**Standard IV: Leadership and Governance**

**D. Multi-College Districts or Systems**

**1.** In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.

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| **How does MJC meet the Standard?** | **Evidence** |
| What policies and practices demonstrate the delineation of roles and responsibilities for the district/system and the colleges? | * BP/AP 2430 & 2430.1
* Job Descriptions
* District Council
* District Committees
* College participatory governance structure
* District Org Chart
* Board Connections (email)
* Board Agenda
* Strategic Plans (District & College)
* Administrative Conferences
* Functional map
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**2.** The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.

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| **How does MJC meet the Standard?** | **Evidence** |
| Does the district/system have a written delineation of responsibilities? Are institutional and district/system staff knowledgeable of this delineation? | * AP/BP 2430 & 2430.1
* Board Connections
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| Is the delineation of responsibilities evaluated for effectiveness? | * Updated job descriptions (2015) for President
* BP 2430.1 (new board policy added to increase clarity)
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| What feedback mechanisms does the district/system have in place to provide assessment of the effectiveness of district/system services? | * The Presidents meeting (district)
* BP 2510 (Participation in Local Decision Making)
* District Committees
* Work order tracking (TrackIt)
* District Council

Ask if survey is coming |
| Is the assessment of district/system services data driven? Does it reflect the needs and priorities of the institutions? | * Yes and No. Yes, we are moving to a stronger state of yes. Judy Lanchester assigned to MJC.
* Responsiveness of IT
* DTAC Agendas and minutes
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| Are district/system services regularly evaluated with regard to their support for institutional missions and functions? | * Administrative Unit Program Review

(Coni will email) |

**3.** The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.

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| **How does MJC meet the Standard?** | **Evidence** |
| What is the district/system's method of distributing resources to its institutions? Is the district/system based in a realistic assessment of needs of each institution? Is it a fair process? Is it well-understood across the district/system? | * Annual budget development process
* Resource allocation model
* Fiscal Services Website
* AP 6200
* Budget is designed to best meet the needs of the institutions given the reality of limited resources.
* Well documented process
* At the council and committee level it’s understood throughout the district.
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| Is the district/system’s resource distribution method data-driven? Does it reflect the needs and priorities of the institutions? | * Data informed and well documented.
* Historically YCCD receives the same percentage on an annual basis.
* Yes, because our budget is focused on staffing
 |
| What do the institution's most recent annual independent audit reports and audited financial statements reveal about control of expenditures? | * Unqualified opinions
* Audit reports posted under the fiscal services website.
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**4.** The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO’s accountable for the operation of the colleges.

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| **How does MJC meet the Standard?** | **Evidence** |
| What policies and practices demonstrate delegation of authority to college CEO’s that meets the criteria of the Standard? | * Annual evaluations (360 & Chancellor)
* BP 2430.1
* Job Description
* Annual Goals
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**5.** District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.

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| **How does MJC meet the Standard?** | **Evidence** |
| How are planning and evaluation integrated between district/system and the colleges? | * College is invited to participate in the district planning processes.
* District Council and reported to constituent groups
* College planning aligns with district plans
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| How do the district/system and the colleges determine the effectiveness of the integrated planning? | * Annual Council reviews
* Through update and review of the various plans.
* District Council
* Through constituent review.
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**6.** Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.

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| **How does MJC meet the Standard?** | **Evidence** |
| What methods of working jointly do the district/system and institutions use? | * District-wide committees
* Work groups & task force
* Invitation to Columbia College colleagues and district colleagues to participate in local and college committees.
* Wide open call for volunteers
* Email
* Inter-office mail
* Websites
* Faculty liaison to the Board
* Joint committees (class size committee, negotiations, benefits committee, district campus safety, District Council, Chancellors Cabinet, DAC.
* Joint Deans Cabinet
* Joint Faculty Exec Board Meeting
* OEI joint faculty
* DE Committee has joint meetings.
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| Do these methods result in clear and timely communications in all directions? | * Yes. A diverse source of communication methods are communicated in a timely manner.
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| Are the institutions well informed about district/system issues, governing board actions and interests that have an impact on operations, educational quality, stability or ability to provide high quality education? | * Yes.
* Board Connections
* Newsletter (Fiscal Services, Risk Management, Facilities)
* Board meeting minutes (scorecard, special programs, program review)
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**7.** The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

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| **How does MJC meet the Standard?** | **Evidence** |
| What are the district/system's methods for evaluating its effectiveness? | * Chancellor meets regularly with her Vice Chancellors and reporting staff. She delegates authority and responsibility to her team for their areas.
* Program review
* eLumen
* Reorganization (Human Resources, Technology Services, Fiscal Services) in order to increase the efficiency based on written evaluation coming from these areas.
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| Does it conduct regular assessments? How does it communicate the results? | * Annual Program Review Communication to be determined
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| What changes/improvements have been made as a result of these evaluations? | * Redesign of positions
* Policies and Procedures has built a six year cycle. (Coni to provide)
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