



Board of Trustees 101

Trustees Dr. Manuel Baca, Judy Chen Haggerty, Esq., and Gary Chow

Mt. SAC Board of Trustees

The Mt. San Antonio College Board of Trustees is empowered by the California State Constitution to be the policy-making body of the College. The Board consists of seven elected community members representing seven districts and one student trustee.

The District boundaries encompass the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina.

The Board normally meets the second Wednesday of each month in Founders Hall.

Board members are elected for four-year terms in even-year elections.

Judy Chen Haggerty, Esq. – President

Gary Chow – Vice President

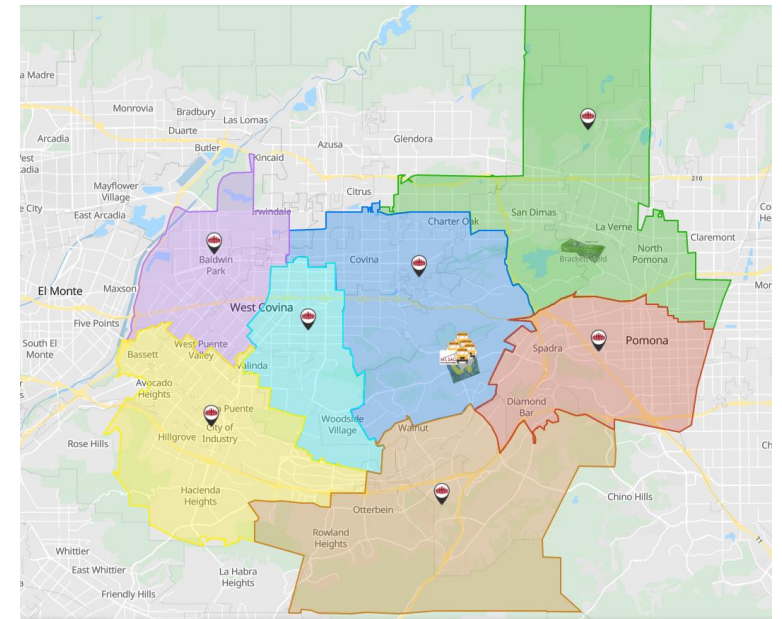
Dr. Manuel Baca – Clerk

Jay Chen

Peter Hidalgo

Robert Hidalgo

Laura Santos





Trusteeship in a Nutshell

The Board of Trustees of a community college district:

- 1. Governs through policy.**
- 2. Employs a chief executive officer as the institutional leader.**
 - Ensures that all district business is channeled through the CEO
 - Actively supports the college's the CEO, faculty, and staff in their work with students and the community.
- 3. Acts as a community bridge and buffer**
 - Serves as an advocate and liaison between the college and various community constituencies.
- 4. Creates a climate for student success.**
 - Has a positive, visionary mindset.
 - Supports the mission of the college to provide access, promote equity, and student success.
- 5. Defines legal, ethical, and prudent standards for college operations.**
- 6. Reaches board decisions with one voice, having debated the issues, etc.**
- 7. Assures fiscal health and stability of the college.**
- 8. Establishes high standards for good personnel relations.**
- 9. Monitors institutional performance.**
- 10. Leads as a thoughtful, ethical, educated team**
 - Allocates time to prepare for and attend meetings.
 - Participates in trustee development.

The Board and CEO Partnership

- The CEO is the only employee of the board.
- The Board hires, sets expectations, and evaluates the CEO.
- The relationship between the board and CEO is multi-faceted.
- The roles are complementary. The synergy between the two roles provides stronger leadership than either could alone.





Board Meeting Guidelines for Boards

1. Adopt and follow rules of order, usually adapted from Robert's Rules or similar references.
2. Actively and thoughtfully participate.
3. During meetings, interact with other members of the board, but not with the public or press.
4. Ask questions to get facts related to the discussion.
5. State inquiries collegially and collaboratively.
6. Actively listen to others: listen to what is said as well as what is not said.
7. Respect others' views.
8. Consider issues, not personalities.
9. Clarify the pros and cons of all alternatives and take into consideration unintended consequences.
10. Advocate for a position on an issue based on thorough study and after listening to all sides.
11. Help the chair by ceasing debate when all sides of a question have been explored.
12. Seek to table or postpone an item if there is not sufficient information or to avoid making a decision under stress.
13. Abstain from voting when there is a conflict of interest. Don't abstain just to avoid offending a fellow board member or member of the public.



Accreditation Standards I.V.C. – The 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



Thank you!

References:

Community College League of California, Trustee Handbook, 2020