

Chancellor's Cabinet Meeting Summary

November 23, 2010

9:00 a.m. to 1:30 p.m.

Present: Helen Benjamin, Peter Garcia, Gene Huff, Tim Leong, Richard Livingston, Mojdeh Mehdizadeh, Serena Muindi, Kindred Murillo, Ray Pyle, McKinley Williams

Guests:

Absent:

	Topic/Issue	Outcome	Follow-Up
1	Review of agenda	New items added to the agenda: Student Services Procedure 3015, District communication on 2010-11 and 2011-12 awards, load banking cash-out strategy, College roles and responsibilities document	None
2	Review November 9, 2010, Cabinet notes	Cabinet reviewed and had no further comments on the Cabinet meeting notes of November 9, 2010.	None
3	Chancellor's report	Helen provided a summary of the recent CCLC conference.	None
4	Review of December 8, 2010, Governing Board agenda	Cabinet reviewed and provided input to the December 8, 2010, Governing Board meeting agenda.	Helen will work with Pat to make the revisions.
5	JobLinks	Cabinet discussed and agreed to continue supporting JobLinks. The date for this year's program is Thursday, June 2, 2011, at DVC. Cabinet suggested an evaluation be conducted to seek how the program is meeting the needs of classified employees.	Gene will follow up on the evaluation piece. Gene will communicate the Cabinet's decision to the JobLinks Committee, and follow-up on the evaluation of the program.
6	Negotiations update	Gene provided Cabinet with an update on negotiations with the unions.	Gene received Cabinet input and guidance to continue negotiations.
7	a. Districtwide Accreditation Recommendation #4* Board Policy 1012, Strategic Planning Institutional Effectiveness: Planning, Assessment, and Continuous Improvement Administrative Procedure 1012.01 (New) Institutional Effectiveness: Planning, Assessment, and Continuous Improvement	Cabinet reviewed and reached consensus to move Board Policy 1012 to the Governing Board for a first read. Cabinet reviewed and gave final approval to Administrative Procedure 1012.01. Cabinet reviewed and reached consensus to move Board Policy 1009 to the Governing Board for a first read. Cabinet reviewed and gave final approval to Administrative Procedure 1009.01. Cabinet reviewed and reached consensus to move Administrative	Helen will place Board Policy 1012, Board Policy 1009, and Administrative Procedure 1009.02 on the December 8, 2010, Governing Board meeting agenda for a first read. Helen will distribute Administrative Procedure 1012.01 and Administrative Procedure 1009.01.

	Topic/Issue	Outcome	Follow-Up
	Board Policy 1009*, Institutional Leadership, Governance, and Decision-Making Board Policy 1009 Administrative Procedure 1009.01, Institutional Participatory Governance Administrative Procedure 1009.0102, Process to Reach Agreement between the Governing Board and the Faculty Senates Coordinating Council on Districtwide Policies and Procedures Governing Academic and Professional Matters	Procedure 1009.02 to the Governing Board for a first read.	
8	International education revenues and expenditures	Cabinet reviewed the revenues and expenditures for the International Education program for the past four years.	None
9	FTES projections for 2010-11 and 2011-12	Serena presented Cabinet with an update on developing a tool to help the colleges project future FTES.	Serena will provide an update at a future Cabinet meeting.
10	Budget update	Serena provided Cabinet with an update on the District's FY 2010-11 budget given the ongoing state fiscal crisis.	Serena will schedule this topic for a 2 hour discussion at the December 14, 2010, Cabinet meeting agenda. College Vice Presidents and Business Officers will be invited to this discussion. Serena will work with Helen on the agenda for this discussion.
11	Student Services Procedure 3015, <u>Student Attendance Documentation</u>	Mojdeh reviewed and received Cabinet input on this Student Services Procedure. After making the revisions, Cabinet reached consensus to move this item through the approval process.	Mojdeh will place this procedure on the November 30, 2011, DGC meeting agenda for a first read.
12	District communication on 2010-11 and 2011-12 Budgets	Cabinet discussed the need to communicate Districtwide on the budget challenges we face.	Helen is drafting a budget message and will share with Cabinet members for input before sending it out.
13	LMC award	Ray presented Richard with a design award given by the Community College	None

	Topic/Issue	Outcome	Follow-Up
		Facilities Coalition for LMC's college quadrangle complex.	
	College Services document	Cabinet agreed that colleges would complete their services document by March 2012 for FY 2012-13.	Colleges will begin work as soon as feasible for completion by the required date.
14	Load banking cash-out strategy	Cabinet discussed and recommended coming up with a plan to handle future load banking cash-outs. Serena indicated her department is already gathering the data needed to develop the plan.	Serena will schedule this item for follow-up on the January 25, 2011, Cabinet meeting agenda.

Districtwide Accreditation Recommendation #4

Packet to November 23, 2010 Cabinet Meeting – Final Approval

Topic: Districtwide Accreditation Recommendation #4
 Person: Helen Benjamin
 Time: 10 minutes

***District Recommendation 4:** In order to meet standards, the district should develop a policy and implement procedures for evaluating the effectiveness of the district's administrative organization, the delineation of responsibilities of the district and the colleges, and the governance and decision making structures. The results should be widely communicated and used as a basis for improvement. (IV.A, IV.A.1, IV.A.2, IV.A.3, IV.B.E, IV.B.3.a, IV.B.3.b, IV.B.3.e, IV.B.3.f, IV.B.3.g)*

Policy/Procedure/Survey	Revisions	Requested Action
<ul style="list-style-type: none"> Board Policy 1012, <u>Strategic Planning Institutional Effectiveness: Planning, Assessment, and Continuous Improvement</u> 	Revised to address institutional effectiveness and broaden the scope to include assessment, continuous improvement, and a linkage to budget allocations	Consensus to take to Board for 1 st read
<ul style="list-style-type: none"> Administrative Procedure 1012.01 (New) <u>Institutional Effectiveness: Planning, Assessment, and Continuous Improvement</u> 	Developed to link the processes of institutional effectiveness and define the roles and responsibilities.	Final Approval
<ul style="list-style-type: none"> Board Policy 1009*, <u>Institutional Leadership, Governance, and Decision-Making</u> 	Revised to include institutional leadership and alignment with the governance and decision-making structure	Consensus to take to Board for 1 st read
<ul style="list-style-type: none"> Board Policy 1009 Administrative Procedure 1009.01, <u>Institutional Participatory Governance</u> 	Renumbered to administrative procedure, with acknowledgement of the "participatory" governance structure	Final Approval
<ul style="list-style-type: none"> Administrative Procedure 1009.0402, <u>Process to Reach Agreement between the Governing Board and the Faculty Senates Coordinating Council on Districtwide Policies and Procedures Governing Academic and Professional Matters</u> 	Renumbered and revised	Consensus to take to Board for 1 st read

INSTITUTIONAL EFFECTIVENESS: STRATEGIC PLANNING, ASSESSMENT AND CONTINUOUS IMPROVEMENT

The District shall maintain a strategic plan that supports and reinforces the mission and goals of all District sites and their strategic plans. This plan shall be reviewed annually and serve as the guide for operational planning.

The Governing Board's role is to provide the District with communications links throughout the county and to ensure that the strategic plan broadly addresses the needs of the constituencies that are served. The Governing Board provides direction and policy that define the vision and mission. In addition, the Governing Board monitors organizational progress on strategic initiatives in the plan. The Board will be kept informed by annual progress reports to the Board provided by each college and the District Office.

As the Governing Board's designee, the Chancellor shall ensure that each college shall have integrated planning processes that maintain current strategic and operational plans that are linked to resource allocation decisions. Each plan shall be based on the college's mission, vision and values, define the institution's priorities and carry out the strategic directions established by the Governing Board through the District Strategic Plan. Managers, faculty, classified staff, and students shall be involved in formulating, reviewing, and implementing the plans. Current copies of each college's strategic plan shall be maintained at the District Office.

The Chancellor shall establish and implement regular cycles of review for assessing the effectiveness of (1) the District's administrative organization and (2) the delineation of roles and responsibilities of the District and the colleges, and (3) the District governance and decision-making processes. In addition, s/he shall ensure the review of each instructional, student services, and administrative program and department/unit in the District.

Each college and the District Office shall include these reviews in formal processes by which systematic assessment of institutional effectiveness is conducted. The results of these assessments shall be used to achieve continuous improvement and communicated broadly. Budget allocations and other major academic and administrative decisions must be linked to planning and assessment processes to improve institutional effectiveness. Institutional planning, assessment, and continuous improvement processes must contribute to the realization of the District vision, values, mission, and strategic plans.

INSTITUTIONAL EFFECTIVENESS: PLANNING, ASSESSMENT AND CONTINUOUS IMPROVEMENT

Roles and Responsibilities

1. The Governing Board fulfills its policy role in institutional effectiveness by providing direction and facilitating and making decisions that improve effectiveness. The Governing Board monitors organizational progress on all aspects of institutional effectiveness and will be kept informed through annual progress reports on same.
2. Each college and the District Office shall have a planning committee charged with the responsibility of developing, implementing, and assessing a strategic plan as set forth in District policy. The committee shall oversee the development of a strategic plan every five years and annual operational plans.

Assessment and Continuous Improvement Activities

1. Each college and the District Office shall conduct internal and external assessments of institutional effectiveness on a regular basis. Internally, Student Learning Outcomes assessments and the administrative/student service unit reviews and academic program reviews shall be conducted, and separate sets of assessment documentation shall be maintained for each. The data gleaned from the reviews shall provide evidence of institutional effectiveness relating to how well the colleges and the District fulfill their respective missions, achieve their goals and use the results to improve student learning, improve services and programs, and inform planning and resource allocation as part of the overall mission, vision, values and strategic plan. Externally, the District shall participate in state-generated reports and studies. The results of such reports shall be shared broadly and used as a basis for improvement.
2. In its role of supporting the mission and functions of the colleges, the District Office shall maintain a document delineating the roles, responsibilities and service outcomes of the colleges and the District Office in departments shared by each entity. The contents of the document shall be evaluated every four years and the results used as a basis for continuous improvement of the operations.
3. District governance and decision-making processes shall be evaluated every three years and the results used as a basis for improving the processes. At a minimum, all persons who serve in leadership positions at the District level and all who serve on District committees shall participate in the evaluation process.
4. The District administrative organization shall be evaluated every three years and the results used for continuous improvement.

INSTITUTIONAL LEADERSHIP, GOVERNANCE, AND DECISION-MAKING

The Governing Board, the Chancellor, and the college Presidents provide leadership and direction to execute the mission of the District using organizational values as a guide. The Governing Board exercises final authority and responsibility for all policy decisions made in the District. The Governing Board delegates operational decision-making authority to the Chancellor. The Chancellor delegates authority to the college Presidents for the operation of the colleges. The Chancellor's Cabinet serves in an advisory capacity to the Chancellor.

The Contra Costa Community College District governance and decision-making structure has five components, two of which are mandated in AB 1725: institutional governance and academic and professional matters. The third component, labor relations, is outlined in the Rodda Act and provides for collective bargaining in the public sector. The fourth component, administrative matters, is outlined in the Contra Costa Community College District Rules and Regulations of the Governing Board, Administrative Officers. The fifth component, public interests, refers to issue-specific matters (legal, regulatory, and other matters) under the direct purview of the Governing Board. The types of decisions made through the governance process fall under one of the five components. As the Governing Board's designee, the Chancellor shall ensure the evaluation of the effectiveness of the governance and decision-making structure on a regular basis and will use the results as a means for improvement.

Participatory Governance

Districtwide participatory governance issues are discussed by the District Governance Council (DGC), a constituency-based group made up of students, classified staff, faculty and managers, representing the District Office, the colleges, and state-approved centers. The role of each constituency group in governance is delineated in Administrative Procedure 1009.01. DGC discusses and debates issues and influences policies and procedures by making well-informed decisions and forwards them as recommendations to the Chancellor or the Governing Board in accordance with operational procedures. DGC also serves as the District Budget Committee, reviewing budget recommendations and giving input on budget-related matters.

Academic and Professional Matters

Academic and professional matters are in the purview of the faculty. The Faculty/Academic Senates of the District consult collegially with the Board through the Chancellor on policies and procedures on academic and professional matters as defined in Title 5, Section 53200. The process to reach agreement between the faculty and the Governing Board is delineated in Administrative Procedure 1009.02.

Administrative

Administrative matters are a variety of issues that can be brought forth that do not fall into the participatory governance area. Such matters can be initiated by management work groups, Chancellor's Cabinet, individuals, District committees, community members and submitted to the Chancellor for consideration and routing to the appropriate decision-making body if required.

Labor

Labor relations matters are negotiated with employee groups with managers representing the interests of the Governing Board. The Governing Board is consulted by the Chancellor and chief negotiator throughout the bargaining process with each group. Final agreements are approved by the Governing Board and labor unions.

Public Interests

Public interests refer to the ability of members of the public, including students, to present issues directly to the Governing Board. These issues may include statutory and other matters in the direct purview of the Governing Board. The Chancellor serves as the liaison for the Board in such matters.

Historical Annotation:
Adopted 11/20/91
Revised 10/22/97
Second Revision 7/21/99
Third Revision 00/00/10

Related Board Policies:
Board Policy 1012

Related Procedures
Administrative Procedures 1009.01, 1009.02, 1012.01

MOVED TO NEW ADMINISTRATIVE PROCEDURE 1009.01

INSTITUTIONAL GOVERNANCE

INTRODUCTION

~~Assembly Bill 1725 enacted a new structure of community college governance, in part through strengthening the role of faculty, staff and students. In order to ensure the faculty, staff, and students of the Contra Costa Community College District the right to participate effectively in District and college governance, the Governing Board adopts the following policy in accordance with the provisions of AB 1725, Title 5, and the directives of the Board of Governors of the California Community Colleges.~~

~~The Governing Board recognizes that one of the basic principles of governance in higher education is that authority derives not only from the powers vested in governing boards and their staffs by law, but also from the knowledge and experience possessed by the faculty, staff and others. Both sources of authority are vital to the development and implementation of sound educational policy. Institutional governance recognizes and is predicated upon the sincere commitment on the part of all participants to our students, our professions, our colleges and our District. It is made a reality not only through processes for developing recommendations but also through the delegation of authority and fixing of responsibility in appropriate areas. It is a complex process of consultation that demands from faculty, managers, classified staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.~~

FACULTY PARTICIPATION

~~The Governing Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters as defined in Title 5, Section 53200 (c). Except in those areas where the Governing Board will rely primarily upon the advice and judgment of the Academic Senate, the Governing Board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the Governing Board effectuating such recommendations.~~

~~The Governing Board recognizes that the Academic Senate is established in order that the faculty have a formal and effective procedure for participation in the formation and implementation of District and college policies on academic and professional matters and, as the representatives of the faculty, has as its primary function that of making recommendations to the administration of the college and to the Governing Board of the District with respect to academic and professional matters.~~

~~While in process of consulting collegially, the Academic Senate will retain the right to meet with or appear before the Governing Board with respect to the views, recommendations, or proposals of the Senate.~~

~~The appointment of faculty members to serve on councils, committees, task forces, or other groups dealing with academic and professional matters, will be made by the Academic Senate, in consultation as appropriate with the President or his/her designee on college matters or with the Chancellor or his/her designee on District matters.~~

~~In those areas where the Governing Board elects to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. In those areas where the Governing Board elects to provide for mutual agreement with the Academic Senate, where an agreement on a policy or procedure concerning an academic or professional matter has not been reached, existing policies and procedures shall remain in effect unless continuing such policy exposes the District to legal liability or causes substantial fiscal hardship. In such cases, the Governing Board has the right and~~

~~responsibility to exercise the final decision on all recommendations.~~

~~The Governing Board's consultation with the Academic Senate on academic and professional matters will not impinge upon the due process rights of faculty nor detract from the negotiated agreement with United Faculty. Further, the Governing Board will respect agreements between the Academic Senate and United Faculty representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to Academic Senates pursuant to Title 5, Sections 53200-53204.~~

STAFF PARTICIPATION

~~The Governing Board will consult collegially with the Classified Senates or equivalent when adopting policies and procedures that it determines are likely to have a significant impact on staff. Staff will have the opportunity to participate effectively in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board that the Governing Board determines, in consultation with staff are appropriate in accordance with approved institutional governance participation structures and procedures for staff. The Governing Board will ensure that the recommendations and opinions of staff are given reasonable consideration, and it will not take action on matters significantly affecting staff until it has provided staff an opportunity to participate, except in unforeseeable, emergency situations.~~

~~The Governing Board recognizes that all members of the classified service except classified managers are staff for purposes of participation in institutional governance.~~

~~The appointment of staff to serve on college and District councils, committees, task forces or other governance groups will be made by the Classified Senates in consultation as appropriate with the President or his/her designee on college matters or with the Chancellor or his/her designee on District matters.~~

~~The Governing Board's consultation with the Classified Senates on matters which have a significant impact on staff will not impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Title 5, Sections 53200-53205 and Section 51023.7, nor detract from the negotiated agreement with Local One. Further, the Governing Board will respect agreements between the Classified Senates and Local One 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 Title 5, Section 51023.5.~~

STUDENT PARTICIPATION

~~The Governing Board will consult collegially with the associated student organizations as the representative bodies to offer opinions and to make recommendations with regard to policies and procedures that have or will have a significant effect on students as defined in Title 5, Sections 51023.7. Students will have the opportunity to participate effectively in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board. The Governing Board will ensure that at the District and college levels, recommendations and positions developed by students are given every reasonable consideration, and it will not take action on matters significantly affecting students until it has provided students an opportunity to participate, except in unforeseeable emergency situations.~~

~~The appointment of student representatives to serve on college and District councils, committees, task forces, or other governance groups will be made by the associated student organizations in consultation as appropriate with the President or his/her designee on college matters or with the Chancellor or his/her designee on District matters.~~

~~The Governing Board's consultation with the associated student organizations on matters which have a significant impact on students will not impinge upon the due process rights of faculty nor detract from negotiated agreements with United Faculty and Local One.~~

POLICY DEVELOPMENT AREAS BY CONSTITUENT GROUPS

Academic Senate (Title 5, Section 53200)

~~Academic and professional matters means the following policy development matters. The Governing Board will rely primarily upon the advice and judgment of the Academic Senate with regard to items 1 through 3 and reach mutual agreement with regard to items 4 through 11:~~

- ~~1. Curriculum, including establishing prerequisites and placing courses within disciplines;~~
- ~~2. Degree and certificate requirements; and~~
- ~~3. Grading policies.~~
- ~~4. Educational program development;~~
- ~~5. Standards or policies regarding student preparation and success;~~
- ~~6. District and college governance structures, as related to faculty roles;~~
- ~~7. Faculty roles and involvement in accreditation processes, including self study and annual reports;~~
- ~~8. Policies for faculty professional development activities;~~
- ~~9. Processes for program review;~~
- ~~10. Processes for institutional planning and budget development; and~~
- ~~11. Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.~~

Classified Senate (Title 5, Section 51023.5, Staff)

~~Participation in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board, that the Governing Board determines, in consultation with staff, are likely to have a significant impact on staff.~~

Associated Student Organizations (Title 5, Section 51023.7)

~~Participation in development of District and college policies and procedures that have or will have a "significant effect on students" which includes the following:~~

- ~~1. Grading policies.~~
- ~~2. Codes of student conduct.~~
- ~~3. Academic disciplinary policies.~~
- ~~4. Curriculum development.~~
- ~~5. Courses or programs which should be initiated or discontinued.~~
- ~~6. Processes for institutional planning and budget development.~~
- ~~7. Standards and policies regarding student preparation and success.~~
- ~~8. Student services planning and development.~~
- ~~9. Student fees within the authority of the District to adopt.~~
- ~~10. Any other District and college policy, procedure or related matter that the Governing Board determines will have a significant effect on students.~~

INSTITUTIONAL PARTICIPATORY GOVERNANCE

INTRODUCTION

Assembly Bill 1725 enacted a new structure of community college governance, in part through strengthening the role of faculty, staff and students. In order to ensure the faculty, staff, and students of the Contra Costa Community College District the right to participate effectively in District and college governance, the Governing Board adopts the following **policy procedure** in accordance with the provisions of AB 1725, Title 5, and the directives of the Board of Governors of the California Community Colleges.

The Governing Board recognizes that one of the basic principles of governance in higher education is that authority derives not only from the powers vested in governing boards and their staffs by law, but also from the knowledge and experience possessed by the faculty, staff and others. Both sources of authority are vital to the development and implementation of sound educational policy. Institutional governance recognizes and is predicated upon the sincere commitment on the part of all participants to our students, our professions, our colleges and our District. It is made a reality not only through processes for developing recommendations but also through the delegation of authority and fixing of responsibility in appropriate areas. It is a complex process of consultation that demands from faculty, managers, classified staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

FACULTY PARTICIPATION

The Governing Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters as defined in Title 5, Section 53200 (c). Except in those areas where the Governing Board will rely primarily upon the advice and judgment of the Academic Senate, the Governing Board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the Governing Board effectuating such recommendations.

The Governing Board recognizes that the Academic Senate is established in order that the faculty have a formal and effective procedure for participation in the formation and implementation of District and college policies on academic and professional matters and, as the representatives of the faculty, has as its primary function that of making recommendations to the administration of the college and to the Governing Board of the District with respect to academic and professional matters.

While in process of consulting collegially, the Academic Senate will retain the right to meet with or appear before the Governing Board with respect to the views, recommendations, or proposals of the Senate.

The appointment of faculty members to serve on councils, committees, task forces, or other groups dealing with academic and professional matters, will be made by the Academic Senate, in consultation as appropriate with the President or his/her designee on college matters or with the Chancellor or his/her designee on District matters.

In those areas where the Governing Board elects to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. In those areas where the Governing Board elects to provide for mutual agreement with the Academic Senate, where an agreement

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on a policy or procedure concerning an academic or professional matter has not been reached, existing policies and procedures shall remain in effect unless continuing such policy exposes the District to legal liability or causes substantial fiscal hardship. In such cases, the Governing Board has the right and responsibility to exercise the final decision on all recommendations.

The Governing Board's consultation with the Academic Senate on academic and professional matters will not impinge upon the due process rights of faculty nor detract from the negotiated agreement with United Faculty.

Further, the Governing Board will respect agreements between the Academic Senate and United Faculty representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to Academic Senates pursuant to Title 5, Sections 53200- 53204.

STAFF PARTICIPATION

As stipulated in Title 5, Section 51023.5, † the Governing Board will provide staff the opportunity to participate effectively in governance. The District defines staff as (1) classified employees and (2) management (excluding contract managers), supervisory and confidential employees.

1. Classified Staff Participation

The Governing Board will ~~consult collegially with~~ **provide classified staff the opportunity to participate effectively in governance through** the Classified Senates or equivalent when adopting policies and procedures that it determines are likely to have a significant impact on staff. Staff will have the opportunity to participate effectively in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board that the Governing Board determines, in consultation with staff are appropriate in accordance with approved institutional governance participation structures and procedures for staff. The Governing Board will ensure that the recommendations and opinions of staff are given reasonable consideration, and it will not take action on matters significantly affecting staff until it has provided staff an opportunity to participate, except in unforeseeable, emergency situations.

The Governing Board recognizes that all members of the classified service except classified managers are staff for purposes of participation in institutional governance.

The appointment of staff to serve on college and District councils, committees, task forces or other governance groups will be made by the Classified Senates in consultation as appropriate with the President or his/her designee on college matters or with the Chancellor or his/her designee on District matters.

The Governing Board's consultation with the Classified Senates on matters which have a significant impact on staff will not impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Title 5, Sections 53200-53205 and Section 51023.7, nor detract from the negotiated agreement with Local One. Further, the Governing Board will respect agreements between the Classified Senates and Local One 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 Title 5, Section 51023.5.

2. **Management, Supervisory, and Confidential Employees**

Managers, supervisors, and confidential employees will have the opportunity to participate effectively in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board that the Governing Board determines are appropriate in accordance with approved governance structures and procedures.

The Governing Board will ensure that the recommendations and opinions of managers, supervisors, and confidential employees are given reasonable consideration, and it will not take action on matters significantly affecting them until they have been provided an opportunity to participate, except in unforeseeable, emergency situations.

The appointment of managers, supervisors and/or confidential employees to serve on college and District councils, committees, task forces or other governance groups will be made by the college presidents and/or the chancellor in collaboration with the respective management, supervisory, and/or confidential employees.

STUDENT PARTICIPATION

As stipulated in Title 5, Section 51623.7, ~~the Governing Board will consult collegially with~~ provide students the opportunity to participate effectively in governance through the associated student organizations as the representative bodies to offer opinions and to make recommendations with regard to policies and procedures that have or will have a significant effect on students as defined in Title 5, Sections 51023.7. Students will have the opportunity to participate effectively in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board. The Governing Board will ensure that at the District and college levels, recommendations and positions developed by students are given every reasonable consideration, and it will not take action on matters significantly affecting students until it has provided students an opportunity to participate, except in unforeseeable emergency situations.

The appointment of student representatives to serve on college and District councils, committees, task forces, or other governance groups will be made by the associated student organizations in consultation as appropriate with the President or his/her designee on college matters or with the Chancellor or his/her designee on District matters.

The Governing Board's consultation with the associated student organizations on matters which have a significant impact on students will not impinge upon the due process rights of faculty nor detract from negotiated agreements with United Faculty and Local One.

POLICY DEVELOPMENT AREAS BY CONSTITUENT GROUPS

Academic Senate (Title 5, Section 53200)

Academic and professional matters means the following policy development matters. The Governing Board will rely primarily upon the advice and judgment of the Academic Senate with regard to items 1 through 3 and reach mutual agreement with regard to items 4 through 11:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements; and
3. Grading policies.

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4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.

Classified Senate (Title 5, Section 51023.5, Staff)

Participation in formulating District and college policies, and in those processes for jointly developing recommendations for action by the Governing Board, that the Governing Board determines, in consultation with staff, are likely to have a significant impact on staff.

Associated Student Organizations (Title 5, Section 51023.7)

Participation in development of District and college policies and procedures that have or will have a "significant effect on students" which includes the following:

1. Grading policies.
2. Codes of student conduct.
3. Academic disciplinary policies.
4. Curriculum development.
5. Courses or programs which should be initiated or discontinued.
6. Processes for institutional planning and budget development.
7. Standards and policies regarding student preparation and success.
8. Student services planning and development.
9. Student fees within the authority of the District to adopt.
10. Any other District and college policy, procedure or related matter that the Governing Board determines will have a significant effect on students.

**PROCESS TO REACH AGREEMENT BETWEEN THE GOVERNING BOARD
AND THE FACULTY SENATES COORDINATING COUNCIL ON DISTRICTWIDE
POLICIES AND PROCEDURES GOVERNING ACADEMIC AND PROFESSIONAL MATTERS¹**

The Faculty Senates of Contra Costa College, Diablo Valley College and Los Medanos College reach agreement with the Governing Board on policies and procedures concerning Districtwide academic and professional matters through the Faculty Senates Coordinating Council (FSCC). The Chancellor is the designee of the Governing Board. The Chancellor may ask staff such as the consultation group, which consists of the Academic Senate Presidents, the College Presidents and the Chancellor, to take part in the discussion of policies and procedures relating to academic and professional matters, and FSCC may ask other faculty or staff to take part in the discussion. If the policy has a direct impact on students, they will be invited to take part in the discussion as well. The final agreement, however, will be reached between the FSCC and the Chancellor prior to the forwarding of new or revised policies and procedures to the Governing Board.

This administrative procedure does not change the processes through which individual college Senates reach agreement with the Governing Board on matters of concern to an individual college.

1. The Governing Board or its designee shall consult collegially with the Academic Senate (FSCC) when adopting (new or revising existing) policies/procedures on academic and professional matters. Drafts of new or revised policies/procedures regarding academic and professional matters may be developed by FSCC or other District employees or employee groups or students or the public. When changes in a policy/procedure are recommended, the timeline to act on the recommendation is as follows:
 - a. The president of the FSCC and the Chancellor will provide a written response regarding the proposed policy/procedure to each other and, as appropriate, to the person or entity making the recommendation within 30-60 working days.
 - b. The Chancellor and FSCC president will respond to one another's statements under (1a) above within 30-60 working days from the date each receives the other's statement.
2. If agreement between the FSCC and the Chancellor is reached, the Chancellor or FSCC will send the recommendation to the District Governance Council (DGC) as an informational item. The Chancellor, consistent with Board Policy 1002, will place it on the Governing Board agenda first as an informational item (first reading) and then, not less than one regular Board meeting later, as a nonconsent action item (second reading).
 - a. The approved policy or procedure will be printed and distributed per the processes appropriate to the nature of the recommendation.
3. If agreement is not reached after appropriate attempts to resolve the issue between the FSCC and the Chancellor, both recommendations will be forwarded to the Governing Board. The FSCC may present its views and recommendations in writing directly to the Governing Board, or orally at a regularly scheduled Board meeting.

1. "Academic and professional matters" means policy development and implementation matters as noted in Footnotes #2 and #3.

4. If the FSCC and the Governing Board cannot reach an agreement regarding the recommended new or revised policy/procedure, existing policies and procedures shall remain in effect unless the Governing Board finds that either of the circumstances set forth below exists:
 - a. In cases where the Governing Board has agreed to rely primarily on the advice and the judgment of the Academic Senate (Items 1-3 of Title 5, Section 53200(c))², there must exist either exceptional circumstances or compelling reasons for not following the FSCC recommendation. If the recommendation is not followed on this basis, the Governing Board or its designee, upon request from the Academic Senate (FSCC), will promptly communicate its reasons in writing to the Academic Senate.
 - b. Where the Board has agreed to reach mutual agreement with the Academic Senate on the academic or professional matters (Items 4-11 of Title 5, Section 53200(c))³, the existing policies/procedures shall remain in effect unless continuing with such policy/procedure exposes the District to legal liability or causes substantial fiscal hardship. In such instances, the Governing Board will act only after it has made a good faith effort to reach agreement and only for compelling legal, fiscal, or organizational reasons. If the recommendation is not followed on this basis, the Governing Board or its designee, upon request from the Academic Senate, will promptly communicate its reasons in writing to the Academic Senate.

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2. Items 1 through 3 are:
 - 1) curriculum, including establishing prerequisites and placing courses within disciplines;
 - 2) degree and certificate requirements; and
 - 3) grading policies.
 3. Items 4 through 11 are:
 - 4) educational program development;
 - 5) standards or policies regarding student preparation and success;
 - 6) district and college governance structures, as related to faculty roles;
 - 7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - 8) policies for faculty professional development activities;
 - 9) processes for program review;
 - 10) processes for institutional planning and budget development; and
 - 11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.