

PARTICIPATION IN LOCAL DECISION MAKING

The following principles will guide the implementation of the college governance structure and its decision making process:

1. The Board of Trustees has final responsibility and authority for college policies and procedures, and any individual may address the Board regarding them.
2. The Board charges the President/Superintendent with the responsibility for governance of the institution; in turn, the President/Superintendent creates a structure and a systematic process for decision making which allow for the effective participation of faculty, staff, and students.
3. The college governance structure is charged with making recommendations through committees to the President/Superintendent, or in specified areas, to the Academic Senate, on issues affecting the institution.
4. The College recognizes the Academic Senate's primary responsibility in making recommendations in specified areas related to academic and professional matters. A faculty advisory seat on the Board of Trustees shall be established and be present at all Board of Trustees meetings. The President of the Academic Senate shall fill said position.
5. The College recognizes the role of collective bargaining, of the Classified Staff and of the Associated Student Body in certain aspects of policy development and implementation.
6. The knowledge and experience of committee members and the interrelationship of all committees gives the governance structure pre-eminence in the decision making process.
7. Broad participation from all segments of the college is encouraged and expected in the governance structure.
8. Each committee should annually review and evaluate the continuing need for its operation and make recommendations for any necessary changes in the governance structure.
9. Each constituency represented on a committee appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the institution.
10. The responsibility of participants in decision making includes articulating the concerns of their constituents and, in turn, reporting to them on the progress of issues.
11. The college community as a whole should understand the governance process and how to participate in it through constituency representation.
12. Governance is facilitated by extensive communication, timely and appropriate notice of meetings, public deliberation, full campus participation, and published records.

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

Approved: 9/11/05

Former Administrative Regulation #202.02: "Principles of Governance," Approved 6/6/94

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The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for the President/Superintendent's action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

Academic Senate (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the College Council, Administrative Team, and Combined Cabinet will be given every reasonable consideration.

Students (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

See Administrative Procedure AP 2510.

Reference: Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A

Adopted by Board of Trustees: 9/11/05

Former Bylaw #002: "Authority and Powers," Adopted by Board of Trustees: 8/15/77

Amended: 1/11/93

Former Policy #202: "Governance and Decision Making," Adopted by Board of Trustees: 8/15/77

Amended: 6/6/94, 11/7/94

COLLEGE COUNCIL

The Redwoods Community College District shall establish governance structures which are efficient, effective, and which allow for broad participation in the decision-making process. The District seeks to build understanding and trust among various groups in the College through open collaboration and shared responsibility.

To this end, College Council shall be the multi-constituent internal policy review and development committee for the College. The scope of College Council activity shall include policy review of long-range planning, long-range budget development, information systems, affirmative action plans, and other issues having significant policy or budgetary impact upon the College.

The membership and procedures of College Council shall be based upon protocols agreed upon by the President/Superintendent and the Academic Senate.

Approved: 9/11/05

Former Administrative Regulation #202.01: "Policy Development Committee," Adopted by Board of Trustees:
10/75

Amended: 8/77, 4/81, 9/85, 7/86, 11/89

FINANCIAL ADVISORY COMMITTEE

The Financial Advisory Committee (FAC) is a forum for the sharing of financial information and an opportunity for representatives of campus constituencies to make recommendations to the Vice President, Chief Business Officer, about budget development and other financial issues likely to have significant financial impact on the District.

Important budget policy discussions are normally held with the Board three times a year: preliminary budget discussions begin in February, the Tentative Budget is discussed and adopted in May and June, and the Final Budget is discussed and adopted in August and September. A Budget Calendar will be developed that will provide guidance to committee members regarding timelines for meaningful input.

1. FAC members shall communicate with their constituencies prior to the time the committee makes recommendations to the Vice President.
2. The recommendation will be by a majority vote of the committee and will be advisory to the Vice President.
3. Committee members are to communicate FAC recommendations back to their constituents so that those groups will be informed and able to provide input to the College Council and the Board.

Adopted by Board of Trustees: 9/11/05

Former Administrative Regulation #202.03: "Financial Advisory Committee," Amended 10/18/96

RESPONSIBILITIES OF THE ACADEMIC SENATE

In order to ensure that the faculty have a formal and effective procedure for participating in the development and implementation of district policies on academic and professional matters, the Board of Trustees recognizes the College of the Redwoods Academic Senate. The Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters and will rely on the knowledge and experience of the faculty as expressed through the Academic Senate. The Board will, in turn, expect the Academic Senate to communicate the Board's issues and concerns clearly and effectively to the faculty.

In the following areas the Board delegates authority and responsibility to the Academic Senate for making recommendations to the Board. In making decisions in these areas, the Board will rely primarily upon the advice and judgment of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Standards or policies regarding student preparation or success
5. Faculty qualifications, including equivalencies, internships, and the placement of courses in disciplines for the purpose of establishing minimum qualifications
6. Decisions to offer tenure.
7. Policies for faculty professional development activities

In these areas the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board or its representative, upon request of the Academic Senate, will communicate its reasons in writing.

In the following areas the Board or its representatives will reach mutual agreement with the Academic Senate, and such agreement will be expressed either by written resolution, administrative regulation, board policy, or other board action:

1. Educational program development, including both the initiation and elimination of programs
2. College governance structures, as related to faculty roles
3. Faculty roles and involvement in accreditation processes, including self-study and annual reports
4. Processes for program review
5. Processes for institutional planning and budget development
6. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

In these areas, when agreement cannot be reached between the Board and the Academic Senate, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board will act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

In addition to the specific responsibilities noted above, the Academic Senate is responsible, after consultation with the President or his or her designee, for making faculty appointments to all committees, task forces, or other groups dealing with academic and professional matters. Notwithstanding this provision, the collective bargaining representative may also seek to appoint faculty members to such committees, task forces, or groups.

Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views directly to the Board on any issue it deems appropriate. Nor is anything intended to impinge upon the due process rights of faculty or to detract from any negotiated agreements between the Board and the collective bargaining representative

Adopted by the Board of Trustees: June 6, 1994