BP 1200 District Mission

Reference: 
WASC/ACCJC-Standard-One ACCJC Accreditation Standard I.A

The mission of the Gavilan Joint Community College District is:

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services to prepare students for success in a dynamic and multicultural world.

The mission is evaluated and revised on a regular basis.
BP 2010  Board Membership

Reference:

*Education Code Sections 72023, 72103; 72104*

The Gavilan Joint Community College Board shall consist of seven (7) members elected by trustee area as defined in Board Policy 2100.

Any employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

Any person who meets the criteria as described in the Education Code Section 72103 is eligible to be elected or appointed as a member of the Board.

Upon election to the Board of Trustees, new board members will go through an orientation process. Veteran board members can go through the orientation upon request.

New Board Member Orientation

**General – Discussion with the Superintendent/President**

1. Overview of California Community Colleges
   a. Missions of California community colleges
   b. California Community Colleges Board of Governors
   c. State Chancellor’s Office
   d. Education Code
   e. California Code of Regulations Title 5

2. Role of the Board of Trustees
   a. Policy setting body
   b. Legal authority and responsibility to govern
   c. Financial management
   d. Hiring/Firing of CEO
   e. College shared governance structure

3. Conducting Board Meetings
   a. The Brown Act
      i. Open Session
      ii. Closed Session

4. Relationship Between Board and CEO

5. Board Member Compensation and Benefits

6. Involvement in Community and College Events
7. Student Demographics

8. Strategic Plan and Mission of the College

9. Organizational Chart

Accreditation Process

1. Accreditation Standards

2. Team Members and development of self study

3. Site visit

Financial Management

**Duties and responsibilities of the Board of Trustees** Modified and moved to BP2200 Board Duties and Responsibilities

1. To select and appoint the President of the District

2. To approve the expenditure of all funds

3. To approve the annual budget

4. To appoint, or dismiss employees upon the recommendation of the President of the District

5. To fix the rate of compensation for all employees and to review all salary schedules annually

6. To adopt policies and procedures for the governance of the district and to review them periodically

7. To pass upon recommendations of the President on site utilization and physical plant development

8. To require and consider reports from the President of the District concerning the program and condition of the college

9. To consider and pass upon the curricular offerings of the college upon the recommendation of the President of the District

10. To consider and pass upon the annual calendar

Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: February 8, 2005
Amended by the Board of Trustees: January 10, 2006
BP 2200  Board Duties and Responsibilities

Reference:
ACCJC Accreditation Standard IV

Note: This policy is suggested as good practice. Board duties and responsibilities are also reflected throughout the Board Policy Manual and are addressed in BP 2715 titled Code of Ethics/Standards of Practice.

Insert local practice: sample concepts are provided below. Additional resources may be found in the League’s Trustee Handbook and other publications on trusteeship.

The Board of Trustees governs on behalf of the citizens of the Gavilan Joint Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board of Trustees is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Hire and evaluate the President of the District
- Delegate power and authority to the chief executive to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

Duties and responsibilities of the Board of Trustees: from BP 2010 Board Membership

1. To approve the expenditure of all funds
2. To approve the annual budget
3. To appoint, or dismiss employees upon the recommendation of the President of the District
4. To fix the rate of compensation for all employees and to review all salary schedules annually
5. To pass upon recommendations of the President on site utilization and physical plant development
6. To require and consider reports from the President of the District concerning the program and condition of the college
7. To consider and pass upon the curricular offerings of the college upon the recommendation of the President of the District
8. To consider and pass upon the annual calendar
Reference:

_Education Code Section 70902__

_ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)_.

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the President of the College as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the President of the College.

The President of the College shall provide each member of the Board with any revisions. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all board policies and administrative procedures shall be readily available to District employees through the Office of the President.

Approved by the Board of Trustees: June 12, 2001
AP 2410 When and How Board Policy/Administrative Procedure Review is Initiated

Reference:
*Education Code Section 70902; ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b &e)*

- The process begins with updates from the CCLC (Community College League of California) or requests from internal and external sources.
- CCLC Provides templates, updates, and ongoing feedback on policies and procedures which are legally required, legally advised, or good practice.
- If the request is internal or from an external source, the interested parties may be requested to gather existing data as well as input regarding the proposed policy or procedure through surveys, interviews, polls, etc. from those whom the policy or procedure may affect.
- Procedures are approved by the Superintendent/President. Before approval they follow the same review process as policies. The procedures are processes used by the administration to implement policies. The procedures are numbered to align with the corresponding policy.

**CCLC Policy and Procedure Updates or Requests from internal or external sources**

- Draft Policy or Procedure is reviewed by the Academic Senate for discussion, comments, and recommendations (other groups may be asked to review depending on interest and/or content).
- Draft Policy or Procedure is reviewed by President's Council for discussion, comments, and recommendations.
- Draft Policy or Procedure is reviewed by the Board Policy Subcommittee. Policy or Procedure may be sent back for further review or forwarded to the full Board.
- Feedback from Academic Senate, President's Council, and any other constituency groups that are consulted is considered and the draft policy or procedure is modified as appropriate. The modified draft policy or procedure may be presented again to the Academic Senate and President's Council if additional discussion is needed.

**PROCEDURE – Board of Trustees Information**

Procedures are submitted to the Board as an information item; they do not require Board action.

**POLICY – Board of Trustees Action**

Policy adoption requires a 1st and 2nd reading by the Board followed by majority vote of the whole board.
- Policies are submitted to the Board as an information item for a first reading.
- Policies are submitted to the Board as an action item as a second reading.

Gavilan College policies and procedures are kept updated and are posted on the District’s website at: [http://www.gavilan.edu/board/policies/index.html](http://www.gavilan.edu/board/policies/index.html)

Approved by the Board of Trustees: December 11, 2012
BP 2430  Delegation of Authority to the President of the College

Reference:
*Education Code Sections 70902(d), 72400; ACCJC Accreditation Standards IV.A.3, IV.B.5, IV.C.12, and IV.D.1*

The Board delegates to the President of the College the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The President of the College may delegate any powers and duties entrusted to him or her by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The President of the College is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the President of the College shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the President of the College to inform the Board of such action and to recommend written board policy if one is required.

The President of the College is expected to perform the duties contained in the job description and fulfill other responsibilities, as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President of the College.

The President of the College shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The President of the College shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the President of the College, they are not unduly burdensome or disruptive to District operations. Information that is provided to any trustee shall be available to all trustees.

The President of the College shall act as the professional advisor to the Board in policy formation.

See Administrative Procedure #2430

Approved by the Board of Trustees: June 12, 2001
AP 2430 Delegation of Authority

Reference:

*Education Code Section 70902:
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j and IV.B.2)*

The President of the College may delegate any powers and duties entrusted to him or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The President of the College shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the President of the College shall have the power to act, but such decisions shall be subject to review by the board. It is the duty of the President of the College to inform the Board of such action and to recommend written board policy if one is required.

The President of the College is expected to perform the duties contained in the President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The President of the College shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

Approved by the Board of Trustees: June 12, 2001
BP 2431 CEO Selection

Reference:
Title 5 Sections 53000 et seq.; ACCJC Accreditation Standards IV.B.1, IV.B.1.j; IV.B and IV.C.3

In the case of a CEO vacancy, the board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Generally, the process will include consideration of the following factors at the discretion of the Board:

1. Use of a search consultant
2. Candidate – desired qualifications determination
3. Recruitment area – national or statewide
4. Screening Committee and membership
   a. Community representation
   b. Faculty, staff and administration composition
   c. Student representation
   d. Board designated representative
5. Interviews
6. Candidate forums
7. Reference checks, site visits
8. Selection and contract negotiations

Approved by the Board of Trustees: October 11, 2005
BP 2435  Evaluation of the President of the College

Reference:

ACCJC Accreditation Standard 40.A.4.- IV.C.3

The Board shall conduct an evaluation of the President of the College at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President of the College as well as this policy.

The Board shall evaluate the President of the College using an evaluation process developed and jointly agreed to by the Board and the President of the College.

The criteria for evaluation shall be based on board policy, the job description for the President of the College and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to the President of the College.

Guidelines to be used in the review process

1. The President of the College and the Board of Trustees shall mutually agree upon the goals and objectives to be considered for the following year as well as the format of any additional instruments.

2. The review will be at a scheduled time and place, with no other items on the agenda.

3. The Board, as a whole, will meet with the President of the College to discuss the final review.

4. The review shall include a discussion of strengths, weaknesses, and future goals and objectives.

5. The Board will focus its review on those items that have been previously and mutually agreed upon by the Board and the President of the College.

6. All materials pertaining to the review will be retained in an "Access by Board Only" file located in the Office of the President.

7. The final review shall be signed and dated by the President of the Board and the President of the College.

Details for the review process

1. Preparation for the annual review of the President of the College will be completed by May 15 of each year.

2. The review will be based upon a format, which may reflect the requirements of the job description, goals, and objectives of the past year, characteristics, of performance and other elements previously agreed upon. This review shall consider comments from constituent groups of the college community.
Process to Obtain Information for Evaluation of the Superintendent/President

Biannually, members of the Board of Trustees will interview employees holding key leadership positions and a limited number of other employees to obtain first hand impressions about the President’s performance in areas of interest to the Board. The following general guidelines will be used:

1. A Board ad-hoc subcommittee consisting of three board members will be appointed to conduct interviews with College personnel. The number of people interviewed will be determined by the Board. Generally, between 10 and 12 people will be interviewed. Individuals serving in key leadership positions of the constituency groups of the College will be interviewed. The key positions are:

   a. Academic Senate President
   b. GCFA President
   c. CSEA President
   d. One Professional Support staff representative from President’s Council
   e. A member of the confidential/managers/supervisors group

Several other employees will be selected at random to ensure a broad range of employees are provided with an opportunity to meet with members of the Board. Additional employees will be selected at random using the following numbers:

   f. Four faculty members: one each from the counseling department, the library, academic instructional faculty, and technical instructional faculty.
   g. At least one administrator
   h. At least one student
   i. Others at the discretion of the Board

Employees selected for an interview who do not want to meet with members of the Board of Trustees will be excused and another name will be drawn.

2. A questionnaire should be established in advance and reviewed with the President. It is recommended that the questionnaire be considered as a general guide for an open ended discussion covering several areas. Each topic area on the questionnaire should be discussed with each interviewee. Areas that frequently of concern on a college campus include:

   a. Collaboration – Did the President solicit input and adjust plans based on input received?
   b. Vision – Is there a sense of the College’s long-range objectives?
   c. Communication – Are you informed about activities occurring that affect the operation of the College?
   d. Campus Climate/Culture- Do you feel that the working environment allows you to do your best work?
e. Unaddressed Problems/Concerns – Identify three areas or concerns that the President should be aware of or seek to make changes to.

f. Confidence in the Administration of the College – Are you confident that the administration of the college demonstrates sound judgment in providing leadership and direction of the institution?

3. Information obtained from the interviews is to be considered one source of input. The Board always retains its authority to evaluate the President independently of comments received during the interviews.

4. Retaliation for comments is a concern that is vocalized with great frequency. Interviewees should be informed that the information will be provided in a summary format to the President. No comments will be attributed to any one individual.

5. The President will have an opportunity to respond to comments received during the interviews.

3. The final review will take place in closed session with the President of the College.

4. Annual goals and objectives for the next year will be agreed upon prior to the end of the review process. The President of the Board will schedule progress reviews.

Instructions for the President of the College

As part of the review process, a written summary will be prepared by the President of the College outlining progress made toward previously established goals and objectives.

Instructions for the Board members

1. A quorum of the Board shall orally review the President’s written summary described above and other supplementary materials that may be part of the review process.

2. Complete the annual review form by May 15 of each year.

Amended by the Board of Trustees: September 12, 2006
Approved by the Board of Trustees: June 12, 2001
AP 2510 Participation in Local Decision-Making

Reference:

*Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7
ACCJC Accreditation Standards IV.A, IV.D.7 40B, (formerly IV.A.2, IV.A.5)*

Gavilan College takes pride in its successful structure and institutional culture of participatory governance. The process of participatory governance guides and informs the College’s decision-making activities, short and long-range planning, and problem-solving tasks. With the exception of collective bargaining, personnel matters and legal issues, all aspects of the College conform to the participatory process.

Participatory governance is best described as a process of consultation, a framework of required interactions that ensures that all decisions are well-informed by input from the four segments of the College community: management, faculty, Professional Support Staff and students. In this regard, the participatory process is grounded in Assembly Bill 1725 and in the policies of the Gavilan Joint Community College District Board of Trustees.

Gavilan College has taken an additional step, however, by endeavoring to govern its affairs by consensus. Even though the determinations reached through the process are advisory to the President of the College, who serves as the institution’s chief executive officer, the majority of institutional decisions are reached through consensus. This effort ensures a healthy give-and-take in debating ideas, as well as an operative system of checks-and-balances in the review of important matters. It also promotes trust and broadens the sense of “ownership” of the decisions reached, thereby reinforcing the structure of governance.

PRESIDENT’S COUNCIL

*Purpose:*

The President’s Council serves as the college’s central, participatory council, functioning as the institution’s primary shared governance body. The structure and nature of the President’s Council facilitate its interaction with all institutional constituencies. As the college’s central decision-making body, the Council’s planning role is enhanced by its familiarity with all functions of the college, ensuring both a knowledgeable and an integrated perspective.

Specialized projects are referred by the Council to other governance organizations for review, such as the Faculty Senate and Educational-Leadership Team, Administrative Council for instructional matters, the Professional Support Staff for inquiries to staffing issues and the Associated Students for student issues. These bodies report back to the Council with recommendations. For most issues, the determination of the President’s Council is final. The President of the College is charged with representing Council determinations to the Board of Trustees.

The President’s Council endeavors to integrate all aspects of communication, decision-making and planning tasks rather than permit the institution to become isolated or its activities to become fragmented due to the centrifugal impulses of this large and complete collegiate environment. The President’s Council establishes ad hoc committees to assist with specialized projects of the college.
Membership:

President (Chair)
Vice President, Instructional Services
Vice President, Student Services
Vice President, Administrative Services
Faculty Senate Representatives (2)
Educational-Leadership Team Representative
Administrative Council Representative (1)
Confidential/Supervisory Directors and Confidentials Council Representative (1)
Professional Support Staff Representatives (2)
Associated Students of Gavilan College Body Representatives (2)

Associated Students

The Associated Student Students of Gavilan College Body—(ASBASGC) will represent all students of Gavilan College with the right to participate effectively in shared governance.

To be provided the opportunity to participate in the policies, procedures and processes at Gavilan College, that has a "significant effect on students."

The ASGCASB-believes that the highest intellectual, social and moral life is achieved by the ordered pursuit of learning, ethics and involvement at Gavilan College.

The ASGCASB—will provide an open communication between students, the community and Gavilan College and represent all student’s interests, goals and information.

The ASGCASB—will finance and sponsor a variety of cultural activities and events that benefit the students, the community and Gavilan College.

The ASGCASB—will work closely with college faculty to develop educational programs on an ongoing basis that affect students’ educational needs.

To assure that the ASGCASB—recommendations are given "every reasonable consideration" within Gavilan College.

Educational-Leadership Team Administrative Council

Meet regularly as a management group to address educational matters and to provide a leadership role in the collaborative review, interpretation, and implementation of policies and procedures as they relate to the mission and goals of the institution.

Provide an effective coordination of instructional and student services programs and activities. Represent the interest and concerns of instruction and student services.

Faculty Senate

To serve as the representative of the faculty in making recommendations to the administration of the College and to the Board of Trustees about academic and professional matters.
To work for the general welfare of Gavilan College, its students, staff and faculty. To foster a sense of responsibility among faculty for maintaining a superior level of instruction and professional activity.

To address academic and professional issues including:
Curriculum, including establishing prerequisites and placing courses within disciplines
Degree and certificate requirements
Grading policies
Educational program development
Standards or policies regarding student preparation and success
District and college governance structures, as related to faculty roles
Faculty roles and involvement in accreditation processes, including self-study and annual reports
Policies for faculty professional development activities
Processes for program review
Processes for institutional planning and budget development
Other academic and professional matters as mutually agreed upon between the governing board and the Faculty Senate

Professional Support Staff
The Professional Support Staff representatives shall represent all professional support staff of Gavilan College within the participatory governance structure and decision-making process of the College. The purpose includes, but is not limited to the following:

To represent the issues and concerns of the support staff in all aspects of governance and decision-making on matters that are not related to collective bargaining and contract negotiations.

To support the professionalism of the support staff

To encourage individual leadership, contribution, and development among the members of the support staff.

To assure that informed support staff is available for decision-making within the democratic processes of Gavilan College.

To provide a centralized method of communicating between the support staff and other areas of the College.

To collect and disseminate information of interest to the support staff.

To represent the interest of the support staff in all matters before any policy-making committee or governing body of the College.

Amended: November 14, 2006
Approved by the Board of Trustees: June 12, 2001
BP 2740  Board Education

Reference:

ACCJC Accreditation Standard 40.A.6 IV.C.9

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. *appropriate training activities necessary to prepare members to fulfill their responsibilities as members of a governing board for a California community college.*
BP 2745 Board Self-Evaluation

Reference:

ACCJC Accreditation Standard–IV.B.1. e & g\[IV.C.10\]

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

A committee of the Board shall be appointed in December to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

The Board of Trustees is committed to a policy of self-evaluation in order to improve the effectiveness of the Board in carrying out its responsibilities to the citizens of the District. The trustees will meet annually for the purpose of discussing their performance as a Board and suggest changes if needed. The meeting shall be held no later than November. The Student Trustee shall be included in the process.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the President of the Board.

A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year. All self-evaluation results are available to the public.

Based on the results of the Board’s self-evaluation, the Board will assess its practices and its effectiveness in promoting and sustaining academic quality. Self-evaluation results should include any recommendations to improve board performance, academic quality and institutional effectiveness.

Amended by the Board of Trustees: November 13, 2012
Approved by the Board of Trustees: June 12, 2001