

TO: BOARD OF TRUSTEES
FROM: SUPERINTENDENT

COMMUNICATION NO. 146-2009/10-S
Prepared by the Office of the Superintendent
for Presentation to the Board of Trustees
February 8, 2010

SUBJECT: ACCREDITATION - DISCUSSION OF ACCREDITATION STANDARD IV.B.1.f.

A. Background

At the April 22, 2009, retreat, the Board of Trustees recommended that specific accreditation standards related to the Board be discussed at each regular meeting.

The text of accreditation standard IV.B.1.f. Leadership and Governance, Board and Administrative Organization, has been included in the attachment. Also included are some of the district policies related to the standard and relevant questions from the Accrediting Commission for Community Colleges' *Guide to Evaluating Institutions*.

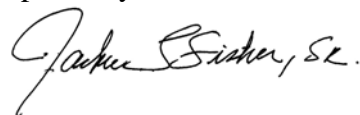
B. Budget Implications

None.

C. Recommendation

It is recommended that the Board of Trustees provide input regarding how well the district is meeting accreditation standard IV.B.1.f. and recommend changes or reaffirm board policies related to the standard.

Respectfully submitted,



Jackie L. Fisher, Sr.
Superintendent/President

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.
 - f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

ACCJC Guide to Evaluating Institutions

Questions for Standard IV.B.1.c.

- What is the board's program for development and orientation? (*BP 2740, 2715*)
- Does the board development program address the board's need to learn about accreditation standards and expectations? (*Note: The Board may wish to consider plan to include specific expectations for training regarding accreditation standards and the role of trustees in assuring quality and educational effectiveness in its board education policy. Also, consider plan for Board to assign members to attend state, local, and campus events.*)
- Does the board have a formal, written method of providing for continuing membership and staggered terms of office? (*BP 2100, 2110*)

BP 2740 Board Education

Reference:

Accreditation Standard IV.B.1.f

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Adopted: 7/5/05

BP 2715 Code of Ethics/Standards of Practice

Reference:

Accreditation Standard IV.B.1.a, e, & h

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the district, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to board work.
- Maintaining confidentiality of closed sessions.

If a trustee violates or thinks he or she has violated any provision of the Code of Ethics/Standards of Practice, or if a trustee observes, learns of, or in good faith believes it is possible that another trustee has violated any such provision, that trustee must immediately report the actual or suspected violation to the Board as a whole. The Board has an obligation to investigate and address within a mutually agreed upon time frame all reported violations of this Code of Ethics/Standards of Practice.

Adopted: 7/5/05

Revised: 11/7/05

BP 2100 Board Elections

Reference:

Education Code Sections 5000 et seq.

The term of office of each trustee shall be four years, commencing on the day of the regular Board meeting in December following the election. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

Adopted: 7/5/05

BP 2110 Vacancies on the Board

Reference:

Education Code Sections 5090, et seq., Government Code 1770.

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by EC 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in EC 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

See Administrative Procedure #2110

Adopted: 7/5/05