

AP 7270 Staff Participation in Collegial Consultation

Procedures for Participation

The following procedures are provided to enable meaningful participation by staff in the collegial consultation process:

1. Participation by staff in collegial consultation will be facilitated primarily through the college's committee and College 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. 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.
3. The appointment of staff to committees, task forces, or other groups, shall be done by the Chief Executive Officer (CEO) in consultation with staff groups that have been officially recognized as requiring participation.
4. The committees and College Council make recommendations on college matters as described in the Decision Making Guide. The Decision Making Guide will be revised regularly. 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. 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. 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.
5. Decisions of individual committees that have implications for the larger college community (vs. a specific department or area) will be forwarded to College Council. If they have budgeting implications (require additional dollars outside of budgeted amounts), they will proceed to PAC-B. All committee minutes will be posted on the intranet as specified in the Decision Making Guide and distributed to the Board of Trustees and the CEO.