

## Standard IVC Governing Board

**IVC.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)**

### Description

The District is under the direction of the Board of Trustees (BOT), an elected body composed of five community members representing the citizens of the High Desert. The BOT is the ultimate decision maker in those areas assigned to it by state and federal laws and/or regulations. This includes approval of annual and long range plans and programs and overseeing the administration of VVCCD. Board Policy (BP) 2510 defines Board Authority and Academic Quality [[IVC.1-01](#)]. Board Policy 3250 established planning priorities and approves short-range and long-range plans including educational plans [[IVC.1-02](#)]. The Superintendent/President ensures that the District maintains a comprehensive integrated system of planning, which the BOT approves for annual review. BP 2200 governs on behalf of the citizens of VVCCD through establishing policies assuring fiscal health and stability [[IVC.1-03](#)]. The Board is presented with a quarterly fiscal report showing the financial and budgetary conditions of the District as described in BP 6200, 6250, BP 6300 and AP 6200 [[IVC.1-04](#), [IVC.1-05](#), [IVC.1-06](#), [IVC.1-07](#)]. The VVCCD employees are also provided with the quarterly report by the Superintendent/President. The VVCCD has substantive and clearly defined roles, mechanisms, and organizations within the institutional governance process to ensure that all members of the campus community have the opportunity to participate in policy making, in planning and in budget decisions that relate to their area of responsibility and expertise through BP 1201 and AP 1201 [[IVC.1-08](#), [IVC.1-09](#)]. The BOT consults collegially with the Academic Senate on the development of policies that involve designated academic and professional matters. For example, the BOT Agendas from January 2016 as well as March 8 and April 12, 2016 show approval of curriculum changes as presented by the curriculum committee [[IVC.1-10](#)]. Administrative Procedure 1202 supports the efforts to achieve and maintain institutional effectiveness by specifying how policies will be implemented [[IVC.1-11](#)].

### Evaluation

The College meets this standard. Board Policy ensures that the BOT 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. The BOT exercises its authority through approval of curriculum, approval or hires, adoption of the budget and monitoring student success.

### Action Plan

No Action Plan Required.

### **IVC.1. Evidence**

- IVC.1-01 [Board Policy 2510](#)
- IVC.1-02 [Board Policy 3250](#)
- IVC.1-03 [Board Policy 2200](#)
- IVC.1-04 [Board Policy 6200](#)
- IVC.1-05 [Board Policy 6250](#)
- IVC.1-06 [Board Policy 6300](#)
- IVC.1-07 [Administrative Procedure 6200](#)
- IVC.1-08 [Administrative Procedure 1201](#)
- IVC.1-09 [Board Policy 1201](#)
- IVC.1-10 [BOT Minutes Items 7.17, 7.51, 5.31](#)
- IVC.1-11 [BP 1202 Institutional Effectiveness](#)

**IVC.2. The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.**

#### **Description**

While distinct in their individual viewpoints, the Victor Valley Community College District (VVCCD) Board of Trustees (BOT) acts as a collective entity after full and open discussions of a College business matter has taken place and a vote held. This practice is supported by BP 2715, which States that the Board shall recognize and actively communicate that authority rests only with the whole Board assembled in a legally-constituted meeting and make no personal promises nor take any action that would give the appearance of a conflict of interest [[IVC.2-01](#)]. The policy further requires the use of appropriate channels of communication and respect for the letter and intent of the Ralph M. Brown Act, limiting official actions to public sessions. The Board standards make clear that members will abide by the principles of majority rule, work respectfully with each other, and give fair consideration to all opinions.

The Trustees follow the Ralph M. Brown Act (California Government Code §§54950-54963) and thus cannot conduct or discuss College business with each other as a governing body when not at a recognized and properly announced Board meeting [[IVC.2-02](#)]. Evidence of meeting this Standard is demonstrated in several Board actions from recent years, including 3/8/16 published board communication [[IVC.2-03](#)]: Trustee Henderson reported that “He has been on the board for a long time and has seen a lot of trustees come and go; he sees trustees sitting up here who want to do a good job. This is a first for him as people are usually on the board for self-serving reasons; now he is sitting on the board with good people who are here for the students; watched Superintendents come and go, seen good and bad ones, the one we have now is the best he has ever seen. It’s an honor and a privilege to be on the board and excited for the future of this college.”

The only discovered record of censuring relating to BP 2715 dates back to BOT minutes from 3/12/13 when a motion existed to censure a board member for holding a Republican political fundraiser with designs on fundraising materials that closely resembled the Victor Valley College logo [[IVC.2-04](#)]. The motion failed.

Finally, BP 2220 asserts that Board committees that are composed solely of less than a quorum of members of the Board that are advisory, that are not required to comply with the Brown Act, have no authority or power to act on behalf of the Board [[IVC.2-05](#)].

### **Evaluation**

The College meets this standard. As evident from years of BOT minutes, the BOT only acts as a unit. The BOT performs as a decision-making body only in publicly-held meetings and when a quorum is attained, pursuant to the Ralph M. Brown Act. Historically, there have been no incidences of Board members acting in contradiction to a BOT decision.

### **Action Plan**

No Action Plan Required.

### **IVC.2. Evidence**

- IVC.2-01 [Board Policy 2715](#)
- IVC.2-02 [Ralph M. Brown Act](#)
- IVC.2-03 [BOT Minutes 3-8-16, Item 15](#)
- IVC.2-04 [BOT Minutes 3-12-13, Item 6.2](#)
- IVC.2-05 [Board Policy 2220](#)

### **IVC.3. The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.**

#### **Description**

The VVCCD BOT has defined policies for selecting and evaluating the CEO of the College and adheres to these policies. The policy for CEO selection is outlined in BP 2431 that briefly states: In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations, including Accreditation Standard IV.B.1, IV.B.1.j. [[IVC.3-01](#)].

These policies have been effectively applied most recently with the selection and hiring of Dr. Roger Wagner. Evidence is illustrated by the job announcement for that position which states:

#### **Ideal Candidate:**

- The Victor Valley Community College District Board of Trustees seeks a visionary and transformational leader to strategically position the College and District to meet the emerging and future needs of students and communities it serves while protecting the long-term health of the organization.
- Demonstrates a commitment to participatory governance that fosters a climate of collaborative decision-making; uses collaboration effectively in accomplishing

institutional objectives; possesses an inclusive leadership style that brings students, faculty, staff and the greater community together.

- Is a systems thinker; understands how various functional areas of the College interface to effectively support student learning and other institutional processes.
- Has the courage and perseverance to address challenges and confrontations; is deliberate in assessment of conflicting perspectives; can bring divergent perspectives together to achieve consensus and successful resolution of conflict; is able to make a tough decision in a timely fashion.
- Is innovative and creative, while being action- and results-oriented; responds to situations in a timely manner; delegates effectively; uses data-driven assessment and decision-making.
- Is a transformational leader possessing the technical and emotional intelligence to do the job; attends to one's own on-going professional and leadership development; places high value on the professional development of all constituent groups.
- Has a proven record of working with a diversity of cultures, personalities, interests and perspectives; respects and celebrates ethnic, cultural, economic and social diversity within the student population, employee groups and the community.
- Exhibits personal/professional ethics and integrity in all behavior and relationships; brings a strong sense of fairness and equity to all decision-making; is transparent as a decision-maker; expects accountability of self and others.
- Possesses work characteristics and a management style that inspires trust and confidence in one's leadership; has a deep commitment to the College and community; employs effective time management and up-to-date management tools and practices to lead the College.
- Has effective communication (written and oral) and listening skills; is a visible and accessible leader; is able to use humor appropriately.
- Has a positive attitude and enthusiasm for the work of the institution, thereby being an example to others; is an effective team builder; motivates members of all constituent groups to perform at their highest level.
- Understands the California collective bargaining environment and the need to work effectively with employee groups; has relevant experience related to achieving successful negotiated outcomes.
- Demonstrates business acumen in planning, budgeting, assessment, and managing change; strategically partners with local, state, federal and private funding sources to expand institutional and educational programs and services; is knowledgeable and competent in the development and management of internal and external resources (fiscal, physical, human), particularly in a challenging fiscal climate, while maintaining the integrity of the District's programs and academic rigor.
- Understands and supports the increasing role of technology in higher education, for the learning environment and in resource management.
- Gauges political situations effectively; is a good judge of people, their motivations, and behavior; exhibits patience and flexibility; tolerates ambiguity when necessary.

The standards for Superintendent/President Performance evaluations are delineated in BP 2435, which states: The Board shall conduct an evaluation of Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy [[IVC.3-02](#)]. The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President. The criteria for evaluation shall be based on Board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430 [[IVC.3-03](#)]. The BOT enacts this policy by conducting a formal evaluation of the Superintendent/President annually, jointly evaluating the results with the Superintendent/President, and setting annual performance goals that are shared publicly.

VVCCD Superintendent/President Performance Evaluation meets this Standard. The BOT has effectively conducted the selection processes for a permanent CEO. The CEO has been evaluated at regular intervals, in accordance with the processes and procedures defined in board policy and their associated administrative regulations [[IVC.3-04](#)].

### **Evaluation**

The College meets this standard. The BOT selects and evaluates the CEO as per defined Board Policy of the district. The College has effectively demonstrated a successful hiring process of a CEO since its last self-evaluation, and has on record, evaluations of said CEO.

### **Action Plan**

No Action Plan Required.

### **IVC.3. Evidence**

- IVC.3-01 [Board Policy 2431](#)
- IVC.3-02 [BOT Minutes 7-14-15, Item 3.2](#)
- IVC.3-03 [Board Policy 2435](#)
- IVC.3-04 [Board Policy 2430](#)

**IVC.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)**

### **Description**

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.

The District Board of Trustees (BOT) is an elected body composed of five community members representing and selected by qualified citizens of the High Desert. Board Policy (BP) 2010

describes the criteria to become a Board Member [\[IVC.4-01\]](#). Student representation of the District is detailed in BP 2015 where one non-voting student member is recognized as a full member at Board meetings participating in discussion of issues and providing an advisory vote [\[IVC.4-02\]](#). BP 2015 lists the procedures for the election of the student member.

The BOT adopted BP 2200 to address the need to protect and act in the public interest of the residents of the district [\[IVC.4-03\]](#). The responsibilities of the BOT include protecting and advocating for the district as well as monitoring institutional performance and educational quality. The BOT maintains high standards of ethical conduct of its members as articulated in BP 2715 [\[IVC.4-04\]](#). The BOT recognizes that the primary duty of every trustee is to represent the general interest of the college district while protecting the interest of students in every discussion ensuring the opportunity for quality education for all students.

Regular BOT meetings are open to the public and announced ten days in advance respecting the intent of the Ralph M. Brown Act [\[IVC.4-05\]](#). Agendas are available at least 72 hours prior to the regular scheduled meeting as described in BP 2340 [\[IVC.4-06\]](#). The BOT provides opportunities for members of the general public to participate in the business of the Board as stipulated in BP 2345 [\[IVC.4-07\]](#). Public comments are exemplified in BP 2350 as well as addressed in the agenda specifying the details of how a member of the public can address the BOT at the beginning of the open session portion of the regular meeting, prior to its action [\[IVC.4-08\]](#). The community can voice its concerns and comments relating to agenda items discussed so that the BOT can consider the comments prior to action. In September 2015, the District adopted Board Docs, an online platform to provide online access to Board agendas, approved board minutes and on-demand meeting videos [\[IVC.4-09\]](#). The system went live in December 8, 2016 after training and set up were complete. The District has provided many options for the public to express their opinions and voice concerns regarding the issues the Board is discussing.

### **Evaluation**

The College meets this standard. The Board of Trustees is a policy-making body of the institution. BOT members are elected by the High Desert community, and therefore represent the values, ideals and vision for college education for the representative community, and includes a student elected by the Associated Student Body. Additionally, BOT meeting procedures include public opportunity to speak to agenda items and express their opinions on issues.

### **Action Plan**

The College's policies do not include the language set forth in the ACCJC June 2014 Standards: "It advocates for and defends the institution and protects it from undue influence or political pressure." The College's commitment to the public in ensuring decision-making that is free of undue influence or political pressure policy should be revised to include this principle.

### **IVC.4. Evidence**

- IVC.4-01 [Board Policy 2010](#)
- IVC.4-02 [Board Policy 2015](#)
- IVC.4-03 [Board Policy 2200](#)

- IVC.4-04 [Board Policy 2715](#)
- IVC.4-05 [Ralph M. Brown Act](#)
- IVC.4-06 [Board Policy 2340](#)
- IVC.4-07 [Board Policy 2345](#)
- IVC.4-08 [Board Policy 2350](#)
- IVC.4-09 [BOT Minutes 9-8-15, Item 5.46](#)

**IVC.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.**

### **Description**

Board Policy 2410, Policy and Administrative Procedure, establishes that the Board adopts policies that are authorized by law or determined by the Board to be necessary for the efficient operation of the district [IVC.5-01]. The policy further requires that Administrative Procedures be issued by the Superintendent/President to be used in implementing Board Policy. Victor Valley College subscribes to the “Community College League of California’s policy and procedure service that are developed with legal counsel. Board Policy 2200, Board Duties and Responsibilities, outlines the Boards commitment to fulfilling its responsibilities, including “Establishment of polices that define the institutional mission” [IVC.5-02]. This policy also addresses the Board’s responsibilities to assure the College’s fiscal health and to monitor institutional performance and educational standards. The BOT’s commitment to provide quality, integrity and improvement of student learning programs and services is reflected in BP 4000 Standards of Excellence to sustain optimal learning environments for students to succeed [IVC.5-03]. The BOT understands its responsibility to:

- Maintain Standards of Excellence
- Facilitate effective operational management
- Ensure fiscal stability through budget development
- Ensure legal compliance through its Code of Ethics

### **Evaluation**

The College meets this standard. Policies adopted by the Board of Trustees are developed with input from each of the College’s constituencies as they are vetted through the College Council. This process helps to ensure alignment with the college mission. The Board is advised of all financial, legal, and educational issues by means of a weekly update to the Board by the Superintendent/President. The Board gives approval for all fiscal transactions either through approval or ratification of those transaction that have been delegated to the Superintendent President. One of the Board-driven institutional goals is to operate with a balanced budget. Legal issues are reported to the Board for their approval and when necessary legal actions take place in closed session and where action is taken it is reported in open session. The Board participates in



budget workshops each year where they discuss and take action on financial issues including the College's OPEB, Retirement Trust Fund, as well as revenue and expense projections.

**Action Plan**

No Action Plan Required.

**IVC.5. Evidence**

IVC.5-01 [Board Policy 2410](#)

IVC.5-02 [Board Policy 2200](#)

IVC.5-03 [Board Policy 4000](#)

**IVC.6. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.**

**Description**

The governing board of Victor Valley College has published board bylaws and policies specifying the board's size, duties, responsibilities, structure and operating procedures. These documents have been made available to the public electronically via the College website and are available printed by request through the VVC Superintendent/President's office [[IVC.6-01](#)]. The Board policies related to this Standard include:

- BP 2010: Board Membership [[IVC.6-02](#)]
- BP 2200: Board Duties & Responsibilities [[IVC.6-03](#)]
- BP 2210: Officers [[IVC.6-04](#)]
- BP 2310: Regular Meetings of the Board [[IVC.6-05](#)]
- BP 2330: Quorum & Voting [[IVC.6-06](#)]

All board policies related to Board operation are identified in the Trustee Handbook [[IVC.6-07](#)].

**Evaluation**

The College meets the Standard. Policy records show that policies regarding the Board's function in the District are well established and undergo a regular review, revision, and adoption or re-adoption process. The bylaws are readily accessible to the public through the College website.

**Action Plan**

No Action Plan Required.

**IVC.6. Evidence**

IVC.6-01 [VVC Board of Trustee's website](#)

IVC.6-02 [Board Policy 2010](#)

IVC.6-03 [Board Policy 2200](#)



- IVC.6-04 [Board Policy 2210](#)
- IVC.6-05 [Board Policy 2310](#)
- IVC.6-06 [Board Policy 2330](#)
- IVC.6-07 [Trustee Handbook Chapter 9](#)

**IVC.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.**

### **Description**

Board Policy 2410, Policy and Administrative Procedures, allows for the adoption, revision, or amendment at any regular Board meeting by a majority vote [[IVC.7-01](#)]. Proposed changes or additions must be introduced not less than one regular meeting prior to the meeting at which action is recommended. Board policies provide clear direction for all board activities and the Board consistently follows its own policies. The Board has approved new policies and amended others over the course of the past few years. Policies not related to the Board are vetted through the College Council and each constituency group provides recommendations. A search of policy review activities over the past six years will show that of the 167 Board Policies, some were last reviewed as far back as 2001; another group was reviewed in 2006, and the remainder were reviewed or revised in the last two or three years.

### **Evaluation**

The College meets this standard. The Board reviews and revises policies on a sporadic as necessary basis. The review of policies by the Board is not conducted on an on-going and systematic basis but rather as an outcome of issues and activities that demand policy changes.

### **Action Plan**

The College has a plan to review all of its policies on a five-year cycle. Three policies will be moved through the College Council and its constituency groups and recommended to the Board each month. At the end of the five-year cycle the process will be repeated. This will not preclude policy revisions be made outside of the cycle as may be necessary.

### **IVC.7. Evidence**

- IVC.7-01 [Board Policy 2410](#)

**IVC.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.**

### **Description**

Annually the Board of Trustees is presented with the Student Success Scorecard to enable their interaction, as mandated by law, with state-established indicators of student achievement. These

indicators are part of the larger VVC Institutional Effectiveness Scorecard, which serves as the performance assessment system for district progress on its mission as stated in Board Policy 1200 [[IVC.8-01](#), [IVC.8-02](#)].

Prior to academic year 2015-2016, the Student Success Scorecard was presented to the Board of Trustees in the spring semester [[IVC.8-03](#), [IVC.8-04](#)]. For the past 2 years, the report is made in the fall semester so that results from the prior year's planning cycle can also be shared with the Board of Trustees along with the strategic priorities targeted for the year that address the student success indicators targeted for improvement.

### **Evaluation**

The College meets this standard. The College's governing board annually reviews key indicators of student learning and achievement and institutional plans for improvement through presentation of the Student Success Scorecard.

### **Action Plan**

No Action Plan Required.

### **IVC.8. Evidence**

- IVC.8-01 [Board Policy 1200](#)
- IVC.8-02 [VVC Scorecard](#)
- IVC.8-03 [CCCCO Student Success Scorecard](#)
- IVC.8-04 [IE Scorecard Trustee Presentation](#)

**IVC.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.**

### **Description**

BP 2740 commits the Board of Trustees to ongoing development as a Board and to a Trustee education program that includes new Trustee orientation [[IVC.9-01](#)]. To that end, the Board engages in institutionalized training and development opportunities which include:

- 1) Annual Board Retreats
- 2) Periodic presentations and training from the statewide associations for school board trustees, including, but not limited to:
  - Community College League of California (CCLC) Student trustee conference
  - Association of Community College Trustee (ACCT) Annual leadership conference CCLC Annual conference
  - CCLC Effective Trustee Workshop for newly elected/appointed trustees

- CCLC Board Chair Workshop
- CCLC Annual legislative conference
- ACCT Community College legislative summit
- American Association of Community Colleges (AACC) Annual conference
- CCLC Annual trustee conference

The Effective Trustee Workshop and the Annual trustee conference offered by the CCLC were examples of Board participation in statewide association training events in 2016 [[IVC.9-02](#), [IVC.9-03](#)].

3) Workshops presented periodically by specialized individuals and organizations. One example of a special VVC Trustee workshop was a Joint Board Workshop with Barstow Community College District Board of Trustees to discuss topics of mutual interest and possible areas of collaboration [[IVC.9-04](#)].

4) Trustees are encouraged to obtain education through free resources such as online education, reading related materials, study sessions, etc. Such sources include, but are not limited to the following:

- Accreditation Commission for Community and Junior Colleges
- Institute for Local Government
- Fair Political Practices Committee
- Community College League of California
- California Community Colleges Chancellor's Office
- CCLC Trustee Handbook
- Victor Valley College's (VVC) ACCJC Self-Evaluation report
- VVC's Annual Budget report

[[IVC.9-01](#)]

New members of the governing board are provided a full orientation by the President's Office and supplied with key materials guiding policy development at the institution at the time they assume office, including: BPs, the Community College League Trustee handbook, recent accreditation reports and budget documents, key college planning documents, organizational charts, union contracts, the Brown Act, and other relevant materials [[IVC.9-01](#)].

This orientation also includes a briefing by the President on items such as the College's key services, budgeting process, major events and activities, Shared Governance process, and a review of the roles of various college constituency groups [[IVC.9-01](#)]. Finally, newly elected/appointed trustees attend a CCLC Effective Trustee Workshop.

Dr. Marianne Tortorici was the last Trustee to be installed to the Board. She was elected to office in November of 2014. She met with the Superintendent/President and was given briefings and the full set of materials identified in BP 2740. Trustee Tortorici has completed the CCLC Effective Trustee Workshop [[IVC.9-05](#)]. Brandon Wood was appointed to the Board in August of

2013. Trustee Wood confirmed he was also given briefings and a set of materials pursuant to BP 2740 [[IVC.9-06](#)].

By state law, VVC is under the control of a Board of Trustees composed of five community members, elected at large, serving four-year terms [[IVC.9-07](#), [IVC.9-08](#)]. Board membership continuity is ensured through a staggered elections cycle, with two or three seats in contest in each election cycle. Members of the governing board are not subject to term limits. A student trustee, selected yearly as part of the VVC Associated Student Body (VVC ASB) elections, represents students [[IVC.9-09](#), [IVC.9-10](#)]. The term of office for the student trustee is one year [[IVC.9-11](#)].

The chart inserted below gives an overview of current Board membership, election history, and terms of office. The last election to the Board of Trustees was held November 8<sup>th</sup>, 2016. Two seats, in rotation, were up for election [[IVC.9-12](#)]. Incumbent trustees Brady and Pinkerton were both returned to office [[IVC.9-13](#)]. The next election, for the remaining three Board seats, will be November, 2018. Student Trustee Marco Aguayo was first seated to the Board on July 12, 2016 [[IVC.9-14](#)]. Aguayo took office under the provisions of AP 2105 [[IVC.9-09](#)].

Current Board Membership and Term Information:

John Pinkerton, President  
Board term expires: 11/2016 (First took office: 11/2012; Re-Elected 11/2016)

Dennis Henderson, Trustee  
Board term expires: 11/2018 (First took office: 1997; Re-Elected 11/2014)

Brandon A. Wood, Vice-President  
Board term expires: 11/2018 (First took office by appointment: 8/14/13; Re-Elected 11/2014)

Joseph W. Brady, Trustee  
Board term expires: 11/2016 (First took office by appointment: 2/1/2011; Re-Elected 11/ 2016)

Dr. Marianne Tortorici, Clerk  
Board term expires: 11/2018 (First took office: 11/2014)

Marco Aguayo, Student Trustee  
Current ASB President, 2016-17  
Academic Year

In the event of a vacancy of a governing board seat (non-student), the governing board follows BP 2110 and California Education Code, which provide the Board with the option of either appointing a trustee or holding a special election [[IVC.9-15](#), [IVC.9-16](#)]. Vacancies in the student trustee positions, for reasons of resignation or disqualification, are filled through special elections [[IVC.9-09](#), [IVC.9-10](#)].

In 2013, Brandon Wood became the last person to fill a vacancy on the Board. The process to fill this vacancy of former Trustee Michael Krause was by appointment. The Board chose an appointment, instead of a Special Election, after a briefing by legal counsel on pertinent Board Policy and Education Code, consideration of past practice, and analysis of the fiscal impact to the District [[IVC.9-17](#), [IVC.9-18](#), [IVC.9-19](#)]. Joseph W. Brady was the only other recent Trustee

to fill a vacancy (2011) [[IVC.9-20](#)]. The Board also chose an appointment process instead of a Special Election with this 2011 vacancy.

[For full Trustee election information since 2009, please see document [IVC.9-21](#)

### **Evaluation**

The College meets this standard. The Board is committed to its ongoing development as a Board and to a Trustee education program that includes new Trustee orientation.

The Board routinely engages in study sessions, provides access to reading materials, annual Board Retreats, and supports conference attendance and other activities that foster Trustee education. Over the past few years, Board members have participated in the following study sessions, retreats, and conferences:

- Community College League of California (CCLC) Student trustee conference
- Association of Community College Trustee (ACCT) Annual leadership conference  
CCLC Annual conference
- CCLC Effective Trustee Workshop for newly elected/appointed trustees
- CCLC Board Chair Workshop
- CCLC Annual legislative conference
- ACCT Community College legislative summit
- American Association of Community Colleges (AACC) Annual conference
- CCLC Annual trustee conference

Board members who have taken office most recently confirm that they have been provided a thorough orientation and briefing process by the President's Office that conforms thoroughly with BP 2740.

Of the non-student members to the Board, one has been re-elected to office since 1997. The remaining four Board members have all been seated to the Board since 2011. The newest member to the Board was elected in 2014.

The two most recent vacancies to the Board have strictly followed Board Policy, Administrative Procedures, and the California Education Code. Each of those appointed members retained their seats through a General Election.

### **Action Plan**

No Action Plan Required.

### **IVC.9. Evidence**

IVC.9-01 [Board Policy 2740](#)

IVC.9-02 [BOT Meeting Minutes 1-12-16, Item 14](#)

IVC.9-03 [BOT Meeting Minutes 2-9-16, Item 15](#)

- IVC.9-04 [BOT Meeting Minutes 11-17-15](#)
- IVC.9-05 [Trustee Tortorici Email Response BP 2740](#)
- IVC.9-06 [Trustee Wood Email Response BP 2740](#)
- IVC.9-07 [Board Policy 2010](#)
- IVC.9-08 [Board Policy 2100](#)
- IVC.9-09 [Administrative Procedure 2105](#)
- IVC.9-10 [Board Policy 2105](#)
- IVC.9-11 [Board Policy 2015](#)
- IVC.9-12 [Sample Ballot November 8, 2016](#)
- IVC.9-13 [Registrar of Voters Election Results](#)
- IVC.9-14 [BOT Minutes 7-12-16, Item 1.5](#)
- IVC.9-15 [Administrative Procedure 2110](#)
- IVC.9-16 [Board Policy 2110](#)
- IVC.9-17 [BOT Meeting Minutes 7-18-13, Item 5](#)
- IVC.9-18 [BOT Meeting Minutes 8-8-13, Item 7](#)
- IVC.9-19 [BOT Meeting Minutes 8-14-13, Item 4](#)
- IVC.9-20 [BOT Meeting Minutes 2-1-11](#)
- IVC.9-21 [VVCCD Board of Trustees Info](#)

**IVC.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.**

### **Description**

The BOT regularly evaluates its practices and performance with an annual self-evaluation as defined in Board Policy 2745 [[IVC.10-01](#)]. The evaluation assesses the Board’s effectiveness in promoting and sustaining academic quality and institutional effectiveness. Each April the BOT appoints a committee to determine the process to be used in the self-evaluation [[IVC.10-02](#), [IVC.10-03](#)]. The process is then Board approved before the self-evaluation is completed. Results of the Self-Evaluation are discussed at regular BOT meeting where the results are made public [[IVC.10-04](#)]. The results are used to improve board performance, academic quality, and institutional effectiveness.

The BOT has established provisions for orientation and professional development of Board members. All BOT members attend Board workshops, both in-house and through the Community College League of California (CCLC), and BOT Retreats [[IVC.10-05](#)]. In the case of a new Trustee, Board training is scheduled as soon as possible after the Trustee takes office. In general, new Trustee orientation takes place in two parts. After potential Trustees have declared their candidacy for the position, the Superintendent/President conducts orientation workshops to orient the candidates on the intricacies of serving on the Board of Trustees. Once

the election is complete, the successful candidates are given the opportunity to attend Trustee workshops provided by the CCLC in San Francisco or Sacramento.

### **Evaluation**

The College meets this standard. The recent Board evaluations provide evidence on the proper implementation of BP 2745. The well-established policies for Board evaluation are reviewed and updated as needed or requested and provide a clear understanding of what is expected in the process. The Board evaluation surveys enable Board Members to analyze the Board and their work as participating members of the BOT. In this survey the BOT members evaluate their primary role of protecting student and college interests, their role as policy makers not management, their confidentiality, Brown Act compliance and behavior as a reflection of the institution.

### **Action Plan**

No Action Plan Required.

### **IVC.10. Evidence**

- IVC.10-01 [Board Policy 2745](#)
- IVC.10-02 [Board Self Evaluation 2011, p.11](#)
- IVC.10-03 [Board Self-Evaluation Surveys 2011](#)
- IVC.10-04 [BOT Minutes 9-13-16, Item 9.2](#)
- IVC.10-05 [BOT Agenda 7-12-16, Item 11.1](#)

**IVC.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)**

### **Description**

The Victor Valley Community College District has policies and procedures in place that govern conflict of interest for board members as well as employees. Board Policy and Administrative Procedure 2710 Conflict of Interest and Board Policy and Administrative Policy 2712 Conflict of Interest Code spell out the both expectations and potential conflicts [[IVC.11-01](#), [IVC.11-02](#), [IVC.11-03](#)]. Per BP 2710, board members may not engage in any employment or activity that is incompatible with their duties as an officer, they may not be permitted to be both an appointed board member and an employee of the district and they may not be financially interested in any contract made by the Board. If a conflict is identified, the Board members will provide in detail the conflict, recuse themselves from voting and leave the room during the discussion [[IVC.11-04](#)]. None of the College's Board members have employment, family, ownership, or financial interest in the institution.



Board Policy 2715 Code of Ethics/Standards of Practice clearly identifies the responsibilities of members in regard to ethical behavior [[IVC.11-05](#)]. The policy states: “All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board’s Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge of complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board” [[IVC.11-06](#)].

Each year, as mandated by law, the Board members complete and sign a Statement of Interest Form 700 for the California Fair, Political Practices Commission. A copy of the completed forms are maintained in the Vice President for Administrative Services office and available for review upon request. When a potential conflict becomes a matter for board action the board members recuse themselves from the vote. Any known or reported observations, actions, or activity involving a conflict or potential conflict of interest is investigated. When and where appropriate, the Board takes action to investigate.

### **Evaluation**

The College meets this standard. Members of the governing board are subject to following a strict conflict of interest and code of ethics policies. The policies dictate the expected behavior and expectations the institution has for all board members. Should a conflict of interest arise, Board members are expected to recuse themselves from not only the vote but the discussion as well. VVC board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to serve the community and ensure the academic and fiscal integrity of the institution.

### **Action Plan**

No Action Plan Required.

### **IVC.11. Evidence**

- IVC.11-01 [Board Policy 2710](#)
- IVC.11-02 [Administrative Procedure 2710](#)
- IVC.11-03 [Administrative procedure 2712](#)
- IVC.11-04 [BOT Minutes 12-10-13, Items 6.5 and 6.6](#)
- IVC.11-05 [Board Policy 2715](#)
- IVC.11-06 [BOT Minutes 10-6-16, Item 4.01](#)

**IVC.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.**

### **Description**

The governing board establishes the role and responsibilities of the board in Board Policy 2200, which specifies that it is the Board's responsibility to delegate to the CEO the power and authority to lead the institution [[IVC.12-01](#)]. In Board Policy 2430 the Board outlines what authority is given to the Superintendent/President [[IVC.12-02](#)]. Specifically, the authority to:

- Enter into contracts on behalf of the District for up to \$64,000.
- Make expenditures on behalf of the District pursuant to contracts.
- To accept the resignation of any District employee.
- To hire District employees, with the exception of academic managers.
- Any power and duties entrusted to him or her by the Board.
- Empowered to reasonably interpret Board Policy.

To avoid any perception of interference, board member inquiries are referred to the Superintendent/President who responds to the Board. Even well intended incursions into the operations present themselves the Superintendent/President reminds the board and its members of their role and the role of Superintendent/President.

### **Evaluation**

The College meets this standard. The governing board, through policy, delegates the authority to the Superintendent/President to effectively manage and operate the College on a daily basis. The Board holds the Superintendent/President accountable through the evaluation process.

### **Action Plan**

No Action Plan Required.

### **IVC.12. Evidence**

IVC.12-01 [Board Policy 2200](#)

IVC.12-02 [Board Policy 2430](#)

**IVC.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.**

### **Description**

The Board is updated on accreditation issues, including Eligibility Requirements, Accreditation Standards, Commission policies, accreditation process and the College's accreditation status. The College's Executive Vice President for Instruction and Student Services who serves as the College's Accreditation Liaison Officer, has a standing position on the monthly Board of Trustees's Agenda. The Trustees also review all reports, follow-up reports, and written responses to the Eligibility Requirement and Accreditation Standards, and the Board President signs the certification page of the Self-Evaluation report [[IVC.13-01](#), [IVC.13-02](#), [IVC.13-03](#), [IVC.13-04](#)]. Additionally, Board Policy 3200 directs the Superintendent/President to keep the Board apprised of any actions related to the accreditation process where board participation may be required [[IVC.13-05](#)]. Finally, the majority of the Board have attended annual conferences where the subject of accreditation are part of the program and some have completed the Accrediting Commissions Basics training [[IVC.13-06](#)].

### **Evaluation**

The College meets this standard. The Board of Trustees effectively participate in the process and evaluation of governing board roles and responsibilities. The Board reviews all reporting documents submitted to the Accreditation Commission and provides feedback on the reports. The Board has made a strong commitment to the accreditation process by adopting and publishing its belief that all recommendations from the ACCJC will be fully addressed to reaffirm and maintain the College's accreditation status.

### **Action Plan**

No Action Plan Required.

### **IVC.13. Evidence**

- IVC.13-01 [BOT Minutes 3-13-12, Item 12.2](#)
- IVC.13-02 [BOT Minutes 10-9-12, Item 12.2](#)
- IVC.13-03 [BOT Minutes 3-11-14, Item 8.2](#)
- IVC.13-04 [BOT Minutes 3-10-15, Item 7.2](#)
- IVC.13-05 [Board Policy 3200](#)
- IVC.13-06 [BOT Minutes 7-25-12, Item 2.1](#)