2435, the Board of Trustees conducted the evaluation of the current Chancellor, which culminated in establishing the Chancellor’s Goals for the District 2017-19 (Discussion of Chancellor’s Evaluation in Closed Session: July 5 2015 Special Board Meeting Agenda; June 21 2015 Special Board Meeting Agenda; May 17, 2017 Regular Board Meeting Closed Session Agenda; March 15, 2017 Regular Board Meeting Closed Session Agenda; March 1, 2017 Regular Board Meeting Closed Session Agenda).

Per Board Policy BP 2430 Delegation of Authority to the Chancellor, the Board of Trustees delegates authority to the Chancellor to effectively lead the District, assure fiscal health and stability, monitor institutional performance and educational quality, and advocate for and protect the District. The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor has the power to act, but such decisions are subject to review by the Board. The Chancellor is expected to perform the duties contained in the Chancellor’s job description and fulfill other responsibilities as may be determined in goal-setting or evaluation sessions. The goals and objectives for performance are developed by the Board in consultation with the Chancellor. The Chancellor must ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

**Analysis and Evaluation**

As established by Board Policies, the Board is responsible for selecting and evaluating the Chancellor of the District. In compliance with the provisions of California Education Code, the Board delegates full responsibility and authority to the Chancellor to implement and administer Board Policies and conduct the business of the District and educational programs without interference, and holds the Chancellor accountable for the operation of the District. In turn, the Chancellor is responsible for evaluating the College Presidents. The Chancellor delegates full responsibility and authority to the Presidents to administer the colleges without interference and holds the presidents accountable for the operation of the colleges.

In light of the most recent search for a Chancellor, the Board may wish to evaluate BP 2431 and further clarify the role of the search committee in case of a failed search for filling the Chancellor position when the above-mentioned section of BP 2431 is implemented. This would eliminate possible confusion by members of the Search Committee as to the value and limits of their role. The Board might consider how the Search Committee would be incorporated in the process and add clarification. Further explanation of the role and integration of the Search Committee would reinforce the integrity of this policy.

**Evidence**

BP 2431 Chancellor Selection

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202431-%20Chancellor%20Selection.pdf>

BP 2435 Evaluation of the Chancellor

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202435%20Evaluation%20of%20Chancellor.pdf>

BP/AP 2430 Delegation of Authority to the CEO

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2430_Delegation_of_Authority_to_CEO.pdf>

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/AP_2430_Delegation_of_Authority_to_CEO.pdf>

Chancellor’s Goals for the District 2017-19 – Board Meeting July 19, 2017 Agenda Item 4.05 and Meeting Minutes

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/APNRF6673E53/$file/7-19-17%20Regular%20Meeting.pdf>

Discussion of Chancellor’s Evaluation in Closed Session

July 5 2015 Special Board Meeting Agenda

June 21 2015 Special Board Meeting Agenda

May 17, 2017 Regular Board Meeting Closed Session Agenda

March 15, 2017 Regular Board Meeting Closed Session Agenda

March 1, 2017 Regular Board Meeting Closed Session Agenda

February 15, 2017 Regular Board Meeting Closed Session Agenda

**Standard IV.C.4 The governing board is an independent, policy-making body that reflects the public interest in the institution’s educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7).**

**Evidence of Meeting the Standard**

The Board of Trustees is an autonomous policy-making body that strives to reflect the public interest in the educational quality of the District. In so doing, the Board advocates for and defends its colleges and protects the colleges from undue influence as well as from political pressure.

The Board of Trustees is comprised of five elected members (BP 2010 Board Membership), each of whom resides in the geographical area he or she represents. Board members are publicly elected at large to four-year terms by the voters in the District service area. In fall 2017, after careful study and deliberation the Board decided to change the election from at large election to election by areas which each Board member represents. This change goes in effect for the November 2018 election (August 29, 2017, September 12, 2017, September 16, 2017, October 3, 2017 Special Board Meetings/Public Hearings Agendas and Minutes; Resolution #17-28 Changing the Method of Election for Members of the Board of Trustees from “At Large” to “By-Trustee Areas,” and Approving Map for the Election of Trustees Commencing in November 2018). For the dual purposes of continuity and self-preservation, the terms of the five Board members are staggered, with elections being held every two years in connection with the state of California general election through BP 2100 Board Elections.

A student trustee is selected by the District Student Council to a one-year term. The selection process for the student trustee is described in BP 2105 Election of Student Member, Board of Trustees. The student trustee has an advisory vote on all actions taken in open session through BP 2015 Student Member, Board of Trustees.

This membership composition and election process ensures that the Board is of a sufficient size to achieve its board member responsibilities and duties. The Board of Trustees has also established BP 2110 Vacancies on the Board to address situations when vacancies on the Board may occur in between the election cycles.

In accordance with law and BP 2715 Code of Ethics for the Board of Trustees, Board members are agents of the public entrusted with public funds, and they must protect, advance, and promote the interest of all citizens while also maintaining independent judgment unbiased by private interests or special interest groups. They must also hold the educational welfare and equality of opportunity of the students of the District as their primary concern. BP 2200 Board Duties and Responsibilities also lists advocating for and protecting the District and representing the public interest as two of the Board’s primary responsibilities. Board members consistently advocate for the interests of both the public and District through their interaction with the community, legislators, local organizations, and students. Furthermore, as discussed in BP 2345 Public Participation at Board Meetings, the Board encourages public participation at their meetings. There is time allotted to public comments at each meeting, or written comments may be submitted. Members of the public may also place items on the prepared agenda in accordance with BP 2340 Agendas. To validate and support transparency in all its decision-making, the Board conducts all District business in open public meetings, with the exception of legally-permitted closed sessions related to legal concerns, personnel, and collective bargaining. The Board also consistently provides all of its business and other information to the public on the District’s website. This information includes Board Policies, Administrative Procedures, Board self-evaluations, meeting agendas and minutes, and other relevant information.

**Analysis**

The college meets this standard. The District’s processes and procedures as well as Board Policies and Administrative Procedures ensure that the Board of Trustees follows the public interest in the educational quality of the District. The Board is a publicly elected body of individuals whose size is sufficient for its duties and responsibilities.

Through adherence to its own policies in regards to ethics, the Board of Trustees advocates for and defends its colleges and protects the colleges from undue influence as well as from political pressure.

**Evidence**

BP 2010 Board Membership

<http://www.cccd.edu/boardoftrustees/Documents/BP_2010_Board%20Membership.pdf>

BP 2100 Board Elections

<http://www.cccd.edu/boardoftrustees/Documents/BP_2100_Board_Elections.pdf>

BP 2015 Student Member Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP_2015_Student_Member_Board_of_Trustees.pdf>

BP 2105 Election of Student Member

<http://www.cccd.edu/boardoftrustees/Documents/BP_2105_Election_of_Student_Member.pdf>

BP 2110 Vacancies on the Board

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2110_Vacancies_on_the_Board.pdf>

BP 2200 Board Duties and Responsibilities

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2200_Board_Duties_and_Responsibilities.pdf>

BP 2340 Agendas

<http://www.cccd.edu/boardoftrustees/Documents/BP_2340_Agendas.pdf>

BP 2345 Public Participation at Board Meetings

<http://www.cccd.edu/boardoftrustees/Documents/BP_2345_Public_Participation_at_Board_Meetings.pdf>

BP 2715 Code of Ethics for the Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP%202715%20Code%20of%20Ethics%20for%20the%20Board%20of%20Trustees%20101816.pdf>

August 29, 2017 Special Board Meeting/Public Hearing Agenda and Minutes

September 12, 2017 Special Board Meeting/Public Hearing Agenda and Minutes

September 16, 2017 Special Board Meeting/Public Hearing Agenda and Minutes

October 3, 2017 Special Board Meeting/Public Hearing Agenda and Minutes

Resolution #17-28 Changing the Method of Election for Members of the Board of Trustees from “At Large” to “By-Trustee Areas,” and Approving Map for the Election of Trustees Commencing in November 2018

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/ARNT2972F6FC/$file/Resolution%2017-28%20Election%20for%20Five%20Trustees.pdf>

**Standard IV.C. 5 The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.**

**Evidence of Meeting the Standard**

The Board’s policies regarding student learning programs and services are consistent with the mission of the Coast Community College District promoting “academic excellence and student success, empowering students to achieve their educational goals by providing innovative, high quality, accessible, and flexible programs and services leading to associate degrees, transfer, workforce development, certificates, basic skills readiness for college, and careers. The District seeks to transform students into lifelong learners and engaged community members.” (BP 1200 District Mission).

Board Policies and Administrative Procedures related to Academic Affairs and Students Services outline the standards for ensuring the ensure the quality, integrity, and improvement of student learning programs and services. These Board Policies and Administrative Procedures are posted on the District web site.

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Academic-Affairs.aspx>

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Student-Services.aspx>

Board Policy 6200 Budget Preparation and Administrative Procedure 6200 Budget Preparation, Board policy 6250 Budget Management and Administrative Procedure 6250 Budget Management, Board Policy 6300 Fiscal Management, Administrative Procedure 6300 Fiscal Management, Administrative Procedure 6305 Reserves, and Administrative Procedure 6903 Position Control ensure there are necessary resources to support the college programs and services.

The Board is responsible for the financial integrity and stability of the District. The District Consultation Council Budget Subcommittee is a standing committee of the District Consultation Council. The Subcommittee’s charge is to review and recommend action on fiscal matters submitted to the Chancellor for consideration and subsequently to the Board for discussion and approval (District Level Decision Making and Participatory Governance revised October 7, 2015).

The Chancellor, with input from the District Consultation Council Budget Subcommittee, recommends action on the tentative and adopted annual budgets, annual external audits, and quarterly financial reports.

The Board of Trustees monitors the financial stability of the District and of each College and reviews annual and quarterly District financial reports as required by Board Policy 6300 Fiscal Management.The District Consultation Council reviews and discusses enrollment related reports which impact the District and the College from a fiscal perspective. The Chancellor’s Cabinet, chaired by the Chancellor, consisting of the College Presidents, Vice Chancellor and District Director of Public and Legislative Affairs, sets annual goals that are consistent with maintaining financial stability for the District.

Administrative Procedure 6305 Reserves requires a minimum 5% reserve for contingencies and an additional minimum of 5% ancillary reserves for economic uncertainties and emergencies. Use of contingency reserves is only authorized upon recommendation of the Chancellor with a two-third vote of the Board of Trustees (Administrative Procedure 6305 Reserves).

The Board assumes ultimate responsibility for all legal matters associated with the operation of the District and its three colleges. The Board closely monitors legal issues that arise in the District, discussed them, as appropriate, in closed session, and makes decisions in accordance with applicable laws. The District’s General Counsel provides legal counsel to the District and the Board to assist with the District’s compliance with local, state, and federal regulations (Board Policy 2905 General Counsel).

**Analysis**

The college meets this standard. The Board of Trustees has developed, implemented, and followed policies consistent with the District mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The Board of Trustees has ultimate responsibility for educational quality, legal matters, and financial integrity and stability. The Board holds the Chancellor accountable for the implementation of these Board Policies through related Administrative Procedures.

**Evidence**

Board Policies and Administrative Procedures related to academic affairs

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Academic-Affairs.aspx>

Board Policies and Administrative Procedures related to student services

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Student-Services.aspx>

Board Policy 6200 Budget Preparation

<http://www.cccd.edu/boardoftrustees/Documents/BP_6200_Budget_Preparation.pdf>

Administrative Procedure 6200 Budget Preparation

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Business_and_Fiscal_Affairs/AP_6200_Budget_Preparation.pdf>

Board Policy 6250 Budget Management

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Business_and_Fiscal_Affairs/BP_6250_Budget_Management.pdf>

Administrative Procedure 6250 Budget Management

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Business_and_Fiscal_Affairs/AP_6250_Budget_Management.pdf>

Board Policy 6300 Fiscal Management

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Business_and_Fiscal_Affairs/BP_6300_Fiscal_Management.pdf>

Administrative Procedure 6300 Fiscal Management

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Business_and_Fiscal_Affairs/AP_6300_Fiscal_Management.pdf>

Administrative Procedure 6305 Reserves

<http://www.cccd.edu/boardoftrustees/Documents/AP_6305_Reserves.pdf>

Administrative Procedure 6903 Position Control

<http://www.cccd.edu/boardoftrustees/Documents/AP_6903_Position_Control.pdf>

BP 2905 General Counsel

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2905_General_Counsel.pdf>

**Standard IV.C.6 The institution or the governing board publishes the board bylaws and policies specifying the board’s size, duties, responsibilities, structure, and operating procedures.**

**Evidence of Meeting the Standard**

The District and its Board of Trustees, publish all Board Policies and Administrative Procedures on the District website, where there are links to Board Policies and Administrative Procedures from the Board of Trustees pages- <http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx>.

The Board Policies which delineate the structural and operational matters pertaining to the Board of Trustees are contained within the Chapter 2 Board of Trustees 2000 series. These Board Policies include:

• BP 2010 Board Membership, which specifies Board membership and size

• BP 2015 Student Member Board of Trustees and BP 2015 Student Member Board of Trustees, which specify qualifications, requirements for office, term of office, and election process

• BP 2210 Officers and BP 2305 Annual Organizational Meeting, which specify election of officers and the establishment of a set time and place for regular meetings

• BP 2100 Board Elections, which specifies the term of office for board members and the trustee geographical areas

• BP 2110 Vacancies on the Board, which specifies how and when vacancies outside of the normal election cycle can be filled

• BP 2740 Board Education, which demonstrates the Board’s commitment to ongoing development as a Board and outlines the guidelines for conference participation

• BP 2715 Code of Ethics for the Board of Trustees, which outlines the basic ethical principles of the Board

• BP 2200 Board Duties and Responsibilities, which lists the basic responsibilities of all Board members

• BP 2220 Committees of the Board, which indicates the ability of the Board to establish committees

• BP 2310 Regular Meetings of the Board, which specifies the location and start time of regular Board meetings

• BP 2315 Closed Sessions, which specifies the items that can be considered in closed sessions

• BP 2320 Special and Emergency Meetings, which describes the ability of the Board to call special and emergency meetings

• BP 2355 Meeting Decorum, which specifies the parliamentary rules to be used during Board meetings

• BP 2340 Agendas of Board Meetings, which outlines the mandatory practices related to Board meeting agenda development and publicizing

• BP 2360 Minutes of Board Meetings, which specifies how minutes will be taken and made available

• BP 2710 and AP 2710 Conflict of Interest for Board Members, which specify Board members’ obligations in relation to conflicts of interest

• BP 2716 Political Activity by Board Members, which outlines rules related to the political activities of Board members

• BP 2745 Board Self Evaluation, which states the Board’s commitment to regular self-evaluation and self-improvement and outlines the self evaluation process

**Analysis**

The college meets the standard. The Board Policies related to the Board of Trustees structure and operating procedures are comprehensive and publicly available on the District website. These Board Policies are regularly reviewed and revised by the Board of Trustees with assistance from the Chancellor and Vice Chancellor of Educational Services and Technology.

**Evidence**

District Web Site – Chapter 2. Board of Trustees Board Policies and Administrative Procedures

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/Board-of-Trustees.aspx>

BP 2010 Board Membership

<http://www.cccd.edu/boardoftrustees/Documents/BP_2010_Board%20Membership.pdf>

BP 2015 Student Member Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP_2015_Student_Member_Board_of_Trustees.pdf>

BP 2100 Board Elections

<http://www.cccd.edu/boardoftrustees/Documents/BP_2100_Board_Elections.pdf>

BP 2105 Election of Student Member

<http://www.cccd.edu/boardoftrustees/Documents/BP_2105_Election_of_Student_Member.pdf>

BP 2110 Vacancies on the Board

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2110_Vacancies_on_the_Board.pdf>

BP 2200 Board Duties and Responsibilities

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2200_Board_Duties_and_Responsibilities.pdf>

BP 2210 Officers

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2210_Officers.pdf>

BP 2220 Committees of the Board

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2220_Committees_of_the_Board.pdf>

BP 2305 Annual Organizational Meeting

<http://www.cccd.edu/boardoftrustees/Documents/BP_2305_Annual_Organizational_Meeting.pdf>

BP 2310 Regular Meetings of the Board

<http://www.cccd.edu/boardoftrustees/Documents/BP_2310_Regular_Meetings_of_the_Board.pdf>

BP 2315 Closed Sessions

<http://www.cccd.edu/boardoftrustees/Documents/BP_2315_Closed_Sessions.pdf>

BP 2320 Special and Emergency Meetings

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2320_Special_and_Emergency_Meetings.pdf>

BP 2355 Meeting Decorum

<http://www.cccd.edu/boardoftrustees/Documents/BP_2355_Meeting_Decorum.pdf>

BP 2340 Agendas of Board Meetings

<http://www.cccd.edu/boardoftrustees/Documents/BP_2340_Agendas.pdf>

BP 2360 Minutes of Board Meetings

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2360_Minutes.pdf>

BP 2710 Conflict of Interest for Board Members

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202710%20Conflict%20of%20Interest%20for%20Board%20Members.pdf>

AP 2710 Conflict of Interest for Board Members

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/AP%202710%20Conflict%20of%20Interest.pdf>

BP 2715 Code of Ethics for the Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP%202715%20Code%20of%20Ethics%20for%20the%20Board%20of%20Trustees%20101816.pdf>

BP 2716 Political Activity by Board Members

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202716%20Political%20Activity.pdf>

BP 2740 Board Education

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2740_Board_Education.pdf>

BP 2745 Board Self Evaluation

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2745_Board_Self_Evaluation.pdf>

**Standard IV.C.7 The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.**

**Evidence of Meeting the Standard**

The Board of Trustees performs its duties and fulfills its responsibilities in a manner consistent with BP 2200 Board Duties and Responsibilities. Additionally, through Board Policies and Administrative Procedures established in accordance with BP 2410 and AP 2410 Board Policies and Administrative Procedures, the Board of Trustees regularly assesses and revises its Board Policies and Administrative Procedures to ensure their effectiveness in fulfilling the missions and visions of the District and its Colleges.

New Board Policies and revisions to existing Board Policies may originate from Board members, the Chancellor, employees of the District, or members of the public (BP 2410 and AP 2410 Board Policies and Administrative Procedures). The primary body for reviewing existing Board Policies and Administrative Procedures or creating new ones, as needed, is the District Consultation Council Board Policies and Administrative Procedures Subcommittee (DCCBPAP), as described in BP and AP 2410 Board Policies and Administrative Procedures. DCCBPAP is a districtwide participatory governance committee tasked with systematically reviewing and updating BPs and APs and creating new ones as needed. When reviewing BPs and APs, DCCBPAP considers recommendations by the Community College League of California (CCLC), changes to state and federal laws and regulations, and changes to accreditation standards. Once DCCBPAP approves revisions, updates, or deletions for a BP or AP or creates new BPs and/or APs, the Vice Chancellor Educational Services and Technology informs the District Consultation Council. If needed, the District Consultation Council reviews and discusses any substantive changes recommended by DCCBPAP. Then the proposed revised BPs and/or APs or the new proposed BPs and APs are submitted to the Board of Trustees for review and discussion and subsequent approval and ratification, respectively.

The new or revised BPs and/or APs receive at least two readings by the Board and are agendized the first time as "first reading" and the final time as "approval/ratification." Board Policies are approved by the Board and Administrative Procedures are ratified. Once approved, revised, and updated, BPs and/or APs are posted on the District website for public view. The agendas and minutes of Board meetings documenting these revisions are also posted on the District website. Additionally, agendas, minutes, and evidential documents from DCCBPAP are made available to all employees through the District’s SharePoint site under Committees.

**Analysis**

The college meets the standard. As is demonstrated by the posted agendas and minutes of its meetings, the Board acts in accordance with established Board Policies and Administrative Procedures. BPs and APs are also reviewed regularly and revised as needed by all participatory governance groups through DCCBPAP and by the Board.

**Evidence**

Four-year schedule for review /revision of Board Policies and Administrative Procedures

BP 2200 Board Duties and Responsibilities

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2200_Board_Duties_and_Responsibilities.pdf>

BP 2410 Board Policies and Administrative Procedures

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202410%20Board%20Policies%20and%20Administrative%20Procedures.pdf>

AP 2410 Board Policies and Administrative Procedures

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/AP_2410_Board_Policies_and_Administrative_Procedures_2_10_2014.pdf>

Agenda and minutes for Board of Trustees meetings

<http://www.cccd.edu/boardoftrustees/Pages/boardmeetings.aspx>

**Standard IV.C.8 To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.**

**Evidence of Meeting the Standard**

Every year, throughout the year, the Board of Trustees reviews and discusses a variety of reports and analyses relayed to student learning and achievement and institutional plans for improving academic quality. The Board of Trustees reviews on an annual basis the District-wide Annual Institutional Effectiveness Report. The report provides an overall evaluation of college and district key performance indicators. The evaluation reflects the commitment of the District to examine its institutional strengths and identify areas for improvement. The report is divided into five major areas related to the District’s and Coast Colleges’ missions, goals, functions and resources. The topic areas include:

* Student Learning
* Achievement and Development
* Student Outreach and Responsiveness to the Community
* Faculty, Staff and Administrators/Managers
* Fiscal Support
* Facilities

In addition to the analysis provided within the report, the presentation also includes district-wide and college performance on seven scorecard measures that were established by the California Community College Chancellor’s Office. The scorecard measures also highlight indicators of student learning and achievement including student progression through basic skills, student term-to-term persistence, attainment of 30 units, attainment of degree, certificate or transfer-related outcomes, and attainment of CTE degree, certificate, or transfer-related outcomes.

Every year, throughout the year, the Board of Trustees reviews and discusses reports and presentations highlighting programs and activities that support and lead to student success. Examples include:

* Board Meeting July 15, 2015: Report on Career Technical Education; Report on District Grants
* Board Meeting September 2, 2015: Report on Student Loan Default Rates
* Board Meeting October 20, 2015: College Student Success and Support Program Plans 2015-16
* Board Meeting November 18, 2015: Annual Report on International Education and Student Programs
* Board Meeting December 9, 2015: College Student Equity Plans 2015-16
* Board Meeting January 20, 2016: Report on Priority Registration for Veterans
* Board Meeting February 17, 2016: Presentation and Discussion of the District-wide Annual Institutional Effectiveness Report 2014-15
* Board Meeting March 16, 2016: Presentation and Discussion of Career Technical Education Board Meeting April 20, 2016: Report from District-wide Enrollment Management Taskforce Board Meeting May 4, 2016: Report on Open Educational Resources and Strategies to Assist with Textbook Costs
* Board Meeting September 21, 2016: Study Session/Presentation and Discussion of Career Technical Education
* Board Meeting October 18, 2016: Report on Student Loan Default Rates; Full-time Faculty and Related Information and Recommendation
* Board Meeting November 16, 2016: Annual Report on International Education and Student Programs
* Board Meeting January 18, 2017: Report on the Carl D. Perkins Career & Technical Education Act
* Board Meeting February 15, 2017: Presentation and Discussion of the District-wide Annual Institutional Effectiveness Report 2015-16; Report on State Authorization and State Authorization Reciprocity Agreement (SARA); Update on Open Educational Resources; Evaluation District-wide Strategic Plan 2014-17.
* Board Meeting March 15, 2017: Presentation and Discussion of Book Rental Programs and Availability of Books on Library Reserve
* Board Meeting August 2, 2017: Presentation and Discussion of Objectives, Projects, Activities, and Impact of the SB 1070 CTE Pathways County-wide Grant
* Board Meeting September 19, 2017: Update on State Authorization Reciprocity Agreements (SARA)
* Board Meeting October 18, 2017: Full-time Faculty and Related Information Report and Recommendation
* Board Meeting November 15, 2017: Report on Preparation of Accreditation Institutional Self Evaluation Reports

The October 27, 2016 Board Retreat/Study Session was focused on in-depth discussion of a variety of topics with an emphasis on student success including statewide initiatives, CTE outcomes and challenges, scaling guided pathways, closing the equity gap and a district-wide vision.

The District-wide Strategic Plan 2014-17 includes goal and objectives focused on improvement of student learning and achievement. The Board adopted the plan in November 2014. The Board discussed the evaluation of the plan and progress towards the plan goals and objectives at the February 15, 2017 meeting.

**Analysis**

The college meets this standard. On-going dialogues and presentations on student learning and performance that occur at Board meetings demonstrate that the Board of Trustees regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

**Evidence**

* Board Meeting July 15, 2015: Report on Career Technical Education; Report on District Grants

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/9XVN6G5E65F3/$file/CCCD%20CTE%20Report%20June%209%202015.pdf>

* Board Meeting September 2, 2015: Report on Student Loan Default Rates

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/9ZQR7Y6CA2FC/$file/CCCD%20Student%20Loan%20Default%20Rates%208-25-2015.pdf>

* Board Meeting October 20, 2015: College Student Success and Support Program Plans 2015-16

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A3ADKD7C2182/$file/Golden_West_College_2015-16_SSSP_Plan.pdf>

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A3ADK87C1ECE/$file/Coastline_Community_College_2015-16_SSSP_Plan.pdf>

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A3ADKM7C2875/$file/Orange_Coast_College_2015-16_SSSP_Plan.pdf>

* Board Meeting November 18, 2015: Annual Report on International Education and Student Programs

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A462XW752732/$file/CCCD%20International%20Programs%20Report%2011-10-2015.pdf>

* Board Meeting December 9, 2015: College Student Equity Plans 2015-16
* Board Meeting January 20, 2016: Report on Priority Registration for Veterans

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A64QXH65454A/$file/Report%20on%20Priority%20Registration%20for%20Veterans%201-12-2016.pdf>

* Board Meeting February 17, 2016: Presentation and Discussion of the District-wide Annual Institutional Effectiveness Report 2014-15

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A6YHMP493115/$file/CCCD%20Institutional%20Effectiveness%20Report%202014-15%202-9-2016.pdf>

* Board Meeting March 16, 2016: Presentation and Discussion of Career Technical Education

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A7UT6H7561A2/$file/CCCD%20CTE%20Report%203-8-2016.pdf>

* Board Meeting April 20, 2016: Report from District-wide Enrollment Management Taskforce

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A8XG894288F8/$file/Coast%20District%20Enrollment%20Management%20Taskforce%20Report%204-12-16.pdf>

* Board Meeting May 4, 2016: Report on Open Educational Resources and Strategies to Assist with Textbook Costs

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/A9EV2L7E6D03/$file/Report%20on%20Open%20Ed%20Resources%20and%20Textbook%20Cost%20Reductions%20Initiatives%204-27-2016.pdf>

* Board Meeting September 21, 2016: Study Session/Presentation and Discussion of Career Technical Education

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/ADRVVW82A1D0/$file/CCCD%20CTE%20Report%209-13-2016.pdf>

* Board Meeting October 18, 2016: Report on Student Loan Default Rates; Full-time Faculty and Related Information and Recommendation

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AEMEXJ3C91FE/$file/CCCD%20Student%20Loan%20Default%20Rates%20Oct%2011%202016.pdf>

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AEMJWH4E8A9D/$file/Full_time_faculty_Board_Presentation_10-18-2016.pdf>

* Board Meeting November 16, 2016: Annual Report on International Education and Student Programs

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AFHTMB78020F/$file/CCCD%20International%20Programs%20Report%2011-8-2016.pdf>

* Board Meeting January 18, 2017: Report on the Carl D. Perkins Career & Technical Education Act

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AHCRAP6C4644/$file/Report%20on%20Perkins%20Act%201-6-2017.pdf>

* Board Meeting February 15, 2017: Presentation and Discussion of the District-wide Annual Institutional Effectiveness Report 2015-16; Report on State Authorization and State Authorization Reciprocity Agreement (SARA); Update on Open Educational Resources; Evaluation District-wide Strategic Plan 2014-17.

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AJCW5T7491E9/$file/CCCD%20Institutional%20Effectiveness%20Report%202015-16%202_7_2017.pdf>

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AJBSXG74CE2C/$file/Report%20on%20State%20Authorization%20Reciprocity%20Agreement%202-6-2017.pdf>

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AJBSNA737686/$file/Report%20on%20Open%20Educational%20Resources%20Initiatives%202-6-2017.pdf>

<http://www.boarddocs.com/ca/cccd/Board.nsf/files/AJCP5862E57D/$file/District-wide%20Strategic%20Plan%202014-17%20Evaluation%202-7-2017.pdf>

* The October 27, 2016 Board Retreat/Study Session

**Standard IV.C.9 The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.**

**Evidence of Meeting the Standard**

The Board of Trustees has access to an ongoing training program for the development of its members. This training program includes orientation for new members of the board. Additionally, the District has mechanisms in place to provide continuity of board membership that, among other points, includes staggered terms of office.

As discussed in Board Policy 2740 Board Education, the Board of Trustees is committed to its ongoing development as a board and to an individual trustee education program related to educational governance, policies, legislation, best practices, employee relations, leadership, and Accreditation Standards and expectations. The Board has a comprehensive new board member orientation program that includes attendance at the Community College League of California (CCLC)’s Effective Trusteeship Workshop. Locally, new trustees are given an orientation by the Chancellor and the Board Secretary. They also meet with the Vice Chancellor of Fiscal and Administrative Services, the Vice Chancellor of Educational Services and Technology, the Vice Chancellor of Human Resources, and the College Presidents.

Each Board member is encouraged to attend one conference per year that provides professional development on trustee-related knowledge and skills. These conferences include the CCLC’s Effective Trusteeship Workshop, which is held annually in January, as well as various conferences hosted by the CCLC, the American Association of Community Colleges, and the Association of Community College Trustees.

This commitment to professional development is evidenced by budget allocations allowing each trustee to participate in conferences, meetings and workshop each year (Board Policy 2735 Board Member Travel). Following attendance at conferences, workshops, and meetings, Trustees regularly share an oral and sometime written report to the other Trustees and the public at open Board meetings.

As outlined in BP 2010 Board Membership and discussed in detail in IV.C.4, the Board is comprised of five members, each of whom resides in the geographical area he or she represents, and an advisory student member. Until November 2016, each Board member was elected at large to an individual four-year term by the voters in district service area (BP 2100 Board Elections). Starting with the November 2018 election, Board members are elected by the citizens in the geographical area he or she represents. For the dual purposes of continuity and self-preservation, the terms of the five Board members are staggered with elections being held every two years in connection with the state of California general election. The student trustee is elected annually in accordance with Board Policy 2105 Election of Student Member, Board of Trustees.

In the event of an unexpected vacancy, the Board has adopted procedures to fill the vacancy

either by election or provisional appointment (Board Policy 2110 Vacancies on the Board) in accordance with Education Code 5090 and Government Code 1770. The decision to order an election or appointment must be made within 60 days, and the election, if ordered, must be held at the next regular election date or within 130 days of the vacancy, whichever comes first. Provisional appointments are made only until the next regularly scheduled election.

**Analysis**

The college meets this standard. The Board is committed to the continued education of its members. New Board members are given a comprehensive and robust orientation, and all board members are encouraged to continue their professional development through attendance at trustee-related meetings, workshops, and conferences. The Board has enacted election practices ensuring the continuity of Board membership through the staggering of seat terms, and has adopted procedures in the event of a vacancy.

**Evidence**

BP 2010 Board Membership

<http://www.cccd.edu/boardoftrustees/Documents/BP_2010_Board%20Membership.pdf>

BP 2110 Vacancies on the Board

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2110_Vacancies_on_the_Board.pdf>

BP 2100 Board Elections

<http://www.cccd.edu/boardoftrustees/Documents/BP_2100_Board_Elections.pdf>

BP 2015 Student Member Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP_2015_Student_Member_Board_of_Trustees.pdf>

BP 2105 Election of Student Member

<http://www.cccd.edu/boardoftrustees/Documents/BP_2105_Election_of_Student_Member.pdf>

Board Policy 2735 Board Member Travel

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2735_Board_Member_Travel.pdf>

Board Policy 2740 Board Education

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2740_Board_Education.pdf>

Board of Trustees Meeting Minutes with Examples of Reports to the Board from Board members from Conferences Attended

**Standard IV.C.10: Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board’s effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.**

**Evidence of Meeting the Standard**

The Board of Trustees engages in a process of self-evaluation for assessing Board performance. Board Policy 2745 Board Self-evaluation establishes the expectation for the Board to conduct a self-evaluation “in order to identify strengths and areas in which it may improve its functioning” (BP 2745). In addition to establishing the expectation, the policy outlines the process and the cycle for conducting the evaluation. The cycle calls for an evaluation beginning in the fall of odd numbered years. The revised evaluation process was first implemented in fall 2013. Evidence was found for self-evaluations occurring in 2013, 2015, and 2017. For each evaluation, employee survey results and development of goals were found (Board Self-Evaluations Public Website - 2013 -2015; Board of Trustees Self Evaluation Survey Results 2013, 2015, and 2017; Survey of District Employees Regarding the Board of Trustees 2013, 2015, and 2017; Board Goals 2015-17; Special Board Meeting January 24, 2018 Agenda and Minutes**)**.

The Board is in the process for developing goals for 2018-2020 based on the results of the evaluation surveys conducted in fall 2017 and discussion of these results at the January 24, 2018 Special Board Meeting. Embedded in the Board of Trustee’s survey of its performance are two questions relating to their participation in Board training opportunities.

**Analysis**

The college meets the standard. The evidence illustrates that the Board of Trustees has conducted regular evaluations per Board Policy 2745. The evaluation process includes a comprehensive survey sent to all employees district-wide which guides the development of two-year Board goals. At the end of each evaluation cycle, the process calls for evaluation of goals prior to the development of new goals. Survey results, development of new goals and progress towards prior goals are made publically available through a public web page devoted to the Board’s self-evaluation. These documents, along with the agenda and minutes from the Board meetings where each item was discussed, are available publically from the Board Meetings website.

The goals developed show focus and attention to the Board of Trustee’s own policies, practices and training as well as academic quality and institutional effectiveness areas across the district. A comparison of the 2013, 2015, and 2017 Board of Trustee’s survey responses to its Board evaluation indicated all Board members responding in 2015 and 2017 felt that the evaluation process has helped enhance its performance to a good or outstanding extent, an improvement over 2013 results. These survey results also included that the majority of board members felt they measures the accomplishment of their goals. The survey also evaluates the extent to which board members participate in board training opportunities. Goals identified by the Board of Trustees included the improvement of board performance, improving student success and a focus on measurable outcomes.

**Evidence**

Board Policy 2745 Board Education

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2740_Board_Education.pdf>

Board Self-Evaluations Public Website - 2013 -2015

<http://www.cccd.edu/boardoftrustees/Pages/board-self-evaluation.aspx>

Board of Trustees Self Evaluation Survey Results 2013, 2015, and 2017

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAJ6D9C52/$file/Attachment%203.pdf>

Survey of District Employees Regarding the Board of Trustees 2013, 2015, and 2017

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAP6DA0A8/$file/Attachment%205.pdf>

Board Goals 2015-17 <https://www.boarddocs.com/ca/cccd/Board.nsf/files/AV6SAD6D98A0/$file/Attachment%201.pdf>

2015 Evaluation

* Agenda item 3.01 – November 4, 2015 Board Meeting – survey results from September 2015 discussed and review of goals set in the 2013 self-evaluation (see attachment 1)
* Agenda item 3.02 – November 18, 2015 Board Meeting – Discussion identifying areas of improvement and appropriate measures to address these areas. Includes goals and plans for action for adoption by board of trustees and for completion by the time of the next review cycle in September 2017 (see attachment 6)
* Comparison of 2013 and 2015 evaluation results (including Chart 53 New members participate in a comprehensive orientation to the board and district and Chart 54 Board members participate in trustee development activities)

2017 Evaluation

Special Board Meeting January 24, 2018 Agenda and Minutes

**Standard IV.C.11: The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)**

**Evidence of Meeting the Standard**

The Board of Trustees Code of Ethics (BP 2715) delineates the ethical standards that Board members are expected to follow and steps for addressing ethical violation. The policy outlines ethical responsibilities that include the avoidance of any conflict of interest or the appearance of a conflict of interest that could result because of the Trustee’s position and avoid using the Trusteeship for personal gain. The Board decided at its Board meeting on May 16, 2012 to review this policy on an annual basis.

In addition to a Code of Ethics, the Board of Trustees has a Conflict of Interest for Board Members (BP 2710) policy that outlines conflicts of interest. Per the conflict of interest policy, the Chancellor developed an administrative procedure (AP 2710), ratified by the Board, to provide for disclosure of potential asset conflicts and prevent Board members from making or participating in Board decisions covered under the accompanying policy.

**Analysis**

The college meets this standard. The Board of Trustees has a Code of Ethics, which outlines the steps taken to address ethical violations. In addition, the Board of Trustees has a Conflict of Interest policy. The Board of Trustees regularly reviews each policy. No claims of ethical violations have been made since the Code of Ethics policy was adopted. Additionally, there are no claims that the Board members are not following AP 2710.

**Evidence**

BP 2715 – Code of Ethics for Members of the Board of Trustees

<http://www.cccd.edu/boardoftrustees/Documents/BP%202715%20Code%20of%20Ethics%20for%20the%20Board%20of%20Trustees%20101816.pdf>

BP 2710 – Conflict of Interest for Board Members

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP%202710%20Conflict%20of%20Interest%20for%20Board%20Members.pdf>

AP 2710 – Conflict of Interest for Board Members

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/AP%202710%20Conflict%20of%20Interest.pdf>

**Standard IV.C.12 The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.**

**Evidence of Meeting the Standard**

Per Board Policies, the major foci of the Board of Trustees are to ensure the quality of the educational offerings the District provides to its community and to guarantee the fiscal viability of this educational product. As delineated in BP 2200, Board Duties and Responsibilities, the Board of Trustees oversees an organizational structure whose sole purpose is to safeguard the District's and Colleges’missions. To this end, the Board of Trustees delegates full responsibility and authority both to the District CEO – the Chancellor - and to the three College CEOs – Presidents - to implement and to administer Board Policies and Administrative Procedures and holds the Chancellor and the Presidents accountable for the operation of the District and Colleges, respectively.

Per BP 2430, Delegation of Authority to the Chancellor, “The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action” and “The Chancellor may reasonably delegate any powers and/or duties to the College Presidents including the administration of the colleges and/or centers. The Chancellor, however, will continue to be specifically responsible to the Board for the execution of such delegated powers and duties. The Presidents are expected to perform the duties contained in the job description, fulfill responsibilities as may be determined through goal setting or the evaluation process, and other duties as required by the daily operation of the colleges.” As such, the Board of Trustees, while having the ultimate responsibility for the District, delegates full responsibility and authority to the Chancellor to administer the District without interference while holding the Chancellor accountable.

Per Administrative Procedure 2430, Delegation of Authority to the College Presidents, “The President is the Chief Executive Officer of the college. The President reports to, assists, and supports the Chancellor in the performance of the duties delegated by the Board of Trustees.” AP 2430 further explains that the Chancellor delegates authority to the College Presidents to administer the colleges and enumerates the broad functions that the College Presidents are expected to perform. Thus the College Presidents are the CEO of the Colleges in the District and as such the College President’s administrative organization is the established authority on campus, and the College President is the final authority at the college level. While the College Presidents report to, assist, support, and are accountable to the Chancellor, the College Presidents have full authority and responsibility to implement and to administer Board Policies and Administrative Procedures without Board interference.

**Analysis**

The college meets the standard. The District and its Board of Trustees and Chancellor as well as Coastline Community College, Golden West College, and Orange Coast College and their Presidents meet the standard.

**Evidence**

BP 2200 Board Duties and Responsibilities

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2200_Board_Duties_and_Responsibilities.pdf>

BP 2430 Delegation of Authority to the Chancellor

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/BP_2430_Delegation_of_Authority_to_CEO.pdf>

AP 2430 Delegation of Authority to the College Presidents

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Board_of_Trustees/AP_2430_Delegation_of_Authority_to_CEO.pdf>

**Standard IV.C.13 The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college’s accredited status, and supports through policy the college’s efforts to improve and excel. The board participates in the evaluation of governing board roles and functions in the accreditation process.**

**Evidence of Meeting the Standard**

The Board of Trustees maintains a consistent focus on accreditation. Board members are informed of Accreditation Standards, Commission policies, and Eligibility Requirements through various means of communication, trainings, and presentations.

The Chancellor and Vice Chancellor of Educational Services and Technology regularly report and update the Board of Trustees regarding the accreditation status such as midterm reports and the possibilities of team visits, as well as efforts the College is taking to address identified correction issues (Examples Board Meeting Agendas and Minutes).

When the College communicates with the Commission regarding the College’s accreditation status, the Board of Trustees is informed. Before, during, and after preparation of the institutional self evaluation reports, the District and College administration maintain communication with the

Board about accreditation-related matters. By providing various drafts of its institutional self evaluation reports for review and feedback, the College keeps the Board well informed of the College’s accreditation processes.

**Analysis**

The college meets this standard. The Board of Trustees takes an active role in understanding the standards, requirements and processes that are outlined by the Commission. As part of the accreditation process, the Vice Chancellor of Educational Services and Technology regularly informs and advises the Board of Trustees on the progress the College is making on its institutional self evaluation reports as well as any areas that the Board of Trustees may provide support to the College.

**Evidence**

Examples Board Meeting Agendas, Minutes and Reports