**Standard IV.C. Governing Board**

**Draft as of 4/9/2018**

**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**

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.

All Board Policies are published on the District’s website under “Board Policies” and are divided into seven chapters 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.

The 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 under Chapter 4 Academic Affairs and Chapter 5 Student Services.

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

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

The Board Policies and Administrative Procedures related to the financial stability of the institution can be found under Chapter 6 Fiscal Affairs.

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

**Analysis and Evaluation**

The college is aligned with this 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 review cycle, as stated in Board Policy and Administrative Procedure 2410 Board Policies and Administrative Procedures.

**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 and AP 2410 Board Policies and Administrative Procedures.

<http://www.cccd.edu/boardoftrustees/Documents/BP_2410_Board_Policies_and_Administrative_Procedures.pdf>

http://www.cccd.edu/boardoftrustees/Documents/AP\_2410\_Board\_Policies\_and\_Administrative\_Procedures\_2\_10\_2014.pdf

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 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 of Trustees follows the Ralph M. Brown Act and cannot conduct or discuss District business with each other as a governing body when not at a recognized and properly announced Board meeting. This section of government code prohibits a broad range of conduct to ensure transparency in all Board operations.

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

**Analysis and Evaluation**

The college is aligned with 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**

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>

**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 Chancellor Selection, which ensures 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, at its discretion, may initiate and conduct the subsequent Chancellor search by adopting a motion to use a streamlined version of this Policy which complies with applicable law. The Search Committee formed for the original search shall be incorporated into this process. Before the streamlined version of this Policy is implemented, it will be specified by the Board and communicated to the Search Committee.*

The 2016 Chancellor search did result in the appointment of the current Chancellor using the streamlined version of the Policy.

Once hired, 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).

**Analysis and Evaluation**

The college is aligned with this standard. The Board did adhere to a clearly defined policy for selecting the Chancellor and once hired, the Board adhered to a clearly defined policy for evaluating the Chancellor.

**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>

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 ensure 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. Additionally, 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 Board 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 and Evaluation**

The college is aligned with 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 College.

Board Policies and Administrative Procedures related to Academic Affairs and Students Services outline the standards for ensuring 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 Policies and Administrative Procedures pertaining to budget and fiscal management are in place to ensure financial integrity and stability and that there are necessary resources to support the college programs and services (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).

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 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 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. 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 ratified Administrative Procedure 6305 Reserves, which 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 and Evaluation**

The college is aligned with 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.

Board Policies pertaining to the Board’s size and structure include: BP 2010 Board Membership, and BP 2015 Student Member Board of Trustees.

Board Policies on Board’s duties and responsibilities are: BP 2200 Board Duties and Responsibilities, and BP 2715 Code of Ethics for the Board of Trustees, BP 2710 Conflicts of Interest.

Board Policies on the Board’s structure and operating procedures include: BP 2220 Committees of the Board, BP 2100 Board Elections, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP 2340 Agendas of Board Meetings, BP 2360 Minutes of Board Meetings, BP 2355 Meeting Decorum, and BP 2745 Board Self Evaluation.

**Analysis and Evaluation**

The college is aligned with this 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, 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. 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.

**Analysis and Evaluation**

The college is aligned with this standard. As demonstrated by the posted agendas and minutes of its meetings, the Board acts in accordance with established Board Policies and Administrative Procedures. Board Policies and Administrative Procedures 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**

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.

Additionally, the Board of Trustees reviews and discusses reports and presentations highlighting programs and activities that support and lead to student success. A list which provides a sample of reports that the Board has reviewed and discussed is included under the Evidence section.

**Analysis and Evaluation**

The college is aligned with 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.

Per 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 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.

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 (BP 2100 Board Elections). 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 and Evaluation**

The college is aligned with 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 developed and approved 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 (Board Goals 2018-2020). Embedded in the Board of Trustee’s survey of its performance are two questions relating to their participation in Board training opportunities.

**Analysis and Evaluation**

The college is aligned with this 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. The goals developed show that the Board usesevaluation results to improve Board performance, academic quality, and institutional effectiveness.

**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>

Board Goals 2018-2020

<https://www.boarddocs.com/ca/cccd/Board.nsf/files/AWGPZB62B8B0/$file/Board%20Goals%202018.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 upholds code of ethics and conflict of interest policies, and all Board members follow conflict of interest policies and administrative procedures:

BP 2710 Conflict of Interest for Board Members

AP 2710 Conflict of Interest for Board Members

BP 2712 Conflict of Interest Code

BP 2714 Distribution of Tickets or Passes

BP 2715 Code of Ethics

Per BP 2712, Board members, as well as designated employees, file statements of economic interests with the Coast Community College District’s Political Reform Act Filing Officer, the Secretary of the Board of Trustees, who will make the statements available for public inspection and reproduction.

**Analysis and Evaluation**

The college is aligned with this standard. The Board of Trustees upholds a code of ethics and conflict of interest policy, and individual Board members adhere to the code including BP 2710, BP 2712, and BP 2715.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 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 and Evaluation**

The college is aligned with this standard. The Board of Trustees follows established Board Policy and Administrative Procedure in delegating authority to the Chancellor and the College President.

**Evidence**

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 and Evaluation**

The college is aligned with 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 Chancellor, the College President, and the Vice Chancellor of Educational Services and Technology regularly inform and advise 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