

FOLLOW-UP VISIT PEER REVIEW TEAM REPORT

Contra Costa College
2600 Mission Bell
San Pablo, CA 94806

This report represents the findings of the Peer Review Team that conducted a virtual visit to Contra Costa College November 2-3, 2021. The Commission acted on the accredited status of the institution during its January 2022 meeting and this team report must be reviewed in conjunction with the Commission's Action letter.

Dr. Claudia Habib
Team Chair

Introduction:

A Follow-Up peer review team virtual visit was conducted at Contra Costa College on November 2-3. The purpose of the visit was to determine whether the College/District has addressed the requirements of the Commission as stipulated in the Commission Action Letter of February 1, 2021.

The team was comprised of the following six members:

Dr. Greg Gillespie, Team Chair
Chancellor
Ventura County Community College District

Ms. Kristina Allende
Professor of English
Mt. San Antonio College

Dr. Debra Daniels
Superintendent/President
Taft College

Dr. Claudia Habib
President
Porterville College

Dr. Tre'Shawn Hall-Baker
Dean of Human Resources
Santa Monica College

Dr. Kimberly Hoffmans
President
Ventura College

The team evaluated all three college Follow-Up reports and evidentiary documents provided as links in the report and requested from District staff. In general, the team found that the College and District had prepared well for the visit by arranging for meetings with the individuals and groups agreed upon earlier with the team chair. Over the course of the day, the team met with Governing Board Trustees, the Chancellor, Vice Chancellors, College Presidents and accreditation contributors, District Governance Committee members, Academic Senate Presidents, and Classified Senate Presidents.

The five requirements to address were all aligned with District/Governing Board standards. The team recognizes the significant effort and demonstrated improvement that has occurred at the District with college support to address the

recommendations listed below. The team concludes that the findings and review of evidence demonstrate that the listed standards are being met. Implementation of new processes and the commitment of Trustees to adjust behaviors and actions to align with the listed accreditation standards are in the early stages. The Follow-Up team members recognized the strong intentions for improvement and the deliberate actions that have been taken to address the requirements. The ongoing implementation of these improvements will help to focus the Board to work collegially at the policy and strategic goal levels in support of student and college success.

Standard III.A.5 (District Requirement 1): In order to meet the standard, the Commission requires that the District develop a process by which all classified employees are regularly and systematically evaluated.

Standard IV.C.3 (District Requirement 2): In order to meet the standard, the Commission requires the Governing Board should follow its Board policy related to the Chancellor's evaluation process.

Standard IV.C.7 (District Requirement 3): In order to meet the standard, the Commission requires the Governing Board act consistently with its adopted policies and bylaws, and regularly assesses these policies and bylaws.

Standard IV.C.11 (District Requirement 4): In order to meet the standard, the Commission requires the Governing Board uphold and adhere to their adopted code of ethics policy-BP 1010.

Standard IV.C.12 (District Requirement 5): In order to meet the standard, the Commission requires the Governing Board delegate full responsibility and authority to the Chancellor to implement and administer board policies without board interference and hold the Chancellor accountable for the operation of the District and colleges.

Team Analysis of College Responses to the February 1, 2021 Commission's Requirements

Standard III.A.5 (District Requirement 1): In order to meet the standard, the Commission requires that the District develop a process by which all classified employees are regularly and systematically evaluated.

Findings and Evidence:

The College re-affirmed the process through the Collective Bargaining Agreement (CBA) with Local 1 as it relates to evaluating Classified employees. The specific concern regarding regular and systematic evaluation of Classified employees with more than five (5) years of service was addressed.

To improve on the requirement of Standard III.A.5 a new procedure was developed - HR Procedure 3080.04. HR Procedure 3080.04 requires that Classified employees with more than five (5) years of experience be evaluated once every three (3) years. This procedure was adopted on June 22, 2021. The District has also instituted an evaluation tracking system through Cornerstone. The District reported the CBA between the District and Local 1 was updated through collective bargaining to reflect the modified evaluation process.

Conclusion: The College meets Standard III.A.5.

Standard IV.C.3 (District Requirement 2): In order to meet the standard, the Commission requires the Governing Board should follow its Board policy related to the Chancellor's evaluation process.

Findings and Evidence:

The Team reviewed governing board meeting notes from a study session scheduled on April 28, 2021. The session covered accreditation compliance requirements, including Standard IV.C.3. Agendas confirmed that HR Procedure 2030.13 is currently being followed for evaluations taking place for educational contract administrators. An additional update and training to the Governing Board in July 2021, resulted in an agreement to utilize BP and HR evaluation procedures. Board agendas and interviews with personnel confirmed that HR procedures were followed for the chancellor evaluation. The process included a 360 assessment with participation of Chancellor's Cabinet, union and community members. The Chancellor's evaluation was completed and approved by the Board in October 2021.

Conclusion: The College meets Standard IV.C.3.

Standard IV.C.7 (District Requirement 3): In order to meet the standard, the Commission requires the Governing Board act consistently with its adopted policies and bylaws, and regularly assesses these policies and bylaws.

Findings and Evidence:

The Team interviewed the Academic Senate presidents, the Classified Senate presidents, the District Governance Committee, Governing Board Members, and the College Cabinet.

The Team found that the Governing Board formed an Ad Hoc Committee on Board Policies and Procedures at the Board's March 24, 2021, meeting. Two Governing Board members were appointed to serve on the Ad Hoc Committee, one of whom was interviewed during the Follow-Up Visit. The Governing Board Ad Hoc Committee decided to expand the Board's review of and commitment to Board Policies and Administrative Procedures to include a spotlight on a Board Policy and parallel Administrative Procedure in the Chancellor's weekly email update to the Governing Board; a practice for the members of the Governing Board to request that policies be agendized for further clarification, discussion, or modification; and an annual review of BP 1010 (Code of Ethics of the Governing Board) and BP 1022 (Governing Board Communication Protocols) each July, which commenced on July 24, 2021.

Additionally, the Team found that the Governing Board Ad Hoc Committee reviewed BP 1015 (Governing Board Evaluation Policy) and AP 1015.01 (Process to Conduct Governing Board Evaluation), committing to abide by them and to ensure that those who regularly attend Board meetings will be able to participate in the evaluation biennially through the use of a survey instrument that was confirmed at the Board's May 26, 2021, meeting. One participant in the biennial evaluation was interviewed during the Follow-Up Visit, and he confirmed that the evaluation was relevant and appropriate.

The Governing Board completed its evaluation at its July 24, 2021, retreat. This evaluation was conducted by a consultant and followed all relevant Board Policies and Administrative Procedures. An analysis of the Board's performance was included in the evaluation. Also included in the evaluation was a reflection by the Board members on areas in which they can improve, including a discussion of ways to improve.

Further, at the July 24, 2021, retreat, a Brown Act training session by the District's legal counsel was done. While there are still some disagreements about Brown Act violations, the Governing Board has been able to solve them collaboratively and collegially.

Conclusion: The College meets Standard IV.C.7.

Standard IV.C.11 (District Requirement 4): In order to meet the standard, the Commission requires the Governing Board uphold and adhere to their adopted code of ethics policy-BP 1010.

Findings and Evidence:

The Team interviewed the Academic Senate Presidents, the Classified Senate Presidents, the District Governance Committee, Governing Board Members, and the College Cabinet members.

The Team found that the Governing Board Ad Hoc Committee on Board Policies and Procedures the College reviewed BP 1010 (Code of Ethics) at its meeting on April 19, 2021. The Ad Hoc Committee agreed to an annual review, reaffirmation, and commitment to BP 1010 at the Governing Board's July Retreat. At its meeting on April 28, 2021, the Governing Board agreed to the Ad Hoc Committee's recommendation as well as reviewed, discussed, and reaffirmed BP 1010 (Code of Ethics), BP 1022 (Governing Board Communication Protocols), and BP 1024 (Meetings of the Governing Board), as well as Government Code, Chapter 9, Meetings, Section 54963. This review of these BPs was conducted as a follow-up to the Board meeting on March 24, 2021. At this meeting, a Governing Board member made a public statement disclosing an unsubstantiated personnel allegation submitted via an anonymous letter. As outlined in BP 1010, the Governing Board took action to censure the Board member at its meeting on April 28, 2021. Interviews during the Follow-Up Visit confirmed that the censure was done appropriately and with agreement of the Governing Board members.

At the Board Retreat on July 24, 2021, BP 1010 was reviewed and discussed with all Governing Board members reaffirming their commitment to the Code of Ethics.

Conclusion: The College meets Standard IV.C.11.

Standard IV.C.12 (District Requirement 5): In order to meet the standard, the Commission requires the Governing Board delegate full responsibility and authority to the Chancellor to implement and administer board policies without board interference and hold the Chancellor accountable for the operation of the district and colleges.

Findings and Evidence:

In the follow-up report, the College provided minutes from a special Governing Board Meeting on July 24, 2021, where Dr. Brice Harris, League on Call Consultant, reviewed the Governing Board evaluation survey results. The compiled responses from approximately 500 people revealed improvements in its performance related to delegating authority to the chancellor. One example of delegation was provided in the report, noting the Governing Board approved annual administrator contract extensions as recommended by the Chancellor.

In reviewing Board meeting minutes, it was found the Board of Trustees voted unanimously to approve agenda items with a few abstention exceptions on consent and other action items. Through interviews with the chancellor and members of the trustee board, the Team noticed a shift and a conscious effort to support chancellor recommendations. Multiple retreats and

discussions have assisted the trustees with defining and understanding their role. One trustee commented that they modified the language of their board goals to reflect more autonomy for the chancellor to implement and administer board policies.

Conclusion: The College meets Standard IV.C.12.