**Standard IV: Leadership and Governance**

**D. Multi-College Districts or Systems**

**1.** In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| What policies and practices demonstrate the delineation of roles and responsibilities for the district/system and the colleges? | * BP/AP 2430 & 2430.1 * Job Descriptions * District Council * District Committees * College participatory governance structure * District Org Chart * Board Connections (email) * Board Agenda * Strategic Plans (District & College) * Administrative Conferences * Functional map |

**2.** The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| Does the district/system have a written delineation of responsibilities? Are institutional and district/system staff knowledgeable of this delineation? | * AP/BP 2430 & 2430.1 * Board Connections |
| Is the delineation of responsibilities evaluated for effectiveness? | * Updated job descriptions (2015) for President * BP 2430.1 (new board policy added to increase clarity) |
| What feedback mechanisms does the district/system have in place to provide assessment of the effectiveness of district/system services? | * The Presidents meeting (district) * BP 2510 (Participation in Local Decision Making) * District Committees * Work order tracking (TrackIt) * District Council   Ask if survey is coming |
| Is the assessment of district/system services data driven? Does it reflect the needs and priorities of the institutions? | * Yes and No. Yes, we are moving to a stronger state of yes. Judy Lanchester assigned to MJC. * Responsiveness of IT * DTAC Agendas and minutes |
| Are district/system services regularly evaluated with regard to their support for institutional missions and functions? | * Administrative Unit Program Review   (Coni will email) |

**3.** The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| What is the district/system's method of distributing resources to its institutions? Is the district/system based in a realistic assessment of needs of each institution? Is it a fair process? Is it well-understood across the district/system? | * Annual budget development process * Resource allocation model * Fiscal Services Website * AP 6200 * Budget is designed to best meet the needs of the institutions given the reality of limited resources. * Well documented process * At the council and committee level it’s understood throughout the district. |
| Is the district/system’s resource distribution method data-driven? Does it reflect the needs and priorities of the institutions? | * Data informed and well documented. * Historically YCCD receives the same percentage on an annual basis. * Yes, because our budget is focused on staffing |
| What do the institution's most recent annual independent audit reports and audited financial statements reveal about control of expenditures? | * Unqualified opinions * Audit reports posted under the fiscal services website. |

**4.** The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO’s accountable for the operation of the colleges.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| What policies and practices demonstrate delegation of authority to college CEO’s that meets the criteria of the Standard? | * Annual evaluations (360 & Chancellor) * BP 2430.1 * Job Description * Annual Goals |

**5.** District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| How are planning and evaluation integrated between district/system and the colleges? | * College is invited to participate in the district planning processes. * District Council and reported to constituent groups * College planning aligns with district plans |
| How do the district/system and the colleges determine the effectiveness of the integrated planning? | * Annual Council reviews * Through update and review of the various plans. * District Council * Through constituent review. |

**6.** Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| What methods of working jointly do the district/system and institutions use? | * District-wide committees * Work groups & task force * Invitation to Columbia College colleagues and district colleagues to participate in local and college committees. * Wide open call for volunteers * Email * Inter-office mail * Websites * Faculty liaison to the Board * Joint committees (class size committee, negotiations, benefits committee, district campus safety, District Council, Chancellors Cabinet, DAC. * Joint Deans Cabinet * Joint Faculty Exec Board Meeting * OEI joint faculty * DE Committee has joint meetings. |
| Do these methods result in clear and timely communications in all directions? | * Yes. A diverse source of communication methods are communicated in a timely manner. |
| Are the institutions well informed about district/system issues, governing board actions and interests that have an impact on operations, educational quality, stability or ability to provide high quality education? | * Yes. * Board Connections * Newsletter (Fiscal Services, Risk Management, Facilities) * Board meeting minutes (scorecard, special programs, program review) |

**7.** The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

|  |  |
| --- | --- |
| **How does MJC meet the Standard?** | **Evidence** |
| What are the district/system's methods for evaluating its effectiveness? | * Chancellor meets regularly with her Vice Chancellors and reporting staff. She delegates authority and responsibility to her team for their areas. * Program review * eLumen * Reorganization (Human Resources, Technology Services, Fiscal Services) in order to increase the efficiency based on written evaluation coming from these areas. |
| Does it conduct regular assessments? How does it communicate the results? | * Annual Program Review Communication to be determined |
| What changes/improvements have been made as a result of these evaluations? | * Redesign of positions * Policies and Procedures has built a six year cycle. (Coni to provide) |