BOARD POLICY 1200 MISSION

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals. In part, the Peralta Community College District provides accessible, high quality, educational programs and services to meet the following needs of our multi-cultural communities:

- Articulation agreements with a broad array of highly respected Universities;
- Achievement of Associate Degrees of Arts and Science, and certificates of achievement;
- Acquisition of career-technical skills that are compatible with industry demand;
- Promotion of economic development and job growth;
- Foundational basic skills and continuing education;
- Lifelong learning, life skills, civic engagement, and cultural enrichment;
- Early college programs for community high school students;
- Supportive, satisfying, safe and functional work environment for faculty and staff; and
- Preparation for an environmentally sustainable future

Reference:
District Wide Strategic Plan
ACCJC Accreditation Standard 1A

Replaces:
Board Policy 1.24 Mission of the Peralta Community College District adopted September 16, 2008

Approved by the Governing Board: September 27, 2011
Reviewed and approved by the Governing Board: June 10, 2014
BOARD POLICY 2200 BOARD DUTIES AND RESPONSIBILITIES

The Board of Trustees governs on behalf of the citizens of the Peralta Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district
- Delegate power and authority to the Chancellor to effectively lead the district
- Hire the Chancellor, and evaluate the Chancellor at least annually
- Respect the authority of the Chancellor by providing policy, direction, and guidance only to the Chancellor who is responsible for the management of the district and its employees
- Delegate the authority to the Chancellor to issue regulations, and directives to the employees of the district

Reference:
ACCJC Accreditation Standard IV (formerly IV.B.1.d)
Education Code Section 70902

Replaces:
Board Policy 1.05 Board Duties and Responsibilities adopted July 12, 2005 and last revised October 26, 2010

Approved by the Governing Board: September 27, 2011
BOARD POLICY 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

The Board is the ultimate decision maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility the Board is committed to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative regulations for Chancellor action under which the District is governed and administered. The provisions of Board policies and administrative procedures shall be updated in a timely manner to reflect all Board changes or modifications. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate in consultation. No Board policy or administrative procedure shall be construed to interfere with the formation or administration of employee organizations, or compromise the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq. No Board Policy or Administrative Procedure shall weaken or invalidate the provisions of existing District collective bargaining agreements.

The policies have been written to be consistent with provisions of law, but do not necessarily encompass all laws relating to district activities. All district employees are expected to be aware of and observe all provisions of the law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 2410 Policy Development Process prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are to be issued by the Chancellor as statements of regulations, rules and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available, Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

Reference:
Education Code Section 70902;
ACCJC Accreditation Standards IV.C.7; IV.D.4; I.B.7; and I.C.5 (formerly IV.B.1.b & e)
Administrative Procedure 2410 Policy Development Process
Replaces:

Approved by the Board of Trustees: December 6, 2011
Approved by the Board of Trustees: February 26, 2013
BOARD POLICY 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/her by the Board including the administration of the colleges, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written Board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Written Information provided to any trustee shall be provided to all trustees. The Chancellor shall endeavor to keep all board members informed on all matters of importance to the District.

The Chancellor shall act as the professional advisor to the Board in policy.

The Chancellor shall issue an administrative procedure delegating authority to his staff.

Reference:
Education Code Section 70902(d) and 72400;
ACCJC Accreditation Standard IV.B.5; IV.C.12 and IV.D.1 (formerly IV.B.1.j and IV.B.2.)
Administrative Procedure 2430 Delegation of Authority to the Chancellor’s Staff

Replaces:
Board Policy 2.01 Basic Concepts
Board Policy 2.02 Duties and Responsibilities of the Management Staff
Board Policy 2.05 Chancellor last revised September 16, 2008
Board Policy 2.07 General Counsel
Board Policy 2.10 College Presidents last revised September 16, 2008

Approved by the Governing Board: December 6, 2011
BOARD POLICY 2431 CHANCELLOR SELECTION

In the case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy. The Board has the final authority to select the Chancellor. The process shall be fair and open and comply with relevant regulations.

A. The Peralta Colleges shall organize one or more public forums to provide input for the development of the job description and search timeline. Invitations to the public forum shall be extended to all stakeholders, including but not limited to students, classified employees, confidential employees, faculty, managers, members of the community, and trustees.

B. The District shall conduct a national search.

C. The Board of Trustees shall constitute a selection committee to review applications, interview candidates, and recommend candidates for final interviews by the Board. The selection committee shall consist of eleven (11) to fourteen (14) members: two (2) administrators, four (4) faculty members, three (3) classified employees, one (1) to two (2) students, and one (1) to three (3) community members. The selection committee shall represent various elements of the District's community, incorporating diversity and including representatives from all four colleges and the district office, bargaining units, senates, and student groups.

D. The Board may select consultants to serve the selection committee, including but not limited to facilitating committee meetings. The equal employment opportunity officer or designee from the Human Resources Department shall assist the selection committee to ensure that the selection procedures and the applicant pool are properly monitored as required by Title 5 and District policies and procedures.

E. Members of the Board of Trustees shall not directly participate in the selection committee processes. Representatives of the Board of Trustees may directly meet with the selection committee at the outset of the search process. The Board may request the selection committee to consider asking one (1) or two (2) questions of the candidates during the interviews.

F. The selection committee shall recommend five (5) candidates as finalists for consideration by the Board. Finalists will be invited to at least one district-wide public forum. Notwithstanding, the Board may decide prior to announcing the finalists and conducting a public forum:
   i. Not to interview the finalists and reopen the process; or
   ii. To request the selection committee to review the candidates' pool, and the selection committee, at its own discretion, may bring forth up to three (3) more finalists for consideration with the original finalists.

G. As part of the overall evaluation process, the Board shall authorize site visits that, among other things, focus on the candidate's leadership and management skills in various areas, including finance, facilities, planning, shared/participatory governance, collective bargaining, educational programs, professional development, diversity, student equity and success, and community service, among others. Recent accreditation reports, press releases and accounts in local media may help in the evaluation process. Board members shall conduct the site visit(s). The site visit(s) include trustees as well as managers, faculty, and classified staff. The President of the District Academic Senate President (or designee) and President of the Peralta Federation of Teachers (or designee) shall be invited to participate in the site visit(s). Site visit(s) may be conducted before or after the district-wide public forum at the discretion of the Board.

Reference:
ACCJC Accreditation Standard IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1j)
Title 5, Sections 53000 et seq.

Replaces:
Board Policy 1.20 Chancellor Selection adopted July 12, 2005 and last revised October 12, 2010

Approved by the Governing Board: September 27, 2011
BOARD POLICY 2435 EVALUATION OF THE CHANCELLOR

The Board shall review and evaluate the performance of the Chancellor at least once every year. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Chancellor and the Board shall mutually develop a timely evaluation process and tool that incorporates the District’s goals, objectives, and expectations.

The criteria for evaluation shall be based on the Chancellor’s job description, implementation of board policy, and performance in attaining goals, objectives, and expectations developed in accordance with BP 2430, Delegation of Authority to the Chancellor.

Reference:
ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

New Policy

Approved by the Board of Trustees: October 9, 2012
BOARD POLICY 2510 PARTICIPATION IN LOCAL DECISION MAKING

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

**Academic Senate(s)** (Title 5 Sections 53200-53206)
The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate*, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

**Staff** (Title 5 Section 51023.5)
Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

**Students** (Title 5 Section 51023.7)
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Participation in decision making will not necessarily be limited to the named groups above.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:
Education Code Sections 70902(b)(7), 87360, 87458, 87610, 87663; Title 5 Sections 53200 et. seq. (Academic Senate), 51023.5 (Staff), and 51023.73 (Students)
ACCJC Accreditation Standards IV.A and IV.D.7
Administrative Procedure 2410, 2511

Replaces:
Board Policy 2.23 Role of the Academic Senates in District and College Governance adopted June 24, 2010
Board Policy 2.25 Faculty Participation in College Governance adopted June 20, 1966

Approved the Board of Trustees: January 22, 2013
Revised by the Board of Trustees: February 25, 2014
BOARD POLICY 2715 CODE OF ETHICS AND STANDARDS OF PRACTICE

The Board maintains high standards of ethical conduct for its members as evidenced by the adoption of this and all other Board Policies. As the public's representatives, Trustees must practice the highest ethical standards in performing their sworn duties. The activities and deliberations of the Board will be conducted following these tenets:

- **Acting as a Whole:** Board members recognize that legal and effective functioning is by the board as a whole. District matters are not governed by individual actions of Board members. When acting as Board members, trustees speak and act on behalf of the district, not as individuals. Board members use care not to misrepresent their individual opinions or actions as those of the Board. Although trustees abide by Board direction, they retain the right to advocate changes at board meetings.

- **Managing Conflicts of Interest:** Board members avoid any conflict of interest or the appearance of impropriety that could result because of their position. They do not intentionally use their Board memberships for personal gain. They inform the entire Board or the Board president when a matter under consideration might involve or appear to involve such a conflict.

- **Handling Special Interest Groups:** Board members render all decisions regarding the issues at hand based on the available facts and their independent judgments and refuse to surrender that judgment to individuals or special interest groups. At the same time, district employees, their representatives, students and all members of the public are encouraged to express their views to Board members. Board members are aware that they are responsible to all citizens of the district. The authority delegated to trustees by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.

- **Maintaining Appropriate Conduct at Board Meetings:** Board members contribute to Board meetings in a way that facilitates thoughtful deliberation, good decision-making and the effective use of the time available. They participate actively and constructively, stay focused on the business at hand, avoid conduct that is disruptive, and treat everyone who interacts with the Board with respect. Board members meet only in public sessions unless authorized by law to meet in closed session.

- **Maintaining Confidentiality of Closed Sessions:** Board members do not disclose or publically discuss deliberations in closed session (except as specifically authorized or required by law) and maintain the confidentiality of all legally privileged information they receive.

- **Exercising Authority as Trustees:** Board members respect their elected position as trustees and in no way misuse their authority. Board members keep informed about the district, educational issues, and responsibilities of trusteeship. They commit the time and energy necessary to discharge their duties. They strive to promote the highest quality educational opportunities to all members of the community while ensuring fiscal stability, institutional integrity and operational efficiency.

- **Handling of Administrative Matters:** Board members focus Board attention on policy determination, planning, and the maintenance of the district's financial stability. Board members refrain from involving themselves in matters that are delegated to the Chancellor, except as needed to fulfill their proper overall evaluation responsibilities.

Allegations of violations of this code shall be directed to the President of the Board, or the Vice-President if the President's behavior is in question. The President will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the President will bring the matter to the full Board for possible sanctions and may include a recommendation for censure.

Reference:
ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)

Replaces: Board Policy 1.06 Board of Trustees Code of Ethics and Behavior adopted December 9, 2008.
Peralta Community College District

Approved by the Board of Trustees: October 9, 2012
**BOARD POLICY 2740 BOARD EDUCATION**

The Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee and new President of the Board orientation.

Board members are encouraged to annually attend at least one professional workshop conducted by one of the associations of community college trustees.

In addition, the Board will engage in study sessions, workshops, and support conference attendance and other activities that foster trustee education.

Reference:
- ACCJC Accreditation Standard IV.C.9 (formerly IV.B.1.f)

Replaces:
- Board Policy 1.22 Board Development adopted June 10, 2008

Approved by the Board of Trustees: October 9, 2012
The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Peralta Governing Board will conduct a formal self-evaluation on an annual basis during the months of November and December. The following self-evaluation form will be circulated to each of the Trustees and Student Trustees on or about the 15th of each November. Trustees shall complete the form and deliver a copy to the Board President no later than the end of November. This document will be used as the foundation for a formal discussion during a workshop scheduled in conjunction with the December Board meeting. The goal of the self evaluation will be to share views, values, concerns, priorities, and recommendations among the Trustees. This meeting will be conducted prior to the formal reorganization of the Board and chaired by the out-going President.

The results of this process will be used to identify accomplishments in the past year and goals for the following year.

Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Replaces:


Approved by the Board of Trustees: October 9, 2012