

## **Standard IVB: Chief Executive Officer**

**IVB1. The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.**

### **Evidence of Meeting the Standard**

The President of Cypress College serves as the chief executive officer (CEO) who is responsible for the overall quality of the institution. The President provides leadership in the areas of planning, organization, budgeting, personnel, and institutional effectiveness assessment. In conjunction with members of President's Staff, which includes the Executive VP of Instruction and Student Services, the VP of Administrative Services, the Director of Institutional Research and Planning, Executive Director of Foundation and Community Relations, and the Director of Campus Communications, the President oversees all aspects of institutional effectiveness (IVB1.1 – Organizational Chart). In addition the President shares institutional values, goals, and the direction of the College with all constituency groups (IVB1.2- Opening Day Agenda).

Planning, organizing, and budgeting responsibilities fall under the purview of the President and the shared governance committees, President's Advisory Council (PAC) and Planning and Budget Committee (PBC). These committees consist of leaders from all shared governance groups on campus, including Academic Senate, United Faculty (UF), classified staff (CSEA), Adjunct faculty (AdFAC) as well as a variety of managers. The purpose of PAC, chaired by the President, is to serve as the primary recommending body to the College President on the establishment of campus policies and procedures, as well as general college issues within the scope of PAC and its shared governance committees (IVB1.3 -PAC Guidelines). PBC, chaired by the VP of Administrative Services, serves as the primary recommending body to PAC on general budget and planning issues for the campus and to convey to PAC the views of the campus community on matters relevant to both budget and planning for the College (IVB1.4 – PBC Guidelines).

The President is committed to the shared governance process of leadership and decision-making. As such, the President relies on the collective wisdom of the members of President's Staff, PAC, and PBC to inform all planning and budgeting decisions. PBC and PAC operate as the primary agents of planning and budgeting processes:

The Recommendations of PBC shall be presented to PAC for action. The chair shall inform its members when such recommendations are being submitted to PAC. PAC may accept a recommendation from PBC and pass it on to the College President, or it may reject a recommendation from PBC and send it back to that committee. PAC normally may not change a recommendation from a shared governance committee before passing it on to the College President (IVB1.4 - PBC Guidelines).

Through these groups the President ensures appropriate discourse and decision-making to further the goals and values of the college.

The President also bears primary responsibility for selecting and developing personnel. Both faculty and staff needs are determined through established formal processes utilizing the Joint Committee on Faculty Prioritization and the Classified Needs Assessment (IVB1.5 – FT Faculty President’s Final; IVB1.6 – Bandyopadhyay email). As discussed previously (Standard IIIA), the annual faculty prioritization process is used to determine the instructional needs of the campus and, based on the resources available, which positions ought to be filled. Similarly, the Classified Needs Assessment, conducted every three years, is used to determine what the classified staff needs are across the campus (IVB1.7 – Classified Needs Assessment). Management needs are determined based on personnel changes in combination with institutional needs. The President, in collaboration with the hiring committee, is responsible for the final selection of faculty (IVB1.8 – NOCCCD BP 3004 section 12.0). The President, in consultation with the NOCCCD Chancellor, is responsible for the selection of management positions (IVB1.9 – NOCCCD AP 7120-4).

Ongoing personnel development occurs through the Professional Development Committee. The Professional Development Coordinators meet monthly with the President to update and report on the activities conducted, funding decisions, and event evaluation (IVB1.10- Brydges email).

The President is also responsible for assessing institutional effectiveness. The President has ensured institutional research, institutional planning, and resource allocation are directly linked by placing the College’s Director of Institutional Research and Planning as a member of President’s Staff and as a voting member of PBC and PAC. The Director of IRP regularly presents updated information to these bodies at meetings and provides analysis and insight related to the collected data as it relates to student achievement, student learning outcomes, and institutional performance. As such, the President is intimately aware of institutional measures of performance as related to student learning outcomes (IVB1.11 – PBC Minutes; IVB1.12– PAC Minutes). The President is also responsible for presenting institutional performance information to the Board of Trustees in the form of the Institutional Effectiveness Report and Year End Annual Reports (IVB1.13 – NOCCCD Board Meeting Agenda; IVB1.14 - NOCCCD Board Meeting Minutes). Institutional Effectiveness reports, Student Success Scorecard data, course retention and success rates, as well as degree and certificate completion are reviewed regularly by President’s Staff and shared appropriately at the College through regularly scheduled meetings each semester such as Opening Day and Leadership Team (IVB1.15 – Opening Day Presentation; IVB1.16 – Leadership Team Agenda).

### **Analysis and Evaluation**

**The College meets the Standard.** As the institutional chief executive officer (CEO), the Cypress College President has primary responsibility for the quality of the institution. In conjunction with shared governance committees PBC and PAC, and with the advice of the President’s Staff, the President provides effective leadership in planning, organizing, and budgeting. Per NOCCCD Board Policy and Administrative Procedures, the President also bears primary responsibility for selecting and developing personnel. Relying on data and analysis provided by IRP the President engages in ongoing assessment of overall institutional effectiveness and communicates those findings to the campus community and Board of Trustees.

## Evidence Sources

- IVB1.1 – Cypress College Organizational Chart
- IVB1.2 – Opening Day Agenda Fall 2015
- IVB1.3 – President’s Advisory Cabinet Guidelines
- IVB1.4 – Planning and Budget Committee Guidelines
- IVB1.5 – F T Faculty Hiring President Final 2016-10-20
- IVB1.6 – Santanu Bandyopadhyay, EVP, email Faculty Prioritization
- IVB1.7 – Classified Needs Assessment
- IVB1.8 – NOCCCD Board Policy 3004- Full-time Faculty Hiring Process
- IVB1.9 – NOCCCD Administrative Policy 7120-4 – Management Hiring
- IVB1.10 – Brydges email- Professional Development
- IVB1.11 – Planning and Budget Committee Minutes March 17, 2016
- IVB1.12 – President’s Advisory Cabinet Minutes May 21, 2015
- IVB1.13 – NOCCCD Board Meeting Agenda Nov. 8, 2016
- IVB1.14 – NOCCCD Board Meeting Minutes Nov. 8, 2016
- IVB1.15 – Opening Day Presentation Fall 2016
- IVB1.16 – Leadership Team Meeting Agenda Mar. 28, 2014

**IVB2. The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution’s purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.**

### **Evidence of Meeting the Standard**

Cypress College maintains an organizational structure as reflected in the College Organizational Chart (IVB2.1 - CC Org Chart), which is updated periodically in response to changes in size and scope of programs and services (IVB2.2 - Simpson response). Basic administrator duties are delineated in the job descriptions which include appropriate delegation of authority (IVB2.3 – President Description; IVB2.4 – Exec VP Description; IVB2.5 - VP Admin Services Description; IVB2.6 – Dean Description). Individual administrator responsibilities and assignments are discussed at President’s Staff meetings (IVB2.7a- Pres. Staff Agenda, April 2013; IVB2.7b - Pres Staff Agenda Sept. 2013) with the appropriate vice presidents and conveyed subsequently to Management Team or Deans Council meetings, whichever is appropriate.

The fundamental configuration of the organizational structure of the College has undergone periodic review, typically in response to circumstances warranting such evaluation (IVB2.8 - Pres. Staff Agenda, Aug 2012). The last major College level review occurred in the aftermath of a vacancy in the Executive Vice President position in 2007, at which time the College convened an ad hoc committee to examine the efficacy of this structure. The ad hoc committee examined the more traditional three vice president model prevalent at other community colleges and determined that the EVP/VP model better served the needs of the College. That structure has continued (IVB2.9 - Simpson email).

Discussions related to administrator positions and assignments occur periodically and on an as needed basis at PAC meetings (IVB2.10 – PAC Minutes, Feb. 2014, p.2), PBC meetings (IVB2.11 – PBC Minutes), President’s Staff meetings (IVB2.12 – Pres. Staff Agenda, Aug.

2013), and with the members of programs that would be impacted by changes (IVB2.7b – Pres. Staff Agenda. Sept. 2013). For example, non-structural changes to the management organization have occurred since the last review but typically in response to current circumstances. Recommendations for changes to the management organization/assignment status typically initiate at President’s Staff and are subsequently taken to PAC for discussion and confirmation. For example, upon the retirement of the Dean of the Library/Learning Resource Center (L/LRC) in 2009, President’s Staff discussed deans' assignments and determined that a dual assignment of Dean of Language Arts and Library/LRC was appropriate. The issue was subsequently taken to PAC for discussion and finalization (IVB2.9 – Simpson email; IVB2.10- PAC Minutes, February 2014, p. 2).

The President of the College delegates authority to administrators consistent with their job descriptions and at the appropriate level while also demonstrating the lines of communication so that matters at the program and department level can be brought to increasing levels of responsibility on either a formal (President’s Staff meetings, weekly one on one meetings with EVP/VP) or informal/ad hoc meetings (IVB2.2 – Simpson response).

### **Analysis and Evaluation**

**The College meets the Standard.** The Cypress College President plans, oversees, and evaluates an administrative structure as necessary and in response to changes in personnel, complexity, and scope of programs. The College organizational structure and staff is appropriate to the College’s purpose, size, and complexity and is adjusted to meet those parameters when necessary. The President delegates authority to administrators and others consistent with their responsibilities as dictated in the appropriate job descriptions.

As a result of a self-evaluation, the President determined that there was a need for more consistent record keeping of decisions made in President’s Staff meetings. The President’s Staff is working on a solution that balances transparency with maintaining confidentiality regarding sensitive matters.

### Evidence Sources

- IVB2.1 – Cypress College 2016-2017 Organizational Chart.
- IVB2.2 – Simpson Accreditation Response, Nov. 23, 2016
- IVB2.3 – College President Job Description
- IVB2.4 – Executive VP-Ed Pgms~Stud Svs Job Description
- IVB2.5 – VP-Administrative Services Job Description
- IVB2.6 – Dean-Division Job Description
- IVB2.7a – President’s Staff Agenda April 15, 2013.
- IVB2.7b – President’s Staff Agenda Sept. 16, 2013.
- IVB2.8 – President’s Staff Agenda, August 6, 2012
- IVB2.9 – Simpson email – Organizational Structure
- IVB2.10 – President’s Advisory Cabinet Minutes February 6, 2014
- IVB2.11 – PBC minutes awaiting
- IVB2.12 – President’s Staff Agenda, August 26, 2013

**IVB3. Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:**

- *establishing a collegial process that sets values, goals, and priorities;*
- *ensuring the college sets institutional performance standards for student achievement;*
- *ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions;*
- *ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning;*
- *ensuring that the allocation of resources supports and improves achievement and learning; and*
- *establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.*

### **Evidence of Meeting the Standard**

#### *Establishing a collegial process that sets values, goals, and priorities.*

The Cypress College Mission, Vision, and Core Values serve as the guiding document that sets the College's values, goals, and priorities. Under the leadership of the College President and developed through the collegial shared governance process, the document shapes all planning and decision-making of the College. The most recent revision of the Mission, Vision and Core Values statements occurred in Spring 2015. The development process included a campus survey of staff and students, and two open forums to solicit input, and it culminated in a Leadership Team meeting to review recommendations and vote on the final version (IVB3.1- Mission, Vision, and Core Values Review, p. 3). In Spring 2016, in response to the new ACCJC Standards as well as the addition of the Baccalaureate degree, the Mission Statement was reviewed and modified by the Leadership Team and sent to the campus for broader input (IVB3.2 - Leadership Team Agenda, IVB3.3 - Mission Survey Results). The President shares institutional values, goals, and the direction of the College with the constituency groups at President's Advisory Cabinet meetings, Leadership Team meetings, and Opening Day (IVB3.4 – Opening Day Agenda Fall 2015). Constituent representatives are charged with sharing this information with their respective groups.

In addition to the Mission, Vision, and Core Values, the College has designated committees to assist in supporting improvement of the teaching and learning environment. The Program Review Committee is charged with the ongoing viability, support, and success of our instructional programs. They engage in periodic and regular review to assure quality (IVB3.5 – PR Report). The College Student Learning Outcomes Committee is charged with the integrity and improvement of learning outcomes (IVB3.6 – SLO Coordinator Job Description). Further,

the Student Services Council and Deans Council work in conjunction to ensure that the student services and instruction provided support the teaching and learning goals of the College (IVB3.7 SSC Minutes, IVB3.8a - Deans Council Minutes; IVB3.8b - Deans Council Minutes).

In order to integrate the Mission and Values into practice, the College has established a funding model (IVB3.9 - One Time Funding Process) through the Planning and Budget Committee (PBC) which provides the necessary resources when recommendations are brought forward to implement improvements in conjunction with the work and findings of these committees (IVB3.10 – SLO Budget Request).

***Ensuring the college sets institutional performance standards for student achievement.***

The President is acutely aware of institutional measures of performance as related to student learning outcomes. The Director of Institutional Research and Planning (IRP) is a member of President's Staff and meets with the President weekly to discuss and provide updates on institutional performance (IVB3.11- Pres. Staff Agenda). The President is also responsible for presenting institutional performance information to the Board of Trustees in the form of the Institutional Effectiveness (IER) and Year End Annual reports (IVB3.12- BOT Agenda, pg.1). The IER, Student Success Scorecard data, Institutional Set Standards (course success rates, transfers, as well as degree and certificate completion) are reviewed regularly by President's Staff and shared appropriately at the College through meetings such as Opening Day, Leadership Team, etc. (IVB3.13a – Opening Day Presentation 2016; IVB3.13b – LT Team Agenda Nov. 2015).

PBC is responsible for determining ACCJC Institutional Set Standards that are used to measure student achievement. Through this shared governance committee, the College utilizes the input from faculty, managers and staff to establish the aspirational goals that the College sets for itself (IVB3.14 - PBC Minutes). The Institutional Set Standards are shared with the campus annually (IVB3.13a - Opening Day Presentation 2016).

***Ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions.***

The IRP Office, which reports directly to the President, is responsible for providing high quality research and analysis of external and internal conditions. This is accomplished through multiple means, including conducting internal climate surveys (IVB3.15 – Campus Climate Survey Report), participation in the Program Review process (IVB3.16 – IER pg.43), analysis of relevant local high school data (IVB3.17 – HS Dashboard), familiarity with Chancellor's Office Scorecard data, and economic sector scans for Career Technical Education (IVB3.18 – Digital Cinema). The data is utilized in ongoing planning and decision making in areas such as the *Strategic Plan* (IVB3.19 – Strategic Plan), Instructional Program Review (IVB3.20 – AC-R PR), and the Full Time Faculty Prioritization process, which determines the allocation of available full time faculty positions (IVB3.21- Faculty Request Template).

***Ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning.***

Under the leadership of the President, the integration of educational planning and resource allocation is addressed substantially by PBC through the College One-time Funding process. The allocation of resources in support of student achievement and learning is a collaborative effort of the College as organized through the President and PBC. The Committee reviews all requests for support, connects the requests to Program Review and SLO documentation, and advances recommendations for funding to the President's Advisory Cabinet (PAC). Funding decisions are finalized at President's Staff based upon recommendations from PBC (IVB3.22 – One Time Funding, pg. 2).

The President has ensured institutional research, planning, and resource allocation are linked by placing the College's Director of IRP as a member of President's Staff (IVB3.11 – Pres. Staff Agenda) and as a voting member of the College PBC (IVB3.23 – PBC Guidelines, pg.1) and PAC (IVB3.24 - PAC Guidelines). The Director of IRP presents updated information to these groups (IVB3.11- Pres. Staff Agenda; IVB3.25 – PBC Minutes) and provides analysis and insight related to the collected data as it relates to student achievement and student learning outcomes. Information provided by the Director of IRP is also used during the faculty prioritization process (IVB3.21 – Faculty Request Template).

***Ensuring that the allocation of resources supports and improves achievement and learning.***

Allocation of resources in support of student achievement and learning is achieved via the College's Strategic Plan/Institutional Set Standards Fund and the One-time funding process. Validation of the effectiveness of these allocations occurs through both the approval process and a follow-up report.

The Strategic Plan/Institutional Set Standards Fund allocation process requires the inclusion of how the request is aligned with the *Strategic Plan* directions and/or Institutional Set Standards (IVB3.26 – Forensics Strategic Plan Request). Similarly, One-time Funding requests must be connected to student learning and achievement. One-time Funding requests must also include a department's completed program review and SLO assessments (IVB3.27 – One-Time Funding Template). The proposals are reviewed and ranked utilizing the One-Time Funding rubric which incorporates learning and achievement goals as well alignment with the College Mission and Strategic plan (IVB3.28 – One Time Funding Rubric). The College ensures that the funding provided through the Strategic Plan/Institutional Set Standards Fund improves achievement and learning through the year-end evaluation process, whereby programs articulate how the proposed outcomes were met. Allocation Recommendations of PBC are presented to the PAC for approval (IVB3.9 – One Time Funding Process, pg.2; IVB3.29 - PBC Minutes (Nov. 17); IVB3.30 – PAC Minutes).

The President also serves as the principal College representative to the District to assure that resource allocation is consistent with support of student learning and institutional improvement. This includes appropriate review of expenditures, purchase orders and checks, budget transfers, and periodic financial status reports (IVB3.31 – NOCCCD BP 2340). The President serves as a member of Chancellor's Staff and attends all meetings of the Board of Trustees in order to speak to issues of student achievement and College needs (IVB3.32 – NOCCCD BP 2310). The

President also serves at the District level to advance and advocate for College needs that can only be addressed by District action. An example was the President's advocacy for a local facilities bond, resulting in a successful campaign to provide the resources necessary to modernize and improve the physical environment of the College, which is critical to the success of our students (IVB3.33 – BOT Minutes July 22, 2014, p. 110).

The President communicates the importance of a culture of evidence and a focus on student learning by celebrating student outcomes at a variety of venues including Opening Day (IVB3.4), Leadership Team meetings (IVB3.13b – Leadership Team Agenda Nov. 2015), President Status Reports (IVB3.34 – President's Status Report, pg. 1), President Board Reports (IVB3.35 – President's Board Report, pg. 1), and by being involved in the discussions about College funding of items related to student achievement and student learning outcomes. The uppermost question in determining College actions is "How does this affect students?" (IVB3.36– PAC Minutes Sept. 2015, pg.1).

***Establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.***

The *Cypress College Strategic Plan* is the primary document utilized for institutional planning (IVB3.19 - Strategic Plan). As part of the regular review process, the Strategic Plan Workgroup evaluates the implementation efforts annually (IVB3.37 – SP Year Two Report). The SP Workgroup evaluates the overall progress made on identified strategic directions and makes recommendations. In addition, the Workgroup evaluates the efficacy of the allocation processes used to meet the strategic goals. IRP in conjunction with the Strategic Direction Workgroup Chairs meet annually to assess and evaluate the overall planning processes utilized to achieve the College Mission. The review includes an examination of both the Strategic Plan/ Institutional Set Standards Fund and One time Funding processes and results, and it assesses the efficacy of the programs funded. Future recommendations from the workgroup are presented to PBC before the next cycle begins (IVB3.38a - Work group agenda1; IVB3. 38b- Workgroup Agenda 2).

## **Analysis and Evaluation**

**The College meets the Standard.** Through established Cypress College and NOCCCD policies and procedures, the President guides institutional improvement of the teaching and learning environment by establishing the Mission, Vision, and Core Values which provide the foundation for the College's goals and priorities. In addition, the President ensures that the College sets institutional performance standards, utilizing the ACCJC Institutional Set Standards developed through the shared governance process for student achievement. Further, the President ensures that evaluation and planning rely on high quality research and analysis of external and internal conditions as provided by IRP, which reports directly to the President. Research and analysis are also utilized in department program reviews and are integrated with resource planning and allocation to support student achievement and learning. Finally, the President establishes procedures such as the annual *Strategic Plan Year-End Reports* to evaluate overall institutional planning and implementation efforts to achieve the Mission of Cypress College.

## Evidence Sources

- IVB3.1 – Mission Vision Core Values Findings and Recommendations Report May 2015.
- IVB3.2 – LT Agenda Spring 2016-15-16
- IVB3.3 – Mission Survey 2016 Results
- IVB3.4 – Fall 2015 Opening Day Agenda.
- IVB3.5 – Program Review Committee Report for 2014-15.
- IVB3.6 – SLO Coordinator Job Description.
- IVB3.7 – SSC Meeting 4 21 16, approved
- IVB3.8a – Deans 10-11-16 Minutes, approved
- IVB3.8b – Deans 10-25-16 Minutes, approved
- IVB3.9 – One-time Budget request Process for 2015-2016 (2016-2017 Funding).
- IVB3.10 – SLO Budget Request and Action Plan 2013-2014.
- IVB3.11 – President's Staff Agenda February 22, 2016.
- IVB3.12 – Board of Trustees Minutes November 8, 2016
- IVB3.13a – Opening day Presentation Fall 2016
- IVB3.13b – Leadership Team Agenda November 20, 2015
- IVB3.14 – Planning and Budget Committee Minutes March 17, 2016.
- IVB3.15 – Campus Climate Survey Report 2015.
- IVB3.16 – Institutional Effectiveness Report 2015-2016.
- IVB3.17 – 2016 High School Dashboard
- IVB3.18 – Digital Cinema Perkins Core Indicator Report 201516
- IVB3.19 – Cypress College Strategic Plan
- IVB3.20 – AC-R Program Review
- IVB3.21 – Faculty Request Template
- IVB3.22 – One Time Funding Process
- IVB3.23 – Planning and Budget Committee Purpose and Guidelines, pg. 1.
- IVB3.24 – PAC Guidelines
- IVB3. 25 – Planning and Budget Committee Minutes October 15, 2015.
- IVB3. 26 – Forensics Strategic Plan Request
- IVB3. 27 – One Time Funding Template
- IVB3.28 – One Time Funding Rubric
- IVB3.29 – PBC Minutes November 17, 2016
- IVB3.30 – PAC Minutes, November 17, 2016
- IVB3. 31 – NOCCCD Board Policy 2340 Agendas
- IVB3.32 – Board Policy 2310 Regular Meetings of the Board
- IVB3.33 – NOCCCD Board of Trustees Minutes July 22, 2014
- IVB3.34 – President's Status Report January 07, 2016, pg.1.
- IVB3.35 – President's Board Report February 23, 2016, pg. 1.
- IVB3.36 – President's Advisory Cabinet Minutes September 03, 2015, pg. 1.
- IVB3.37 – Strategic Plan Year 2 Progress Report June2016
- IVB3.38a – Strategic Plan Direction Leader Meeting, Mar 7, 2015
- IVB3.38b – Strategic Plan Direction Leader Meeting July 31, 2015

**IVB4. The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.**

### **Evidence of Meeting the Standard**

The President takes a lead role in accreditation by being a member of the Accreditation Steering Committee (IVB4.1 – President’s Calendar, November 2015). The President also convenes and chairs the committee that interviews and selects the Accreditation Self-Evaluation Faculty Chair position (IVB4.2a- PAC Minutes, May 7, 2015 pg. 4; IVB 4.2b – PAC Minutes May 21, 2015, pg. 4). The President receives periodic status reports on the accreditation process (IVB 4.3 – Pres. Staff Agenda, Jan. 25, 2016) and is an active participant in providing information necessary to respond to accreditation questions. The President also emphasizes the importance of having faculty, staff, and students participate in the accreditation process, and the President assumes ultimate responsibility to assure broad-based participation in the Self Evaluation. Over 100 members of the campus community, full-time and adjunct faculty, managers, classified staff, and students, volunteered to participate in the self-evaluation process (see Self-Evaluation participants).

The President and the Accreditation Liaison Officer (ALO) attended the 2015 Annual ACCJC conference in order to remain current with all elements associated with the accreditation process, including new Standards, Eligibility Requirements, and Compliance policies (IV4.4 – President’s Calendar April 23, 2015). The President charges the ALO (who is also the Director of Institutional Research and Planning) with the responsibility of providing periodic and thorough updates to the College regarding accreditation efforts. These updates occur regularly at meetings of the College attended by constituent representatives and include Opening Day (IVB4.5- Opening Day Agenda), President’s Advisory Cabinet (IVB4.6 – PAC Agenda), Management Team (IVB4.7 – Management team Agenda), and Leadership Team (IVB4.8 – LT Agenda).

### **Analysis and Evaluation**

**The College meets the Standard.** The Cypress College President has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Through the efforts of the Accreditation Liaison Officer and Accreditation Faculty Chair, the President ensures that faculty, staff, and administrative leaders of the institution actively participate in the accreditation self-evaluation process and have ongoing responsibility for assuring compliance with accreditation requirements.

### **Evidence Sources**

- IVB4.1 – President’s Calendar Week of November 16, 2015
- IVB4.2a – President’s Advisory Cabinet Minutes May 7, 2015
- IVB4.2b - President’s Advisory Cabinet Minutes May 21, 2015
- IVB4.3 - President’s Staff Meeting Agenda January 25, 2016
- IVB4.4 – President’s Calendar April 23, 2015

- IVB4.5 – Opening Day Agenda January 29, 2016
- IVB4.6 – President’s Advisory Cabinet Agenda October 15, 2015
- IVB4.7 – Management Team Agenda February 5, 2016
- IVB4.8 – Leadership Team Agenda November 20, 2015

**IVB5. The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.**

**Evidence of Meeting the Standard**

The President is a member of Chancellor’s Staff (IVB5.1- Decision Making Resources Manual, pg. 21) and the District Consultation Council (IVB5.1- Decision Making Resources Manual, pg. 14). District policies and procedures are discussed, reviewed, and revised by both of these groups (IVB5.1 - Decision Making Resources Manual, pp. 14, 21). The President is keenly aware of any changes made and is responsible for assuring that those changes are shared with and implemented at the College. This information is shared at Management Team meetings (IVB5.2 - Mgt. Team Meeting) and President Advisory Cabinet (IVB5.3 – PAC Minutes Sept 3, 2015, pg.2) meetings as appropriate. Responsibility for implementation is delegated to the appropriate responsible parties at the College.

Changes to statutes and regulations that have an impact upon the College Mission are reviewed at Chancellor’s Staff on a regular basis. Changes that impact institutional mission or which require modifications to policy are vetted at Chancellor’s Staff and presented to the District Consultation Council. Once the constituent representatives at the Council have had the opportunity to fully review and vet proposals related to statutes and regulations, recommendations for changes are presented to the Board of Trustees for their review (IVB5.4 - BP 2410 & IVB5.5 - AP 2410).

The President also maintains effective control of budget and expenditures of the College. All budget and expenditure issues are first discussed in Planning and Budget Committee (PBC) meetings where recommendations are made. These recommendations are then presented, thoroughly discussed, and ultimately approved through the shared governance process at President’s Advisory Cabinet (PAC) meetings (IV5.3 - PAC Minutes, Sept 3, 2105, p. 3).

**Analysis and Evaluation**

**The College meets the Standard.** The Cypress College President assures the implementation of statutes, regulations, and governing NOCCCD Board policies. Through the shared governance committees PAC and PBC, the President ensures that the College practices are consistent with its Mission and District policies, including effective control of budget and expenditures.

Evidence Sources

- IVB5.1 – 2012 Decision Making Resource Manual (Updated February 2016)
- IVB5.2 – Management Team Meeting Minutes, September 4, 2105

IVB5.3 – President’s Advisory Cabinet Minutes September 03, 2015

IVB5.4 – NOCCCD Board Policy 2410 Board Policies and Administrative Procedures.

IVB5.5 – NOCCCD Administrative Procedures 2410 Board Policies and Administrative Procedures.

## **IVB6. The CEO works and communicates effectively with the communities served by the institution.**

### **Evidence of Meeting the Standard**

Cypress College makes a concerted effort to be involved in the community and the College’s local service areas of Anaheim, Buena Park, Cypress, Garden Grove, La Palma, Los Alamitos, Seal Beach, and Stanton (IV6.1 - Cypress College Foundation Americana Webpage). The President has charged the College Foundation Director with the responsibility of ensuring administrators of the College are assigned to serve as liaisons for local Chambers of Commerce and local feeder high schools (IVB6.2 - HS Liaisons). The Foundation also honors a Citizen of the Year from each of the service areas at the Annual Americana Awards Ceremony (IVB6.1- Cypress College Foundation Webpage). In addition, the College Foundation hosts an annual Chamber mixer for the City of Cypress (IVB6.3 - Chamber Mixer Flyer).

In order to further facilitate planning and collaboration between the College and the City of Cypress, the President has organized quarterly meetings between President’s Staff, College leaders, and City officials to determine how to best work together to serve the community through events and other services (IVB6.4 - Ad Hoc Meetings Memo). For example, the College Fine Arts Dean and City officials are working together to determine how the Fine Arts Programs can be integrated into City events to facilitate increased exposure and experiences for local community members (IVB6.5 - Ad Hoc Committee Agenda).

Finally, the President is an active member of community organizations such as Cypress Rotary (IVB6.6 – Pres. Calendar Nov. 2, 2015) and the Cypress Boys and Girls Club (IVB6.7 - Simpson Status Report). The President also attends meetings of local civic organizations, including City Council meetings (IVB6.8 - President’s Calendar, Jan. 25, 2016), State of the City presentations (IVB6.9 – Pres. Report to Chancellor, Feb. 6, 2016; IVB6.10 - Pres. Calendar Oct. 15, 2015), and is a regular attendee at activities sponsored by local Chambers of Commerce (IVB6.11- Pres. Calendar, Nov. 28, 2016).

### **Analysis and Evaluation**

**The College meets the Standard.** The Cypress College President works and communicates effectively with the communities served by the institution: Anaheim, Buena Park, Cypress, Garden Grove, La Palma, Los Alamitos, Seal Beach, and Stanton. Through the Cypress College Foundation events as well as participation in local city and community organizations, the College and President remain actively involved within the City of Cypress and the greater North Orange County area.

Evidence Sources

- IVB6.1 – Cypress College Foundation American Webpage
- IVB6.2 – High School Liaisons 2015.
- IVB6.3 – Chamber Mixer Flyer
- IVB6.4 – Ad Hoc Meetings Memo
- IVB6.5 – Ad Hoc Committee Agenda
- IVB6.6 – President’s Calendar Week of November 2, 2015
- IVB6.7 – Simpson Status Report
- IVB6.8 – President’s Calendar Week of January 25, 2016
- IVB6.9 – President’s Report to Chancellor, February 6, 2016, pg. 2.
- IVB6.10 – President’s Calendar Week of October 15, 2015
- IVB6.11 – President’s Calendar Week of November 28, 2016

**Changes Arising out of the Self Evaluation Process**

<b>Change, Improvement and Innovation</b>	<b>Standard</b>	<b>College Lead</b>	<b>Timeline</b>	<b>Outcome</b>
Developed a more consistent process of recordkeeping in President’s Staff	IVB2	President	Spring 2017	The College developed a more consistent process for recording decisions made in President’s staff by having the President’s Confidential Executive Assistant attend meetings and record decisions.