

## AP 2510 Participation in Local Decision-Making

### Reference:

*Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7  
Accreditation Standard IV.A.2, IV.A.5*

### Staff

Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, as well as in those processes for jointly developing recommendations for action, that have or will have a significant effect on staff.

Prior to the Board of Trustees taking action on such matters, staff will be provided with the opportunity to participate in the formulation and development of those matters through appropriately determined procedures and committee participation.

The Board shall give every reasonable consideration to recommendations and opinions of staff.

### Procedures for Participation

The following procedures are provided to enable meaningful participation by staff in the college governance process:

1. Participation by staff in college governance will be facilitated primarily through the college's committee and College Policy Council structure which is constituted to be representative of all employee segments in the district.
2. The selection of staff representatives to serve on college and district task forces, committees (with the exception of hiring committees) or other governance groups shall, when required by law, be made by those councils, committees, employee organizations or other staff groups that the governing board has officially recognized in its policies and procedures.
3. To enhance staff participation, each committee will be represented by an assigned person (chair) responsible to be the liaison between the committee and the Cabinet.
4. The appointment of staff to committees, task forces, or other groups, shall be done by the Chief Executive Officer of the District in consultation with staff groups that have been officially recognized as requiring participation.
5. The committees and College Council make recommendations on college matters as described in the Decision Making Guide.
6. The Decision Making Guide will be revised as needed. It will include a description of all committees including their purpose, tenure of members, scope of responsibility, membership of each committee and frequency of meetings.
7. The person assigned the responsibility to be the liaison between the committee of the College Council and the Cabinet will communicate these recommendations to the Cabinet or College Council as appropriate.
8. When a recommendation is to be considered by Cabinet, if the committee chair is not a Cabinet member, the committee chair will be included at Cabinet to present and participate in a discussion of the issue and/or committee recommendation.
9. Decisions of individual committees that have implications for the larger college community (vs. a specific department or area) will be forwarded to College Policy

Council. If they have budgeting implications (require additional dollars outside of budgeted amounts), they will proceed to PAC-B.

10. All committee minutes will be posted on line and in the designated locations as specified in the Decision Making.

#### Scope of Regulations

1. In developing and carrying out policies and procedures pursuant to these regulations, the governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another.
2. Procedures for staff participation shall not intrude on matters within the scope of representation under Section 3543.2 of the Government Code.
3. In addition, the Governing Board shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters or employer-employee relations.
4. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards.
5. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

#### Faculty

Faculty shall be provided with opportunities to participate in the formulation and development of District and College policies and procedures in areas as specified by Title V {Subsection 53200 c.} and designed as "Academic and Professional Matters."

#### "Rely Primarily On"

1. Those areas in which the Board of Trustees will "rely primarily on" the advice and judgment of the Faculty Senate include:

The development of curriculum, including the establishment of prerequisites and planning of course disciplines;

The determination of degree and certificate requirements;

The establishment and review of grading policies;

The establishment of standards and policies regarding student preparation and success;

The appointment of faculty members to District and College committees;

The establishment of policies, procedures and programs for faculty professional development activities (excluding financial expenditures for faculty development);

The development of processes for program review.

2. In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendations not be accepted.
3. When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board will send a written communication (or designee) to request that the Senate reconsider the recommendation(s) taking into consideration the consensus and issues raised by the Board of Trustees.
4. If, upon reconsideration, the Senate does not change its initial recommendation and, if it is the opinion of the Board that the exceptional circumstance/compelling reason(s) still exist, the Board may reject the advice of the Senate.
5. In cases such as this, existing policies and practices will remain in place.
6. This being the case, the final determination with rationale will be communicated to the Senate in writing.

#### "By Mutual Consent"

1. Areas specified by Title V {Subsection 53200 c.} as "Academic and Professional Matters" where the Board of Trustees and the Senate obligate themselves {or their Trustees and the Senate obligate themselves {or their designee(s)}} to reach mutual agreement, resulting in written resolution, regulations or policy include:

The development of new educational programs;

District governance processes (except 1. e. above);

The delineation of faculty roles and involvement in accreditation processes (including the development of the self-study and strategic plan updates (annual reports);

Financial policies of faculty professional development activities;

The determination of processes to be utilized in institutional planning and budgeting; and

Other "Academic and Professional Matters" as mutually agreed upon between the Board of Trustees and the Faculty Senate.

2. In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendations not be accepted.
3. When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board will send a written communication (or designee) to request

that the Senate reconsider the recommendation(s)) taking into consideration the consensus and issues raised by the Board of Trustees.

4. If, upon reconsideration, the Senate does not change its initial recommendation and, it is the opinion of the Board that the exceptional circumstance/compelling reason(s) still exist, the Board may reject the advice of the Senate. In cases such as this, existing policies and practices will remain in place.
5. This being the case, the final determination with rationale will be communicated to the Senate in writing.

*Approved 06/11/08*