

Standard IV.C. Governing Board

IV.C.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. (ER 7)

Evidence of Meeting the Standard

The Board of Trustees has Authority and Responsibility Over Policies of Assurance

The Mt. San Antonio College (Mt SAC) Board of Trustees is empowered by the California Education Code as the policy-making body of the College ([IV.C.1-1](#)). The College's Board Policies (BPs) effectively assure academic quality, integrity, and effectiveness of student learning programs and services. BP 4020 articulates a commitment to academic programs that are "high quality, relevant to student and community needs, and evaluated regularly to ensure quality, currency, and transferability when appropriate." BP 4020 also requires "regular review and justification of programs and course descriptions" and requires all new courses and programs to be approved by the Board. BP 4260 establishes a rigorous curriculum and program review process and commits the College to ensuring that qualified faculty teach courses according to the Course Outline of Record. BP 5000 addresses student success, stating, "Mt. SAC holds as one of its highest priorities the success of its students; thus, the Board wishes to

institutionalize its support of student success." BPs are aligned with the mission of the College and are evaluated regularly ([I.A.4-2](#), [IV.C.1-2](#) pg. 6, 93-94). BPs also address a broad range of academic affairs and student services. For example, BP 4020 establishes policies to assure the quality and integrity of programs, courses, and curriculum; BP 4220 addresses standards of scholarship, and BP 5000 promotes student support and success ([IV.C.1-3](#)). Through policy, the Board delegates power and authority to the College President/CEO to effectively lead the College ([IV.C.1-4](#)).

The Board Assures Financial Stability

Administrative Procedures (APs) exist in alignment with BPs and are developed through participatory processes across campus to guide the implementation of BPs. Individual Board members are only authorized to become involved in administrative actions or procedures by formal action of the Board ([IV.C.1-5](#)). Board policies address a wide range of issues to assure financial integrity and stability of the College. The Institutional Code of Ethics clarifies the definition and importance of ethics and establishes expectations and employee responsibilities for ethical behavior ([III.A.13-5](#)). BPs and APs address a comprehensive range of institutional, business, and fiscal affairs ([IV.C.1-3](#)).

The Board has established guidelines for budget preparation (BP 6200), budget management (BP 6250), and fiscal management (BP 6300) that ensure the

financial stability of the institution. BP 6200 requires the CEO/President to present a budget to the Board and establishes criteria for the development of that budget. The BP also stipulates, “Adoption of the final budget by the Board of Trustees acknowledges the College’s mission, goals, plans, and priorities.” BP 6250 mandates Board approval for changes in expenditure classifications and transfers from the reserves. It also establishes a requirement of an unrestricted general fund balance that will be at least 10 percent of total expenditures to be drawn down only in the case of an institutional emergency and with Board approval. Finally, BP 6300 requires that the Board receive “a quarterly report showing the financial and budgetary conditions of the College.”

The Board Evaluates the Effectiveness of Policies

The Board approves all modifications to BPs and receives as information all new and revised APs. The Board also receives regular updates on the implementation and effectiveness of student learning programs and services. Presentations are made monthly to the Board concerning College programs and services to include the Student Success and Support Program Plan, the Student Equity Plan, and academic initiatives such as Pathways to

Transfer and the American Association of Community College Pathways Initiative.

Analysis and Evaluation

Mt. San Antonio College 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 College. This authority and responsibility is outlined in BPs, which are regularly reviewed and updated. The Board also monitors areas in its authority through the receipt of regular reports which ensures the quality of the College’s programs. This authority and responsibility is outlined in Board Policies (BPs). Based on the narrative above, the College meets Accrediting Commission for Community and Junior College’s Eligibility Requirement 7.

Accomplishments and Outcomes

- The Mt. SAC Board of Trustees is empowered by the California Education Code as the policy-making body of the College.
- BPs address a wide range of issues to assure financial integrity and stability of the College.
- The Board evaluates the effectiveness of its policies through several recurring processes.

List of Evidence

I.A.4-2	BP1200 College Mission
III.A.13-5	BP3050 Institutional Code of Ethics
IV.C.1-1	California Education Code 70902
IV.C.1-2	Board of Trustees Agenda 11-12-2014 pg. 6, 93-94
IV.C.1-3	Board Policies and Administrative Procedures
IV.C.1-4	BP2200 Board Duties and Responsibilities
IV.C.1-5	BP2010 Board Membership

IV.C.2.

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

Evidence of Meeting the Standard

The Mt. San Antonio College (Mt. SAC) Board of Trustees consists of seven members who are elected by trustee areas for terms of four years.

Membership terms expire for four members one year and expire for the three other members in the succeeding odd-numbered years. This helps support continuity and shared memory among Board Members ([IV.C.1-5](#)). The College Board engages in dynamic discussion of issues leading to a decision. Once a

decision has been made, Board members act in support of the decision. The Board takes its time to ensure there is comprehensive discussion and all members have appropriate information prior to reaching a decision ([IV.C.2-1 pg. 10-12](#), [IV.C.2-2 pg. 4](#)). The Board is committed to acting as a unit, as is evidenced in its self-evaluation ([IV.C.2-3 pg. 4-8](#)).

Analysis and Evaluation

The Mt. San Antonio College governing Board acts as a collective entity, as once they reach a decision, they all act in support of that decision.

Accomplishments and Outcomes

- Once a decision has been made, Board members act in support of the decision.

List of Evidence

IV.C.1-5	BP2010 Board Membership
IV.C.2-1	Board of Trustees Minutes 9-9-2015 pg. 10-12
IV.C.2-2	Board of Trustees Minutes 9-16-2015 pg. 4
IV.C.2-3	Board of Trustees Minute Packet/Self Evaluation 2-22-2014 pg. 4-8

IV.C.3.

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

Evidence of Meeting the Standard

The Board has a Clear Policy for Selecting the President

The Mt. San Antonio College (Mt. SAC) Board of Trustees follows policies and procedures for selecting the President. The Board establishes a search process to fill the vacancy of the College President/CEO. This process must be fair, open, and compliant with relevant regulations ([IV.C.3-1](#)). Upon the vacancy of the prior President/CEO, the Board selected a search firm and held a special study session to review and confirm the process to be followed to fill the vacancy ([IV.C.3-2](#)). The search firm was chosen from four proposals and the selected firm, PPL Inc., participated in the Board Study Session on Aug. 25, 2010 ([IV.C.3-3](#)). During the study session, the Board agreed on the selection process to be used. This process was published in the minutes and included such elements as a timeline, composition of the search committee, the Board's involvement with the committee, a College wide survey to provide an opportunity for staff input into the qualities the new President should possess, specific duties of the search committee and consultant, and the anticipated start date of a new President ([IV.C.3-2](#)). The search committee that screened all applications for the President position consisted of College administrators, classified staff, faculty,

students, and alumni who brought finalists to the Board for its final consideration and selection. Following the successful hiring of the current President/CEO, the Board approved an Administrative Procedure (AP) establishing principles to be used in future presidential search processes ([IV.C.3-1](#)).

The Board has a Clear Policy for Evaluating the President

The Board follows policies and procedures for evaluating the Mt. SAC President. The process for evaluation of the President is described in Administrative Procedure 2435 – Evaluation of the College President/CEO. This process includes the creation of a timeline, distribution of forms, publication of the criteria for evaluation, and compilation of feedback from Board members, evaluation meeting with the President, creation of a final written summary, and disposition of the results. The President writes a self-evaluation and sends it and a blank evaluation survey to the Board, managers, classified staff, faculty, and the community for feedback. All responses received are compiled by the President's executive assistant, by group. These group compilations are given to the Board for its review. The Board reviews the compilations in preparation for its closed session meeting with the President. Although the Board meets with the President in closed session to review the compilations and the self-evaluation, there is no written document that comes out of this meeting. As part of the evaluation, the President and Board agree on goals for the following year ([IV.C.3-4](#)).

Analysis and Evaluation

The Mt. San Antonio College governing Board adheres to a clearly defined policy for selecting and evaluating the President of the College. This policy was used in the last hiring process for the current President.

Accomplishments and Outcomes

- The Board of Trustees follows policies and procedures for selecting the Mt. SAC President.
- The Board follows policies and procedures for evaluating the Mt. SAC President.

List of Evidence

IV.C.3-1	BP2431 CEO Selection
IV.C.3-2	Board of Trustees Minutes 8-9-2010
IV.C.3-3	Board of Trustees Minutes 8-25-2010
IV.C.3-4	AP2435 Evaluation of College President/CEO

IV.C.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. (ER 7)

Evidence of Meeting the Standard

The Board Reflects the Public Interest

Mt. San Antonio College's (Mt. SAC's) Board Policies (BPs) help ensure Board members represent the interests of the public at a policy level. BP 2010 describes Board member eligibility, election, and restrictions to ensure that members have no conflict of interest. It establishes that the Board draws its authority from the California Constitution, Education Code, and the Board of Governors of the California Community Colleges. It defines the purpose of the Board at the policy level and sets limits on the activities of individual Board members ([IV.C.1-5](#)). All Board members complete an annual document disclosing their financial assets and personal loans to guard against conflicts of interest. BP 2715 establishes a code of ethics and standards of practice that every trustee will follow. This list of 14 points, with additional sub-points, is "a commitment to a set of values guiding the performance of the Board of Trustees" ([III.A.13-3](#)). The first value noted in the Code of Ethics/Standards of Practice for trustees is, "In all decisions, holds the educational welfare of the students of the district as his/her primary concern." This standard sets the tone for the remaining standards, which focus on educational

quality and the policy-level role of the Board.

The Board Advocates for and Defends the College

The Board's role as an advocate, defender, and protector of the College from undue influence or political pressure is spelled out in the Code of Ethics/Standards of Practice, BP 2715. In 2011, in response to the concerns that specific populations of the District would be better served through trustee elections by area, the Board proactively enlisted an expert consulting firm to study and formulate an independent proposal for the best representation of all areas of the District. Following presentations and debate, the Board approved redistricting in March 2012 and selected the plan which, in the opinion of the consulting firm, best represented the intent of the California Voter Rights Act in representing ethnic minorities ([IV.C.4-1 pg. 3](#), [IV.C.4-2 pg. 14-19](#), [IV.C.4-3](#)). The Board's ethnic composition mirrors that of the District.

Analysis and Evaluation

The Mt. San Antonio College governing Board is an independent, policy-making body that reflects the public interest in the College's educational quality. It effectively advocates for and defends the College and protects it from undue influence or political pressure. The recent redistricting decision allowed the Board to meet the intent of the California Voter Rights Act. Based on the narrative above, the College meets Accrediting Commission for Community and Junior Colleges' Eligibility Requirement 7.

Accomplishments and Outcomes

- Mt. SAC’s Board Policies help ensure Board members are able to represent the interests of the public at a policy level.
- The Board acts as an advocate, defender, and protector of the College from undue influence or political pressure.

List of Evidence

III.A.13-3	BP2715 Code of Ethics/Standards/Practice
IV.C.1-5	BP2010 Board Membership
IV.C.4-1	Board of Trustees Minutes 3-2-2012 pg. 3
IV.C.4-2	Board of Trustees Minutes 3-28-2012 pg. 14 -19
IV.C.4-3	BP2100 Board Elections

IV.C.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.

Evidence of Meeting the Standard

Policies are Consistent with the College Mission and Ensure Quality

The policies of Mt. San Antonio College's (Mt. SAC's) Board of Trustees ensure the quality, integrity, and improvement of student learning programs and services as well as provide the resources to support them. The Board regularly reviews the College mission, vision, and core values and approves revisions when appropriate. The most recent revision to the mission was Feb., 17 2016, and the value statement was revised Aug. 17, 2016 ([IV.C.5-1 pg. 11-12](#)). The duties of the Board are defined in Board Policy (BP) 2200: establish policies that define the institutional mission and set prudent, ethical and legal standards for College operations; assure fiscal health and stability; and monitor institutional performance and educational quality ([IV.C.1-4](#)). The Board receives an annual update on distance education prior to considering any related policy changes ([IV.C.5-2 pg. 5](#)). Additionally, the Board reviews any changes to Administrative

Procedure 4105 Distance Learning, which ensures the quality of distance education ([I.B.2-24](#)).

The Board delegates to the President of Mt. SAC the power and authority to effectively lead the College and charges him to ensure that the College has a comprehensive, broad-based ongoing planning and evaluation cycle driven by the College mission and goals and supported by institutional effectiveness research ([IV.C.1-4](#), [III.C.5-1](#)). Under the leadership of the President, the College's Institutional Effectiveness Committee (IEC) has responsibility for institutional assessment, evaluation, and coordination of activities leading to improvement of institutional effectiveness. The College engages in an annual cycle of evaluation and planning in which plans addressing specific purposes are integrated into one Strategic Plan ([I.B.9-6](#)).

The Board has Ultimate Responsibility

BP 2200 Board Duties and Responsibilities includes all areas for which the Board maintains responsibility, including educational quality, protection of the College, and financial integrity and stability.

Analysis and Evaluation

The Mt. San Antonio College governing Board establishes policies consistent with the College mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support those programs. The governing Board has ultimate responsibility for educational

quality, protection of the College, and financial integrity and stability at Mt. SAC.

Accomplishments and Outcomes

- The policies of Mt. SAC’s Board of Trustees ensure the quality, integrity, and improvement of student learning

programs and services as well as the resources of Mt. SAC to support them.

- The Board maintains responsibility for educational quality, protection of the College, and financial integrity and stability.

List of Evidence

I.B.2-24	AP4105 Distance Learning
I.B.9-6	Integrated Planning and Budgeting Process Calendar
III.C.5-1	BP3250 Institutional Planning
IV.C.1-4	BP2200 Board Duties and Responsibilities
IV.C.5-1	Board of Trustees Minutes 2-17-2016 pg. 11 -12
IV.C.5-2	Board of Trustees Minutes 8-13-2014 pg. 5

IV.C.6.

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

Evidence of Meeting the Standard

Board Policies (BPs) 2010 through 2745 are the core policies of the Board. Included in these core policies are specifics about the Board's size (BP 2010), duties and responsibilities (BP 2200), structure (BP 2305), and operating procedures (all other BPs). The College's BPs and Administrative

Procedures are reviewed regularly and are posted on the web where members of the College community and surrounding community are able to access them ([IV.C.1-3](#)).

Analysis and Evaluation

Mt. San Antonio College and its governing Board publish the Board Policies specifying the Board's size, duties, responsibilities, structure, and operating procedures. These policies are reviewed regularly and are communicated publicly.

Accomplishments and Outcomes

- Mt. SAC and its governing Board publish the Board Policies.

List of Evidence

IV.C.1-3

[Board Policies and Administrative Procedures](#)

IV.C.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.

Evidence of Meeting the Standard

The Board of Trustees complies with its Board Policies (BPs) and Administrative Procedures (APs), which are regularly reviewed, assessed, and revised for effectiveness. BP 2410 Policy and Administrative Procedures, establishes the process of revising APs and BPs ([IV.C.7-1](#)). 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.

List of Evidence

IV.C.1-3	Board Policies and Administrative Procedures
IV.C.7-1	BP2410 Policy and Administrative Procedure

APs are approved by the College President and maintained as statements of method to be used in implementing Board policy. The College subscribes to regular BP/AP updates from the Community College League of California. All changes to BPs are presented to the Board for review and adoption. All revisions to APs are presented to the Board for information ([IV.C.1-3](#)).

Analysis and Evaluation

The governing Board of Mt. San Antonio College acts in a manner consistent with its policies and bylaws. These policies and bylaws are regularly reviewed for their effectiveness in fulfilling the College mission and are revised as necessary.

Accomplishments and Outcomes

- The Board of Trustees complies with its Board Policies and Administrative Procedures, which are regularly reviewed, assessed, and revised.

IV.C.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.

Evidence of Meeting the Standard

In May 2010, the Mt. San Antonio College (Mt. SAC) President presented to the Board of Trustees on Assembly Bill 1417, which established a new form of accountability reporting for community colleges. The College has reported to the Board annually based on current community college accountability mandates ([IV.C.8-1 pg. 10](#)).

College administrators provide an annual report to the Board regarding Mt. SAC's performance on the California Community College Student Success Scorecard. Scorecard data for Mt. SAC and all other California community colleges is available to the College and community on the California Community College Chancellor's Office website. ([IV.C.8-2 pg. 12-13](#)). The Board received annual reports on distance learning that address total classes scheduled in distance learning modality,

student access, student success, success measures compared to face-to-face courses, and accreditation information as it pertains to distance learning ([IV.C.5-2 pg. 5](#)). The Board also receives annual reports providing student outcomes and achievement data as measured within the Student Success and Support Program, Student Equity, and Basic Skills programs. As part of the Institutional Effectiveness Partnership Initiative (IEPI), the Board reviews and approves the College's goals for IEPI indicators and Institution-set Standards ([IV.C.8-3 pg. 1-15](#)). In addition to informational presentations to the Board, members receive reports from the President, at least monthly, on a range of topics relevant to the College ([IV.C.8-4](#)).

Analysis and Evaluation

To ensure that Mt. San Antonio College is accomplishing its goals for student success, the governing Board of the College receives information regularly and reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

Accomplishments and Outcomes

- The College has reported to the Board annually based on current community college accountability mandates.

List of Evidence

IV.C.5-2	Board of Trustees Minutes 8-13-2014 Item 12 pg. 5
IV.C.8-1	Board of Trustees Minutes 5-26-2010 pg. 10
IV.C.8-2	Board of Trustees Minutes 12-11-2013 pg. 12-13
IV.C.8-3	Board of Trustee Minutes 5-27-2015 pg. 1-15
IV.C.8-4	President's Report 4-15-2015

IV.C.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.

Evidence of Meeting the Standard

The Board Engages in Training and Orientation

The Mt. San Antonio College (Mt. SAC) Board of Trustees hears monthly presentations from different areas of the College, and one-page summaries of these presentations are published in each Board meeting agenda. Training is also part of the Board's self-evaluation. In its annual self-evaluation and priority-setting session of February 2014, the Board discussed ways to help integrate the two newly elected members into a well-functioning Board ([IV.C.9-1 pg. 11](#)). Various Board members who have held office and leadership positions in state/national organizations share their experiences and knowledge with one another, including the student trustee who is a member on the state Community College League of California (CCLC) Board.

The CCLC provides an annual trustees conference focused on Board member training and development. Each of the new Board members attends this workshop during his/her first term in office ([IV.C.9-2 pg. 5](#)). The CCLC also provides a comprehensive Excellence in

Trusteeship Program, including a handbook as well as numerous workshops and other resources ([IV.C.9-3](#), [IV.C.9-4](#)).

The Board members have opportunities to attend national conferences sponsored by the Association of Community College Trustees (ACCT) where many workshops are held for additional training and development. At these conferences, prominent speakers enlighten and educate trustees on a variety of national issues pertaining to community colleges.

The Board Development Program addresses the need to learn about Accreditation Standards and expectations. Development opportunities are provided both through specific CCLC workshops and materials as well as locally provided presentations to the Board. For example, informational reports on the status of the College's Accreditation Self Evaluation Report are provided by the Vice President of Instruction/Accreditation Liaison Officer ([IV.C.9-5 pg. 23-24](#)). The Board, during semi-annual, day-long study sessions, engages in additional review of accreditation standards for the College as a whole as well as discussion of standards specific to the Board ([IV.C.9-6 pg. 3](#), [IV.C.9-7 pg. 49-64](#)).

Board Member's Terms of Office are Staggered

The Board consists of seven members who are elected by trustee areas for terms of four years. Terms of members expire for four members one year and the three other members on the succeeding odd-numbered year. This helps support continuity and shared memory among Board members ([IV.C.1-5](#)).

Analysis and Evaluation

Mt. San Antonio College's governing Board has an ongoing training program for Board development, including new member orientation. It has seven members whose terms of office are staggered to provide continuity.

Accomplishments and Outcomes

- Development opportunities are provided both through specific CCLC workshops and materials as well as locally provided presentations to the Board.
- Terms of Board members expire for four members one year and the three other members on the succeeding odd-numbered year.

List of Evidence

IV.C.1-5	BP2010 Board Membership
IV.C.9-1	Board of Trustees Minutes 2-22-2014 pg. 11
IV.C.9-2	Board of Trustees Minutes 2-19-2014 pg. 5
IV.C.9-3	Annual Trustee Conference of CCLC
IV.C.9-4	Excellence in Trustee Program
IV.C.9-5	Board of Trustees Agenda Packet 1-14-2015 pg. 23 -24
IV.C.9-6	Board of Trustees Agenda pg. 3
IV.C.9-7	Board of Trustees Minutes 2-7-2015 pg. 49 -64

IV.C.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.

Evidence of Meeting the Standard

The Board Policies Establish a Process for Evaluation Assessing Effectiveness

Board Policy (BP) 2475 outlines a process for the Board to evaluate its performance and functioning. This policy establishes that an annual self-assessment will be conducted and a discussion of the compilation of the findings will occur to result in setting objectives for the following year ([IV.C.10-1](#), [IV.C.10-2](#)). The Board evaluation protocol allows for each Board member to self-assess and assess the Board as a whole unit on how it promotes and sustains academic quality and College effectiveness. Once the results are compiled, the Board members discuss the findings ([IV.C.2-3](#)).

The Board Evaluates Itself and Makes the Results Public

The results of the Board's regular evaluations of its practices and performance, including full participation

in board training, are made public. Following BP 2745 and Administrative Policy (AP) 2745, the Board evaluates its practices and performance every year ([IV.C.10-1](#), [IV.C.10-2](#)). The Board also evaluates the frequency and quality of its participation in Board trainings ([IV.C.2-3](#)). Results are discussed at the Board Study Session and made public record on the Mt. SAC website ([IV.C.2-3](#)).

The Results of Evaluation are Used for Improvement

Results of the Board evaluation are used to improve its performance as well as the academic quality and effectiveness of the College. The Board reviews the compiled results and develops objectives for the following year ([IV.C.10-1](#), [IV.C.10-2](#)). The open-ended questions in the self-evaluation allow Board members an opportunity to develop and discuss areas of strength as well as areas of improvement as a unit ([IV.C.2-3](#)).

Analysis and Evaluation

Board Policies (BPs) and/or bylaws at Mt. San Antonio College clearly establish a process for Board evaluation. The evaluation assesses the Board's effectiveness in promoting and sustaining quality and effectiveness. The Board regularly evaluates its practices and performance, including full participation in training, and makes the results public. The results are used for improvement in the areas of Board performance, academic quality, and institutional effectiveness.

Accomplishments and Outcomes

- BP 2475 establishes that a self-assessment will be conducted and a discussion of the compilation of the results will occur.
- The results of the Board’s regular evaluations of its practices and performance are made public.
- Results of the Board evaluation are used to improve its performance as well as the academic quality and effectiveness of the College.

List of Evidence

IV.C.2-3	Board of Trustees Minutes Packet/Self Evaluation 2-22-2014
IV.C.10-1	BP2745 Board Self Evaluation
IV.C.10-2	AP2745 Board Self Evaluation

IV.C.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. (ER 7)

Evidence of Meeting the Standard

The Board Upholds and Adheres to a Code of Ethics and Conflict of Interest Policy

By policy, Board members at Mt. San Antonio College (Mt. SAC) uphold a Code of Ethics and Conflict of Interest Policy ([III.A.13-2](#), [III.A.13-3](#), [IV.C.11-1](#)). When there is a conflict of interest, steps are taken to resolve the conflict ([IV.C.11-2 pg. 12](#), [IV.C.11-3 pg. 97-98](#)).

The Board has a Policy for Violations of Code that are Implemented when Necessary

The Board has a defined policy for addressing behavior that violates its code and implements that policy when necessary. If a violation occurs, the President guides the Board through the process in Administrative Procedure (AP)

2715. In the event there is a violation, the “Board of Trustees will promptly address any violation of the Board’s Code of Ethics by a member or members of the Board”.

Board Members have no Personal Financial Interest in the College or Those Interests are Disclosed and Do Not Interfere

The College’s Conflict of Interest Policy ensures Board members have no employment, family, ownership, or other personal financial interest in the institution ([III.A.13-2](#)). Disclosures must be made on forms that are signed and filed by all Board members to ensure there are no stated conflicts of interest ([IV.C.11-4](#), [IV.C.11-5](#)). There is no interference with Board member impartiality as the members fulfill their charge to secure the integrity of the College. The first item listed in the Code of Ethics for Board members is, “In all decisions, holds the educational welfare of the students of the district as his/her primary concern.” This demonstrates the seriousness of this greater duty of impartiality ([IV.C.11-1](#)).

Analysis and Evaluation

Mt. San Antonio College’s governing Board upholds a Code of Ethics and Conflict of Interest Policy to which individual Board members adhere. The Board has a clear policy for dealing with behavior that is in violation of its code and implements it when necessary. None of the Board members have employment, family, ownership, or other personal financial interest in the institution. Board

member interests are disclosed and are vetted to ensure they do not interfere with the impartiality of Board members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the College. Based on the narrative above, the College meets Accrediting Commission for Community and Junior College’s Eligibility Requirement 7.

Accomplishments and Outcomes

- Mt. SAC Board members uphold a Code of Ethics and Conflict of Interest Policy.
- The Board has a defined policy for addressing behavior which violates its code.
- Board members have no employment, family, ownership, or other personal financial interest in the institution.

List of Evidence

III.A.13-2	BP2710 Conflict of Interest
III.A.13-3	BP2715 Code of Ethics/Standards/Practice
IV.C.11-1	AP2715 Code of Ethics/Standards of Practice
IV.C.11-2	Board of Trustees Minutes 5-14-2014 pg. 12
IV.C.11-3	Board of Trustees Agenda Packet 5-14-2014 pg. 97-98
IV.C.11-4	AP2712 Conflict of Interest
IV.C.11-5	Statement of Economic Interest Form 700

IV.C.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.

Evidence of Meeting the Standard

Mt. San Antonio College's (Mt. SAC's) Board Policy 2430 Delegation of Authority to the College President provides the College President, "The executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action" ([IV.C.12-1](#)). Administrative Policy 2410 Process for

Revision of Administrative Procedures and Board Policies gives the President the final approval of all Administrative Procedures with changes going to the Board of Trustees as an information item ([I.B.7-1](#)).

Analysis and Evaluation

The Board delegates full responsibility and authority to the President/CEO to implement and administer Board Policies without interference. It holds the President/CEO accountable for the operation of the College.

Accomplishments and Outcomes

- Mt. SAC's BP 2430 Delegation of Authority to the College President provides authority to the College President.

List of Evidence

I.B.7-1	AP2410 Process for Revision of Administrative Procedure or Board Policy
IV.C.12-1	BP2430 Delegation of Authority to College President-CEO

IV.C.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.

Evidence of Meeting the Standard

The Board is Informed about Accreditation and all that it Encompasses

The Mt. San Antonio College (Mt. SAC) Board receives information twice annually on the current accreditation process and new requirements at Board meetings ([IV.C.9-5 pg. 23-24](#), [IV.C.13-1](#)). At the Feb. 7, 2015, Board Study Session, the Board determined that it would evaluate its own self-evaluation process in light of new Accreditation Standards ([IV.C.9-7 pg. 3, 49-64](#)). Board Policy (BP) 3200 ensures the Board's involvement with the accreditation process. It states, "The College President/CEO shall ensure that the Board is involved in any accreditation process in which Board participation is required. The College President/CEO shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report" ([IV.C.13-2](#)). The Board receives annual training with the Community College League of California that includes

training on Accreditation Standards ([IV.C.13-3](#)).

The Board Supports the College's Efforts

Mt. SAC's Board recognizes the mission of the College and its need to support and improve student success. This is demonstrated in BP 1200 College Mission and BP 5000 Student Success ([I.A.4-2](#), [IV.C.13-4](#)).

The Board Participates in Evaluation

The College's Board participates in an annual self-evaluation to evaluate its performance and to adhere to Accreditation Standards ([IV.C.10-1](#)).

Analysis and Evaluation

The governing Board of Mt. San Antonio College (Mt. SAC) is informed about all that encompasses accreditation and supports through policy the College's efforts to improve and to excel. The Board participates in evaluation of its roles and functions in the accreditation process.

Accomplishments and Outcomes

- The Mt. SAC Board received information on the current accreditation process and new requirements at two different Board meetings.
- Mt. SAC's Board recognizes the mission of the College and its need to support and improve student success.
- The College's Board participates in an annual self-evaluation.

List of Evidence

I.A.4-2	BP1200 College Mission
IV.C.9-5	Board of Trustees Agenda Packet 1-14-2015 pg. 23 -24
IV.C.9-7	Board of Trustee Minutes 2-7-2015 pg. 3 , 49 -64
IV.C.10-1	BP2745 Board Self Evaluation
IV.C.13-1	Board of Trustees Study Topics 2015
IV.C.13-2	BP3200 Accreditation
IV.C.13-3	Presentation Handouts CCLC
IV.C.13-4	BP5000 Student Success

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