



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

ACCJC Accreditation

Review of Roles and Responsibilities for Governing Boards

SOCCCD Annual Board of Trustees Self-Evaluation

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Denice Inciong

District Director of Research, Planning, and Data Management



Overview of Guide to Accreditation for Governing Boards

Effective Governing Boards

- Have a **primary leadership role and responsibility for guiding institutions** to achieve the mission of student success and assure academic quality, integrity, and effectiveness.
- Are **responsible for fiscal integrity** of the institution
- **Set policies that hold all leaders and constituencies accountable** for performance
- **Focus on the what – mission, quality, outcomes, and improvement – and not the how – operations and means to outcomes**
- **Receive training about the accreditation process** and the Eligibility Requirements, Accreditation Standards and Commission policies



Roles & Responsibilities of Governing Boards in Accreditation

Principles that Summarize Expectations of the Commission

Governing Boards

- Act as a Collective Entity
- Represent the Common Good
- Set Policy Direction
- Employ, Evaluate and Support the CEO
- Set Policy Standards for Institutional and Board Operations
- Use Resources to Achieve Mission
- Responsible for Financial Integrity
- Monitor Performance
- Create a Positive Climate



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

The Board's Role to Assure Performance & Responsibility for Accountability

- Monitor policy implementation
- Evaluate and hold Chancellor accountable for institutional performance using data
- Evaluate progress toward goals (Establish standards and measures)
- Set timelines for monitoring and evaluation



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

Effective Boards: The Research

- Work together as a team
- Build and maintain trust; avoid destructive conflict
- Are accountable and focused on results
- Act with intelligence, respect and integrity
- Are committed to the college mission and student success
- Evaluate their own performance



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

Key Concepts in Accreditation Standard IV for Governing Boards Summarized

- Work together - Act as a whole
- Facilitate discussion of ideas and effective communication
- Integrity & effectiveness
- Reflect the public interest
- Delegate responsibility to the Chancellor without Board interference
- Fully read/prepare for Board meetings
- Develop a clear and agreed upon process for questions about the agenda prior to the Board meeting to create more efficient meetings



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

The Importance of the Board/CEO role in Accreditation What to do?

- Create ground rules and an environment so that the Chancellor does not need to respond to individual Board member agendas
- Support the Chancellor/Don't criticize in public
- Don't make "end runs" that bypass the administration (Don't go to staff (college Presidents, unions, Academic Senates, etc.) without discussing it with the Chancellor)



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

The Importance of the Board/CEO role in Accreditation What to do?

- The CEO needs to be able to trust the Board
- The Board needs to be able to trust the CEO
- The Board and CEO follow the rule of “no surprises”
- The CEO works for the Board as a whole (one trustee has no more power than another)
- The Board Chair represents Board decisions (even if you don't agree)
- Foster a strong working relationship between the Board & CEO



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

Appropriate Board Development

- IV.C.9: The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing continuity of board membership and staggered terms of office.
- CCLC Excellence in Trusteeship Program (ETP). Some Boards have agreed that all members will complete this program



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

Accreditation Standard IV.C.10 Board Evaluation

“Board policies clearly establish a proven process for Board evaluation. The evaluation assesses the board’s effectiveness in promoting 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 district’s accreditation self-study report should include evidence that boards have a policy and procedure, have conducted regular self-evaluations, and have used the results to improve how they are governing their district. The results of the evaluations are made public by posting them on the district’s website and/or adopting/affirming them at a public board meeting.”



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

Accreditation Standard IV.C.10 Board Evaluation Criteria

1. Progress on annual board goals or priorities established by the board including board roles in furthering the strategic goals of the district
2. Commonly accepted standards for community college boards of trustees including the Accrediting Commission standards
3. Criteria determined from the board's own policies



Highlights from Donna Miller's Board Workshops A Trustee's Perspective

Accreditation Standard IV.C.10 Board Evaluation Outcomes

- A summary of what the board does well and its accomplishments for the prior year
- A better understanding of what is needed from each trustee and the CEO to be an effective board and board/CEO team
- An assessment of progress on the prior year's goals and identification of what needs to be completed
- Goals and tasks for the coming year related to board performance and its leadership for district goals



ABOUT THE DISTRICT

- SOCCCD Home
- About the District
- Board of Trustees
- Chancellor
- Campuses
- Planning

BOARD OF TRUSTEES

- Trustee Bios and Areas
- Trustee Expenses
- Board Policies
- Board Self Evaluation**
- Meeting Schedules
- Past Agendas
- Meeting Highlights
- Meeting Video/Minutes
- Addressing the Board

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2016 Board Self Evaluation

Each year the SOCCCD Board of Trustees conducts an evaluation of its performance in order to continually assess its effectiveness. The process includes surveys of board members and employees, discussion of the surveys, and a workshop to review outcomes and set goals.

SURVEYS: Two surveys were completed as part of the evaluation process.

- [The Board of Trustees self evaluation survey form.](#)
- [The Board of Trustees self evaluation survey results.](#)
- [Employees board evaluation form.](#)
- [Employees board evaluation survey results.](#)

WORKSHOP: The Board of Trustees held a Self Evaluation Workshop on May 21, 2016.

- Notice of the Special Meeting was posted at district offices, Saddleback College, Irvine Valley College, ATEP, the Mission Viejo Country Club, and the district website. It was also announced for several weeks in advance at board meetings, Chancellor's Council, Saddleback College and Irvine Valley College management team meetings and consultation/college councils, accreditation steering committees and academic senate meetings.
- A workshop [agenda](#) and [special meeting outline](#) were provided to guide the special meeting.
- The workshop was facilitated by Cindra Smith, a consultant from the Community College League of California (CCLC).
- The workshop included reviewing board roles related to district-wide goals, board effectiveness goals, and highlights of the [Board of Trustees Self Evaluation](#) and [Employees' Board Evaluation](#).

OUTCOMES: 2016-17 Board Goals were completed during the workshop.

- [Progress Report on Trustee Goals 2015-2016.](#)
- [Setting Board Goals, Priorities and Tasks for 2016-2017.](#)
- [Report on Outcomes of Self-Evaluation Workshop.](#)

[Click here for information about the 2015 Board Self Evaluation.](#)
[Click here for information about the 2014 Board Self Evaluation.](#)
[Click here for information about the 2013 Board Self Evaluation.](#)
[Click here for information about the 2012 Board Self Evaluation.](#)



Resources

Resources for Boards of Trustee Self Evaluation by Cindra Smith

CCLC website: Publications

- Leadership Development
- Trustees
- Knowledge Center
- Board Self-evaluation (includes numerous sample surveys)

ACCJC Website: <http://www.accjc.org/>

Publications and Policies

- ACCJC Guide to Accreditation for Governing Boards (January 2016)
[http://www.accjc.org/wp-content/uploads/2016/01/Guide to Accreditation for Governing Boards January 2016.pdf](http://www.accjc.org/wp-content/uploads/2016/01/Guide_to_Accreditation_for_Governing_Boards_January_2016.pdf)
- ACCJC News (Special Edition February 2011)
 - Twelve Common Questions and Answers About Regional Accreditation
<http://www.accjc.org/wp-content/uploads/2010/09/Feb-2011-special-edition.pdf>