I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 4:05 p.m.

B. Pledge of Allegiance

Student Trustee Pasillas led the salute to the flag.

C. Roll Call

Trustee Garcia arrived at 4:10 pm.; Trustee Acosta-Salazar arrived at 4:18 pm.

D. Open Communication from Public Comment

No comments from the public.
II. STUDY SESSION
• Accreditation
  o Standard 4 – Governance – The Board had a round-table discussion with the co-chairs of Standard IV, Dr. Vann Priest, Russell Castaneda-Calleros and Dr. Adam Wetsman, Accreditation Leadership Team Co-Chair which focused on the Board’s role in accreditation and discussed specifically Standard IV, Governance (See attached agenda).

• Bond Update – President Dreyfuss, Luis Rojas and Jerry Quezada of Del Terra, led the discussion on the completed bond projects, projects in progress and future projects including the discussion of a parking structure and access.

III. ADJOURNMENT
Date of Next Regular Meeting: Monday, May 8, 2013, 6:00 p.m. (Rio Hondo College, Board Room, 3600 Workman Mill Road, Whittier)
AGENDA & THINGS TO DO
To be used for 4/15/13 Board Study Session on Accreditation

**Agenda Topics for the 4/15 session**

1. Providing list of Accreditation Leadership Team members & list of Standard IV Committee Members (*Distribute handout with list of team members*)

2. Summarizing what have we done this year in our Standard IV committee

3. Reviewing the ACCJC Summer 2012 Newsletter (*Distribute newsletter handout*)

4. Revisiting points of concern related to Standard IV in previous ACCJC reports (*Distribute one-page summary handout*)

5. Reviewing BP 3200 to provide refresher on Board's role in accreditation process (*Distribute BP 3200 handout*)

6. Summarizing the Guide to Accreditation for Governing Boards (*Distribute one-page summary handout*)

7. Summarizing proposed changes from Planning & Fiscal Council re: leadership and governance issues – including changes to Governance Manual

8. Defining and/or discussing roles for all governance entities

**Things to do (or start) before the next accreditation study session**

1. Review Board's **Code of Ethics**

2. Conduct Board's **Self-Evaluation**

3. Evaluate the District's **CEO Selection Process**

4. Revisit the District's **Educational Master Plan & Mission Statement**

5. Seek **ongoing professional development** – especially as it pertains to board participation in accreditation, leadership, and governance

6. Establish **new standards** as required by ACCJC
Accreditation & Trustee Roles & Responsibilities of Trustees

Excerpts taken from a presentation given by Dr. Barbara Beno and Dr. John Nixon At the California Community College Trustees Annual Conference on 5/5/12

Accreditation Standard IV as it relates to Trustee Roles & Responsibilities

Role in Policy-Making
- Establishing policies that assure the quality, integrity, and effectiveness of student learning programs and services and the financial stability of the institution
- Establishes policies that are consistent with the institution’s mission statement

Role in Educational Quality & Fiscal Stability
- Responsible for quality, integrity, and financial stability of the institution and for ensuring that mission is being achieved (student learning and student success)
- Responsible for ensuring financial resources used to provide a sound educational program

Role in Adopting Institutional Mission
- Mission is clearly defined, adopted, and published by governing board
- Consistent with legal authorization and appropriate to a degree-granting institution of higher education and constituency it seeks to serve.

Responsibility for Financial Integrity
- Assure that financial management system has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision-making.
- Financial documents – including budget and independent audit – reflect appropriate allocation and use of financial resources to support student learning programs and services.

Responsibility for Oversight of Finances
- Financial resources sufficient to support student learning programs and services and to improve institutional effectiveness; Distribution supports development, maintenance and enhancement of programs and services
- Level of financial resources provides reasonable expectation of short term and long term solvency
- Financial planning is integrated with institutional planning

Role in Fiscal Oversight Today: Preserve Quality While Resources decline
- Adopt balanced institutional budgets, require three year projections, avoid betting on future revenue increases, examine short and long term impact of institutional borrowing
- Learn to understand external audits and address any findings within a year

Responsibility for Integrity in Board Governance
- Acts in manner consistent with policies and bylaws, evaluates and revises its own practices as needed
- Has a Conflict of Interest Policy and Code of Ethics that have been reviewed/updated
Responsibility for Self Evaluations
- Performed annually with timely review of results and establishment of goals and timeline for corrective actions
- Boards must recognize which members need help and then provide the help
- Evaluation that involves the college community is recommended

Responsibility for Creating Steps for Improving Board Performance
- Board Policies; New Trustee Orientation; Mentoring; Prompt Feedback/Correction When Behaviors Stray; Continuous Training; Individual Coaching; Board Warning Or Censorship; Legal Action

Responsibility for Ongoing Self-Assessment & Quality Improvement
- Should be periodic, thorough analysis of data leading to identification of issues that need to be addressed; should drive a self-improvement plan and reevaluation; begin cycle again

Responsibility for Coherent Action & Direction
- Once the board reaches a decision, it acts as a whole
- Program for board development, orientation, continuity of membership, staggered terms of office

Responsibility for Integrity in Board Operations
- Publishes board by-laws & policies specifying size, duties, structure, operating procedures
- Self evaluation processes are clearly defined, implemented, and published; code of ethics policy

Responsibility for Healthy Partnership with the CEO
- Selecting and evaluating the District CEO
- Delegates full responsibility and authority to the chief administrator to implement and administer board policies without board interference and holds the CEO accountable for operation of District

Summary of Key Points
- Work as a Team with CEO and with BOT

- Build trust, avoid destructive conflict, provide commitment, be accountable, and focus on student success

- Act with intelligence, respect, care, and integrity

- Base decisions on data not stories

- Be present and future-oriented, focus on improvement

- Represent the entire community/not single interests

- ACCJC states that trustees have two primary challenges: 1) Mission Directed Leadership; and 2) High Performance