**Standard IV: Leadership and Governance**

**C. Governing Board**

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| Does the institution have a policy manual or other compilation of policy documents that demonstrate that the governing board's role in academic quality, integrity, and effectiveness of learning programs and services, and financial stability? Are these policies reviewed on a regular basis? | **Board Policies**  **Academic Quality**  BP 2200 (Board Duties and Responsibilities)  BP 2315 (Closed Sessions)  BP 2430.1 (Delegation of Authority to the Presidents)  BP 2510 (Participation in Local Decision-Making)  BP 3200 (Accreditation)  BP 3-8071 (Populations Served)  BP 4020 (Program and Curriculum Development)  BP 4025 (Philosophy and Criteria for Associate Degree and General Education)  BP 4030 (Academic Freedom—Faculty)  BP 4040 (Library Services)  BP 4050 (Articulation Agreements)  BP 4100 (Graduation Requirements for Degrees and Certificates)  BP/AP 4220 (Standards of Scholarship)  BP 4230 (Grading and Academic Record Symbols)  BP 4235 (Credit by Examination)  BP/AP 4240 Academic Renewal  BP/AP 4250 (Probation, Disqualification, and Readmission)  BP/AP 4260 (Prerequisites and Corequisites)  BP 4400 (Community Education)  BP 4-8059 (Open Classes)  BP 4-8060 (Schedule of Classes)  BP 4-8061 (Library Acquisitions)  BP 4-8062 (Evaluation of Instructional Programs)  BP 4-8063 (Complaints Concerning Instructional Materials)  BP/AP 4-8065 (Syllabus)  BP 4-8066 (Nondiscrimination of Instruction)  BP 4-8067 (Sectarian, Partisan, or Denominational Teaching)  BP 4-8070 (International Education)  BP/AP 5045 (Transcript Records)  BP 5-8003 (Student Production of Goods and Services)  BP 5-8081 (Academic Freedom—Students)  BP/AP 7100 (Commitment to Diversity)  BP/AP 7120 (Recruitment and Hiring)  BP/AP 7150 (Evaluation)  BP 7160 (Professional Development)  BP 7210 (Academic Employees)  BP 7250 (Educational Administrators)  BP 7-8049 (Academic Senates)  **Integrity**  BP 2200 (Board Duties and Responsibilities)  BP 3200 (Accreditation)  BP 3410 (Nondiscrimination)  BP/AP 3600 (Auxiliary Organizations)  BP/AP 3900 (Time, Place, & Manner)  BP3-8002 (Citizens Advisory Committees)  BP 3-8071 (Populations Served)  BP 4-8059 (Open Classes)  BP/AP 4-8074 (Human Subject Research Protection)  BP/AP 5010 (Admissions)  BP/AP 5040 (Student Records, Directory Information, and Privacy)  BP/AP 5045 (Transcript Records)  BP 5070 (Student Attendance)  BP/AP 5500 (Standards of Student Conduct)  BP 5700 (Athletics)  **Effectiveness in Learning Programs & Services**  BP 1200 (District Mission)  BP 2430.1 (Delegation of Authority to the Presidents)  BP/AP 5050 (Student Success and Support Program)  BP/AP 5110 (Counseling)  BP/AP 5120 (Transfer Center)  BP/AP 5130 (Financial Aid)  BP/AP 5140 (Disabled Student Program and Services)  BP/AP 5150 (Extended Opportunity Programs and Services)  BP/AP 5200 (Student Health Services)  BP/AP 5300 (Student Equity)  **Financial Stability**  BP 2200 (Board Duties and Responsibilities)  BP 2430.1 (Delegation of Authority to the Presidents)  BP 3600 (Auxiliary Organizations)  BP 5070 (Student Attendance)  BP 6100 (Fiscal Responsibility)  BP/AP 6200 (Budget Planning)  BP 6250 (Budget Adoption and Administration)  BP/AP 6300 (Fiscal Management)  BP 6315 (Warrants)  BP 6320 (Investment of District Funds)  BP/AP 6330 (Purchasing)  BP/AP 6340 (Contracts—Purchasing)  BP 6400 (Audits)  BP 6540 (Insurance)  BP/AP 6740 (Citizens Oversight Committee)  BP/AO 6-8010 (Depositories)  BP/AP 6-8011 (Revolving Cash Fund)  BP/AP 6-8013 (Control of Fixed Assets)  BP 6-8021 (Contract Payments)  BP 6-8022 (Periodic Financial-Statistical Reports)  **Review of documents**  BP 1200 (District Mission)  BP/AP 2410 (Board Policies and Procedures)  BP 2220 (Committees of the Board)  BP 2310 (Regular Meetings of the Board)  BP 2315 (Closed Sessions)  BP 2330 (Quorum and Voting)—entire policy  BP/AP 2340 (Agendas)—both policy and procedure  BP 2345 (Public Participation at Board Meetings)  BP 2360 (Minutes)  BP/AP 2710 (Conflict of Interest)  BP/AP 2715 (Code of Ethics/Standards of Practice)  BP 2716 (Political Activity)  BP 2720 (Communication Among Board Members)  BP 2-8075 (Parliamentary Procedure)  BP 2745 (Board Self-Evaluation)  P & P Committee Review Schedule  P&P Process Diagram  BOT Agendas and Minutes listing of P & P for approvals  Board Policy and Procedures website |
| What statements about quality of programs, integrity of institutional actions, and about effectiveness of student learning programs and services are to be found in the institution's board-established policies, mission statement, vision or philosophy statement, planning documents, or other statements of direction? | BPs describing roles - See above  Revisit IV A |

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

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| **How does MJC meet the Standard?** | **Evidence** |
| How does the Board demonstrate its support for its own policies and decisions? | BP 2310 - Regular Meetings of the Board  Routinely scheduled study sessions  New trustee orientations  Attend League conference  BP 2015 - Student Member(s)  BP 2745 – Board Self-Evaluation |

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

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| **How does MJC meet the Standard?** | **Evidence** |
| What is the established board process for conducting search and selection processes for the chief administrator? Are those processes documented? | BP 2431 – CEO Selection (Chancellor and Pres)  BP 2435 – Evaluation of Chancellor  Use of consultant to assist in hiring  HR manual describing process |
| Has the board used these processes in its most recent chief administrator searches? | Have these processes been utilized during the most recent searches?   * Yes. Via email inquiry to district, the procedures followed are the same. However, it is the BOT prerogative how to handle the process as the policies and procedures give them latitude. |
| What mechanisms does the board use in its evaluation of the chief administrator's performance on implementation of board policies and achievement of institutional goals? | Templates recommended by Board consultant groups  Various documents  BP 2435 – Evaluation of Chancellor  Chancellor evaluates the college president |
| How does the board set clear expectations for regular reports on institutional performance from the chief administrator? | Clear expectations have been set  -College provides regular updates to board Calendar of reports:  -Curriculum Action Reports  -BSI, Equity, SSSP Reports  Monthly letters are sent to the board from the college president with their agenda packets |
| What is the written policy describing selection and evaluation of the chief administrator? Has the board followed it? | BP 2431 – CEO Selection (Chancellor and Pres)  BP 2435 – Evaluation of Chancellor  Dates of Chancellor evaluation  HR manual describing process |

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| Is the governing board appropriately representative of the public interest and lacking conflict of interest? Does the composition of the governing board reflect public interest in the institution? | BP 2710 - Conflict of Interest  Legal consult to establish clarity as needed  -ex: son is faculty member  Abstention from voting  -ex: Dec? Parking signs (T. Hallinan)  District based elections  “My constituency group says ‘x’” meeting recordings |

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.

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| **How does MJC meet the Standard?** | **Evidence** |
| What policies, institutional goals or other formal statements exist that describe governing board expectations for quality, integrity and improvement of student learning programs and services? | Alignment with state chancellor’s office  Strategic planning  Facilities Master Plan  Ed Master Plan  -Update plans as needed  Bargaining Agreements: LTAC Handbook, YFA Contract, CSEA Contract (evaluations, Statement of Professional Ethics)  Assessment  SSSP, ATD, Equity  Aspen Award Application  Curriculum Review  Program Review |
| Is the governing board aware of the institution-set standards and analysis of results for improvement of student achievement and learning? | Scorecard  VPI reports to the Board |
| Is the governing board independent? Are its actions final and not subject to the actions of any other entity? | Public entity |
| Is the governing board aware of the institution-set standards and the analysis of results for improvement of student achievement and learning? | Repeated - See above |

**Effective Practices**

The governing board supports resource allocation (and re-allocation) for capacity building within the institution to promote and sustain student learning, equity, success, and achievement.

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

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| **How does MJC meet the Standard?** | **Evidence** |
|  | Board Policies  -List those describing administrative procedures [BP 2010 Board Membership](https://www.yosemite.edu/trustees/board_policy/2010%20Board%20Membership.pdf)  [BP/AP 2015 Student Member(s)](https://www.yosemite.edu/trustees/board_policy/2015%20Student%20Members.pdf)  [BP 2100 Board Elections](https://www.yosemite.edu/trustees/board_policy/2100%20Board%20Elections.pdf)  [BP/AP 2105 Election of Student Member](https://www.yosemite.edu/trustees/board_policy/2105%20Election%20of%20Student%20Member.pdf)  [BP/AP 2110 Vacancies on the Board](https://www.yosemite.edu/trustees/board_policy/2110%20Vacancies%20on%20the%20Board.pdf)  [BP 2200 Board Duties and Responsibilities](https://www.yosemite.edu/trustees/board_policy/2200%20Board%20Duties%20and%20Responsibilities.pdf)  [BP/AP 2210 Officers](https://www.yosemite.edu/trustees/board_policy/2210%20Officers.pdf)  [BP 2220 Committees of the Board](https://www.yosemite.edu/trustees/board_policy/2220%20Committees%20of%20the%20Board.pdf)  [BP/AP 2305 Annual Organizational Meeting](https://www.yosemite.edu/trustees/board_policy/2305%20Annual%20Organizational%20Meeting.pdf)  [BP 2310 Regular Meetings of the Board](https://www.yosemite.edu/trustees/board_policy/2310%20Regular%20Meetings%20of%20the%20Board.pdf)  [BP 2315 Closed Sessions](https://www.yosemite.edu/trustees/board_policy/2315%20Closed%20Sessions.pdf)  [BP/AP 2310 Special and Emergency Meetings](https://www.yosemite.edu/trustees/board_policy/2320%20Special%20and%20Emergency%20Meetings.pdf)  [BP 2330 Quorum and Voting](https://www.yosemite.edu/trustees/board_policy/2330%20Quorum%20and%20Voting.pdf)  [BP/AP 2340 Agendas](https://www.yosemite.edu/trustees/board_policy/2340%20Agendas.pdf)  [BP 2345 Public Participation at Board Meetings](https://www.yosemite.edu/trustees/board_policy/2345%20Public%20Participation%20at%20Board%20Meetings.pdf)  [BP 2350 Speakers](https://www.yosemite.edu/trustees/board_policy/2350%20Speakers.pdf)  [BP 2355 Decorum](https://www.yosemite.edu/trustees/board_policy/2355%20Decorum.pdf)  [BP/AP 2360 Minutes](https://www.yosemite.edu/trustees/board_policy/2360%20Minutes.pdf)  [BP/AP 2365 Recording](https://www.yosemite.edu/trustees/board_policy/2365%20Recording.pdf)  [BP/AP 2410 Board Policies and Administrative Procedures](https://www.yosemite.edu/trustees/board_policy/2410%20Board%20Policies%20and%20Administrative%20Procedures.pdf)  [BP/AP Delegation of Authority to the Chancellor](https://www.yosemite.edu/trustees/board_policy/2430%20Delegation%20of%20Authority%20to%20the%20Chancellor.pdf)  [BP 2430.1 Delegation of Authority to the Presidents](https://www.yosemite.edu/trustees/board_policy/2430.1%20Delegation%20of%20Authority%20to%20the%20Presidents.pdf)  [BP 2431 CEO Selection](https://www.yosemite.edu/trustees/board_policy/2431%20CEO%20Selection.pdf)  [BP 2432 District Chief Executive Officer (CEO) Succession](https://www.yosemite.edu/trustees/board_policy/2432%20District%20Chief%20Executive%20Officer%20CEO%20Succession.pdf)  [BP/AP 2435 Evaluation of the Chancellor](https://www.yosemite.edu/trustees/board_policy/2435%20Evaluation%20of%20the%20Chancellor.pdf)  [BP/AP 2510 Participation in Local Decision-Making](https://www.yosemite.edu/trustees/board_policy/2510%20Participation%20in%20Local%20Decision-Making.pdf)  [BP/AP 2610 Presentation of Initial Collective Bargaining Proposals](https://www.yosemite.edu/trustees/board_policy/2610%20Presentation%20of%20Initial%20Collective%20Bargaining%20Proposals.pdf)  [BP/AP 2710 Conflict of Interest](https://www.yosemite.edu/trustees/board_policy/2710%20Conflict%20of%20Interest.pdf)  [BP/AP 2715 Code of Ethics/Standards of Practice](https://www.yosemite.edu/trustees/board_policy/2715%20Code%20of%20Ethics-Standards%20of%20Practice.pdf)  [BP 2716 Political Activity](https://www.yosemite.edu/trustees/board_policy/2715%20Code%20of%20Ethics-Standards%20of%20Practice.pdf)  [BP 2717 Personal Use of Public Resources](https://www.yosemite.edu/trustees/board_policy/2717%20Personal%20Use%20of%20Public%20Resources%20CCLC.pdf)  [BP 2720 Communication Among Board Members](https://www.yosemite.edu/trustees/board_policy/2720%20Communication%20Among%20Board%20Members.pdf)  [BP 2725 Board Member Compensation](https://www.yosemite.edu/trustees/board_policy/2725%20Board%20Member%20Compensation.pdf)  [BP 2730 Board Member Health Benefits](https://www.yosemite.edu/trustees/board_policy/2730%20Board%20Member%20Health%20Benefits.pdf)  [BP 2735 Board Member Travel](https://www.yosemite.edu/trustees/boardpolicy#Board)  [BP 2740 Board Education](https://www.yosemite.edu/trustees/board_policy/2740%20Board%20Education.pdf)  [BP 2745 Board Self-Evaluation](https://www.yosemite.edu/trustees/board_policy/2745%20Board%20Self-Evaluation.pdf)  [BP 2-8075 Parliamentary Procedure](https://www.yosemite.edu/trustees/board_policy/2-8075%20Parlimentary%20Procedure.pdf)  [BP 2-8076 Legal Counsel](https://www.yosemite.edu/trustees/board_policy/2-8076%20Legal%20Counsel.pdf) |

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| Do the records of governing board actions (minutes, resolutions) indicate that its actions are consistent with its policies and bylaws? | See Q. 1 above  MJC will work with CC and Chancellor |
| Does the governing board have a system for evaluating and revising its policies on a regular basis? Is this system implemented? | See Q. 1 above |

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| What data on student performance does the Board regularly evaluate? | See Q. 5 above  Scorecard  # of Graduates  Transfer velocity  # of certificates awarded  Program highlights and presentations  Equity performance  SSSP student course success rates |

**Effective Practices**

Include an item on each board agenda relevant to improving academic quality and student learning and achievement, closing the achievement gaps, and increasing success and completion of educational goals.

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| What is the governing board's program for development and orientation? | State organization  CCCT  Study sessions – development  Strategic planning sessions  Agenda review |
| Does the board have a formal, written method of providing for continuing membership and staggered terms of office? | Board Policy list (J. Sahlman)  BP 2100 – Board Elections  -Staggered terms of office |

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| What is the board self-evaluation process as defined in its policies? Does the process as described present as an effective review? | BP 2745 - Board Self-Evaluation  -Board continues to refine process |
| Does the governing board policy call for regular self-evaluation? Does the institution's board regularly evaluate its own performance? | “ |

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| What is the board's stated process for dealing with board behavior that is unethical? Does the governing board implement this process? Is there evidence of results? | BP 2710 – Conflict of Interest  BP 2715 – Code of Ethics/Standards of Practice  -Procudure  BP 2717 – Personal Use of Public Resources  Expected conduct and behaviors: |
| Are less than half of the board members owners of the institution? Are a majority of governing board members non-owners of the institution? | Yes and yes |

**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.

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| **How does MJC meet the Standard?** | **Evidence** |
| How is the board delegation of administrative authority to the chief administrator defined? (In policy documents? In a contract with the chief administrator?) | BP 2430 Delegation of Authority to Chancellor  BP 2430.1 Delegation of Authority to Presidents  BP 2432 CEO Succession  Reiterated in job descriptions of chancellor and presidents |
| Is this delegation clear to all parties? | Yes  Employee contracts  BPs are publicly stated |
| How effective is the governing board in focusing at the policy level? | BP 2200 – Board Duties and Responsibilities  Study Sessions |
| What mechanisms does the board use in its evaluation of the chief administrator's performance on implementation of board policies and achievement of institutional goals? | See previous |
| How does the board set clear expectations for regular reports on institutional performance from the chief administrator? | Strategic priorities |
| How does the board set expectations for sufficient information on institutional performance to ensure that it can fulfill its responsibility for educational quality, legal matters, and financial integrity? | Clearly defined perimeters for board presentations  Culture of asking for additional information; culture of responsiveness to requests for additional information  Through Chancellor, established timelines for review; sufficient time for review of docs |

**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 evaluation of governing board roles and functions in the accreditation process.

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| **How does MJC meet the Standard?** | **Evidence** |
| What training is provided to the board about the accreditation process and Accreditation Standards? | Standing report on BOT agenda during cycle  President monthly communication to BOT  CCCT Conference  Chancellor communicates regularly on Accreditation  Strategic planning sessions (recorded in minutes) |
| How does the board participate appropriately in institutional self-evaluation and planning efforts? | See above  Read and review self-evaluation drafts carefully  Approve and accept ACCJC reports  Acknowledge good work |
| How do board actions indicate a commitment to improvements planned as part of institutional self-evaluation and accreditation processes? | Measure E |
| How do board actions reflect the commitment to supporting and improving student learning outcomes as reflected in the Accreditation Standards and expectations for institutional improvement? | Visibility: Institute Day, breakfasts, graduations, completion ceremonies, fundraisers, awards ceremonies, tenure ceremonies, staff recognition dinner  Purchases related to teaching and learning: technology, equipment  Approval of initiatives and plans |
| Is the board informed of institutional reports due to the Commission, and of Commission recommendations to the institution? | Yes |
| Is the board knowledgeable about Accreditation Standards, including those that apply to the board? | Informed at Board meetings |
| Does the board assess its own performance using Accreditation Standards? | Jill will work with Chancellor |
| Does the governing board development program address the need to learn about Accreditation Standards and expectations? | Yes  CCCT  Study sessions |

**Updated 3.7.16**

Standard IV Team Meeting

Homework Assignments:

Jim Sahlman

**Q1. List Board Policies pertaining to roles of the BOT**

**Q3.** **Research the following as it relates to the question:**

**Have these processes been utilized during the most recent searches?**

**Have procedures changed from last report to this report?**

Question:

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

* Has the board used these processes in its most recent chief administrator searches?

Jill Stearns

**Q6**. **List BPs describing administrative procedures**

**Work with President Fairchilds at CC and Chancellor Smith as appropriate in development of response to Standard IV C.**

**Members Present:**

Kevin Alavezos Tri-Chair, Faculty

Debbi Partridge Tri-Chair, CSEA

Jill Stearns Tri-Chair, College President

Jon Andrews Student, ASMJC

Patrick Bettencourt Academic Dean

Kathy Rau Student, ASMJC VP Operations

Jim Sahlman Faculty, YFA President

Mike Smedshammer Faculty, Online Learning Coordinator

Amy Bethel Executive Assistant/Recorder

**Updated 3.7.16**

Standard IV Team Meeting

Jim Sahlman presented board policies pertaining to roles of the BOT

Question:

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

* Has the board used these processes in its most recent chief administrator searches? Via email inquiry to district, the procedures followed are the same.

**Members Present:**

Kevin Alavezos Tri-Chair, Faculty

Debbi Partridge Tri-Chair, CSEA

Jill Stearns Tri-Chair, College President

Jon Andrews Student, ASMJC

Jim Sahlman Faculty, YFA President

Mike Smedshammer Faculty, Online Learning Coordinator

Ross McKenzie Faculty, Mathematics

Coni Chaves Interim District Director, Public Affairs

Amanda Cannon Executive Assistant/Recorder