



STATE CENTER COMMUNITY COLLEGE DISTRICT
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State Center Community College District

2013 DECISION MAKING

RESOURCE MANUAL:

Structure, Function, and Alignment

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Prologue

As the region's premiere community college district, State Center Community College District (SCCCD) relies on its collegial culture, dialogue, and trust amongst its Board members, faculty, staff, administration, and students, all of whom provide the foundation for student success. Members of the district are committed to a shared vision of ensuring the highest quality education and of meeting diverse learner needs.

Making progress toward this collective vision can only be fostered in an atmosphere of mutual collaboration and respect. In an effort provide a transparent and accessible definition of this goal, SCCCDD developed a Strategic Plan, which reinforces our commitment to the following values:

Excellence: So that every student will have the opportunity to benefit from an educational experience of the highest quality, we are committed to excellent teaching, learning, quality instruction, support services, and co-curricular activities.

Diversity: We are committed to cultivating a welcoming environment for all and we will promote and celebrate diversity in our student body, faculty, staff and administration.

Integrity: We will be accountable, honest, transparent and adhere to the highest professional standards to ensure that every student has the opportunity to receive an excellent education. We are committed to removing barriers to student success.

Continual Improvement: We will continually evaluate our policies and practices to sustain and improve the quality of our programs and services. We will utilize effective planning procedures and commit to making decisions based upon the systematic use of relevant data.

Stewardship: We are committed to the enhancement, preservation, conservation, and effective utilization of our resources.

Community: We value the community we serve and strive to work as a good neighbor, and partner with the people, businesses and organizations of the San Joaquin Valley.

Communication: We are committed to open communication among all members of the District, and with the external community of which we are an integral part. We will ensure freedom of speech, collaboration and mutual respect.

The purpose of this resource manual is to describe how decisions are made in the State Center Community College District and has been developed with the goal of improving communication and trust across SCCCD. These decision-making processes reflect the mechanisms by which SCCCD ensures that there are opportunities for meaningful collaboration and that the voices of the constituent groups are heard in making decisions.

Effective communication is of particular relevance to this document. The following suggestions were offered as strategies for strengthening trust within SCCCD:

- Clearly define roles for employees at all levels of SCCCD;
- Clearly articulate decision-making processes;
- Develop goals and priorities through collaboration;
- Develop systems of accountability to ensure consistent adherence to those goals and priorities;
- Rely on data to make decisions and set priorities;
- Create venues for representatives of the sites to collaborate with each other for the benefit of students Districtwide.

This document delineates the processes by which recommendations to the Chancellor are developed by describing:

- The structure and function of each group that contributes to the development of those recommendations and
- The alignment of the groups to one another.

The State Center Community College District 2013/2016 Decision Making Manual: Structure, Function, and Alignment is reviewed and updated annually to maintain credibility as a valuable resource. The annual update prepared by the Communications Council, reflects minor changes, such as in descriptions, timelines, or processes. In addition to this annual review of content, the processes described in this document are evaluated every four years. This assessment occurs as part of SCCCD's assessment of its strategic planning processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of the State Center Community College District Integrated Planning Model and Manual.

As an overview, the assessment includes gathering input Districtwide and then using those results to prepare an assessment report that is submitted to the District Consultation Council. The District Consultation Council reviews the assessment report and recommends revisions to decision-making processes as warranted based on that assessment. The State Center Community College District 2013/2016 Decision Making Manual: Structure, Function, and Alignment is then updated to reflect any agreed-upon changes. Through these two review processes, one completed State Center Community College District

on an annual basis and one completed every four years, this document is maintained to reflect the inevitable changes in decision-making processes that are to be expected as part of SCCCD's cycle of continuous quality improvement.

ROLES OF CONSTITUENTS IN DISTRICT-LEVEL DECISION MAKING

The constituents in SCCCD participate in decision-making at the district level as appropriate within the scope of their roles in the District. The California Code of regulations describes the roles for each constituency in making decisions. The scope of decision-making for each constituency group is also outlined in SCCCD Board Policies, and the practices, procedures and job descriptions within the District. References to California Code of Regulations, SCCCD Board Policies and Administrative Regulations are included in the appendix of this manual.

Board of Trustees

The State Center Community College District Board of Trustees acts as an independent policy-making body that oversees the colleges' educational programs and guarantees District integrity and fiduciary health.

The role of the Board in decision-making is to operate in accordance with applicable laws and regulations. The Board is responsible for ensuring that SCCCD's mission is fulfilled and that SCCCD's financial resources are dedicated to the educational programs that SCCCD provides.

The Board of Trustees consists of seven elected members, who reside in the area from which they are elected. The term is four years. The Board annually elects a president, vice president, and secretary. The Chancellor serves as the Board's Professional Advisor.

The Board includes two non-voting student members whose term of office is one year. The student member shall meet the requirements at the time of nomination and during the term of service as outlined in Board Policy 2015. The student member shall be recognized as a full member at Board meetings, participate in discussions, and ask questions, with the exception of closed sessions. On or before May 15 of each year, the Board shall decide whether or not to afford the student member the privilege to make and second motions.

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California State Education Code 70902 identifies the Board of Trustees as the legal and fiduciary body for the State Center Community College District. The Board affirms its role and responsibility in Board Policies 2012, 2270, and 2410. These responsibilities and specific duties are outlined below:

- Select and appoint the Chancellor of the district;
- Fix and approve the annual budget;
- Through the adoption of annual budgets, approve the expenditure of all funds;
- Appoint or dismiss employees of the district upon the recommendation of the Chancellor;
- Fix the rate of compensation for all employees and review all salary schedules annually;
- Act upon recommendations of the administration on matters of repair and maintenance of buildings, grounds, and equipment;
- Request and consider reports from the Chancellor regarding the educational program, financial positions, and other matters pertaining to the welfare of the district;
- Consider and act upon the curricular offering of the colleges upon the recommendation of the Chancellor;
- Consider and adopt a District annual calendar;
- Provide for the establishment of necessary procedures to assure proper accounting of all District funds, student organization funds, cafeteria funds, bookstore funds, and any other funds that fall under the supervision of the District;
- Provide for the annual audit of all funds;
- Consider communications and requests from citizens or organizations on matters of policy and administration; and
- Serve as a board of appeal for students, employees, and citizens of the District.

(BP 2012: Role of the Board Powers, Purposes, Duties; BP 2270 Board Member Authority; BP 2410: Policy and Administrative Regulations Education Code Section 70902; Accreditation Standard IV.B.1.b & e).

Chancellor

The decision-making role of the State Center Community College District Chancellor is determined by the authority delegated by Board of Trustees.

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The Chancellor is the chief administrative agent of the Board of Trustees and is responsible directly to the Board. The Board delegates authority to the Chancellor, allows him or her to make decisions in the best interest of the District, and holds him or her accountable upon executing those decisions. All constituency groups within the District reserve the right to speak to the Board directly regarding the Chancellor's recommendations to the Board. (See Board Policy 2430: Delegation of Authority to Chancellor).

Administrative Regulations

The Chancellor's Cabinet develops Administrative Regulations as a means to implement Board Policy as necessary for the administration of the District. Any member of the Chancellor's Cabinet may propose a new or revised regulation.

AR 2410 - BP#: BP 2410 Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Board of Trustees

Policy and Administrative Regulations

SCCCD governance and organizational groups forward recommendations to the District Communications Council (DCC), who then makes a recommendation to the Chancellor. The Chancellor reviews the recommendation and does one of the following:

- Approves the recommendation and devises and executes an implementation plan; or
- Makes minor modifications, returns to DCC with the revised modifications, and devises and executes an implementation plan based on the modified recommendation; or
- Returns the recommendation with comments for further consideration.

College President

The role of the College Presidents in making broad decisions at the District level is to articulate recommendations directly to the Chancellor in matters assigned in their job description and

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responsibilities. In addition to making decisions at the campus level, they include serving as the principal advocate for their college at the District level and with the Board of Trustees for financial requirements, policy, special projects and the advancement of campus goals.

Faculty

Full- and part-time faculty members participate in decision-making at the district level in several ways:

- Participate in committees, councils, and task forces that impact professional and academic matters as outlined in state regulations;
- Develop recommendations related to District Strategic Plan, goals, and objectives to the Chancellor through constituency representation.

The Board recognizes that the Academic Senates on each SCCC campus are representative of faculty and the Board will rely primarily on the advice and judgment of the Academic Senates on the following academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Standards or policies regarding student preparation and success
- Faculty roles and involvement in accreditation processes, including self-studies and annual reports; and
- Policies for faculty professional development activities.

(Board Policy 2510 and Title 5 sections 53200-53204).

The Board and the Academic Senates will mutually agree on the following professional and academic matters:

- Educational program development and educational program discontinuance;

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- District and college governance structures as related to faculty roles;
- Process for program review;
- Process for institutional planning and budget development; and
- Other academic and professional matters as mutually agreed by the Board of Trustees and Senates.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. The processes the Board follows when considering the above academic and professional matters are spelled out in AR 2510. Full- and part-time faculty are represented by the State Center Federation of Teachers (SCFT), Local 1533, in matters related to working conditions within the scope of collective bargaining. SCFT is responsible for appointing representatives from the faculty to specified committees.

Classified Professionals

The merit system is a set of laws, rules and procedures similar to the “civil service system at the Federal and State Level, and is the method by which classified employees are governed. The fundamental purpose of the merit system is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness. (California Education Code 88060).

The role of classified professional members in making decisions at the district level is to participate in:

- The development of recommendations to the Chancellor on issues that have or will have a significant effect on them and
- The processes for developing those recommendations.

The specific matters identified as having a significant effect on Classified Professionals are identified in the California Code of Regulations. Participation in local decision-making affirms

that recommendations and positions developed by classified professionals will be given every reasonable consideration prior to action on a matter having a significant effect on them.

Classified Professionals - Classified Professionals are represented by Classified School Employees Association Chapter 379 (CSEA) in matters related to working conditions within the scope of collective bargaining. As the exclusive representative of State Center Community College District classified professional employees, CSEA is responsible for appointing representatives from the classified professionals to specified committees.

Police Officers Association (POA) – Represented by Teamsters Union.

Classified Senate – The senate will serve in an advisory and recommendation role for district planning, policy and the decision making process. Senate promotes communication among the classified members by sharing information and addressing concerns. (Title 5, section 51023.5)

Classified Management - Classified Managers do not bargain collectively, but are represented in their working relationship with State Center Community College District

The web addresses for the following resources related to the role of staff in making decisions at the District level are included in the appendix of this document:

- 1) California Code of Regulations Title 5, section 53200
- 2) Board Policy AR 2510
- 3) Education Code Section 70902(b) (7) Title 5 Sections 53200, et. Seq.,
- 4) Shared Governance SB35

Students

The role of students in making decisions at the District level is to participate in:

- The development of recommendations to the Chancellor on issues that have or will have a significant effect on them and
- The processes for developing those recommendations.

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Student will be provided an opportunity to participate in the formulation and development of District policies related to:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs that 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; and
10. Any other District and college policy, procedure or related matter that the District governing board determines will have significant effect on students.

Students will exercise their opportunity through the Associated Student organization and through appointments to District committees that review, analyze, and formulate District policies and procedures. (AR 5400: Associated Students)

The students of the District are authorized to organize student body associations. The Board recognizes those associations the Associated Students of the District: Associated Student Government, Fresno City College, Reedley College, Willow International Community College Center; Associated Student Body, Madera Community College Center, and Oakhurst Center as the official voices for students in District and college decision-making processes. (Board Policy 5400: Associated Student Organizations and Administrative Regulation 5400 Associated Students). These organizations are recognized as the representative bodies of students designated to fulfill the shared governance rights and responsibilities of State Center Community College District students. (Board Policy 5400, Administrative Regulation 5400, California Code of Regulations Title 5, Section 53200).

The web addresses for the following resources related to students' role in making decisions at the District level are included in the appendix of this document:

- (1) Board Policy 5400 and Administrative Regulation 5400.
- (2) California Code of Regulations Title 5, Section 53200.

Educational Administrators

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the district. All district administrators are expected to:

- Provide effective leadership in planning, evaluation, and continuous improvement;
- Implement district's mission, vision and strategic directions;
- Make contributions to the development and improvement of all district functions;
- Adhere to ethical standards, policies, procedures, and regulations established by the board of trustees;
- Perform the duties and responsibilities outlined in their job descriptions;
- Remain current in the best practices in their positions, education and student learning;
- Create and maintain a stimulating intellectual and learning environment for students, faculty, and staff;
- Provide responsible stewardship of district resources;
- Make appropriate decisions for their areas based on all information available;
- The role of administrators in the decision making process of the District is dependent upon the specific duties and responsibilities of each particular position. (AR 3150).

TYPES OF GROUPS THAT DEVELOP RECOMMENDATIONS

Groups that develop recommendations in the decision-making process are organized into three categories, according to their membership, their sources of authority, and their tasks. The work of these groups is essential to sharing input from all constituent groups, communicating information of districtwide importance back to those constituent groups, and making informed decisions. These groups contribute to dialogue throughout the district and produce recommendations that will be forwarded to the next individual or group in the decision-making process.

1. Governance Groups

SCCCD Governance groups' authority is from laws and regulations or delegated by another group that possesses the same authority. District-level governance groups include the Board of Trustees, Chancellor, Communications Council, and Chancellor Cabinet.

District-level governance groups are Communications Council. This group forwards information from their constituencies group into district-level dialogue and back to their constituencies at the campus level.

Campus governance groups include Academic/Faculty Senates, Associated Student Government, and Classified Professionals.

Membership and charge of the groups are described in this document. All recommendations by District and Campus governance groups go through a series of review before the recommendations are forwarded to the Chancellor.

2. Organizational Groups

Organizational groups assist the Chancellor in implementing the Board's plans and policies by coordinating operational, procedural and policy implementation. The authority for the members of organizational groups is derived from the Board of Trustees through the assignment of responsibilities on job descriptions and appointment to positions within State Center Community College District. State Center Community College District is comprised primarily of State Center Community College District

organizational groups. Examples of District-level organizational groups are Chancellor's Cabinet. Membership in State Center Community College District organizational groups is determined by the committee makeup. For Example: Some committees may need a representative from each area such as Classified Senate, Faculty Senate, and CSEA. The membership and purpose of these groups are described in this document.

3. Taskforces

Taskforces are formed to address a specific topic that has districtwide impact and require timely attention. The duration of the taskforce is dependent upon the completion of the task and is decided upon by taskforce members and the District. The membership and purpose of these groups will differ according to the project at hand.

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SCCCD GOVERNANCE GROUP

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
Administrative					
Communications Council AR 2610	Chancellor	<ul style="list-style-type: none"> The Communications Council was formed to provide a venue for college/district constituency groups to participate in local decision-making. The Communications Council reviews the Board agenda and discusses items on the agenda as well as other topics regarding shared governance. See Administrative Regulation 2510 	<ul style="list-style-type: none"> College and campus Presidents Academic Senate Presidents or designee President of each college's Classified Senate or designee President of the faculty exclusive representative or designee President of the classified employee's exclusive representative or designee One additional representative of the classified employees from each college Chancellor 	<ul style="list-style-type: none"> Meets the Tuesday before a scheduled Board meeting. 	<ul style="list-style-type: none"> Reviews operating agreements and manuals; forwards documents to constituency groups for review.

SCCCD ORGANIZATIONAL GROUPS

FORWARD

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
Administrative					
Chancellor's Cabinet	Chancellor	<ul style="list-style-type: none"> Solve administrative problems of Districtwide concern that are not solved elsewhere in the organization. Share administrative information of Districtwide interest/concern. Coordinate/guide Districtwide planning and budgeting for Districtwide attention and input. Clarify and/or define Districtwide operational policies and procedures and make recommendations to the Chancellor as appropriate. Define standards of fairness and equity among the colleges/district office regarding resource allocations. Make management decisions or recommendations to the chancellor regarding personnel, litigation or collective bargaining matters. Clarify or interpret, from a management perspective, union contracts for Districtwide consistency in implementation. 	<ul style="list-style-type: none"> Chancellor Vice Chancellors Associate Vice Chancellors College and campus Presidents Exec. Director, Public & Legislative Relations Exec. Director, Foundation General Counsel 	<ul style="list-style-type: none"> Every Monday from 2pm-4pm. 	<ul style="list-style-type: none"> Cabinet makes recommendations to the Chancellor.
Educational Services & Institutional Effectiveness					
Educational Coordinating Planning	VC, Educational Services &	<ul style="list-style-type: none"> After review by the Academic Standards Committee and Pre-ECPC Committee, the ECPC 	<ul style="list-style-type: none"> College and Campus Presidents Vice Presidents of Instruction Vice Presidents of Student 	<ul style="list-style-type: none"> 1st week in November 1st week in May 	<ul style="list-style-type: none"> Reviews and supports curriculum action and makes

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
Committee (ECPC)	Institutional Effectiveness	<p>Committee reviews new courses, course revisions, new programs, and program revisions being represented by the colleges.</p> <ul style="list-style-type: none"> After approval, these are submitted to the Board of Trustees for approval. 	<p>Services</p> <ul style="list-style-type: none"> Academic Senate Presidents College Curriculum Committee Chairs Curriculum Analysts 		<p>recommendations to the Board of Trustees.</p> <ul style="list-style-type: none"> Approval by vote.
Perkins Planning Team or VTEA (Vocational Technical Educational Act)	VC, Educational Services & Institutional Effectiveness	<p>According to Shelly Connor, when Robert was here as acting Vice Chancellor, he convened the Workforce deans several times with Perkins being one of the topics of discussion. George convened the workforce deans as a specific task force last week, but did not discuss Perkins with that group at this meeting. I'll find out if there is an official Perkins committee and let you know.</p> <ul style="list-style-type: none"> Allocated Perkins Funds. 	<ul style="list-style-type: none"> VP's of each college/center Deans of Instruction each college/center Director of Grants, DO 	<ul style="list-style-type: none"> As needed. 	<ul style="list-style-type: none"> Makes recommendations to the Vice Chancellor.
District Research	VC, Educational Services & Institutional Effectiveness	<ul style="list-style-type: none"> Develop comprehensive plan to increase research capacity districtwide Develop common research models and definitions Develop district research agenda Design menu of standards to guide the production of studies Develop common data elements Develop procedures to review and prioritize research requests 	<ul style="list-style-type: none"> Dir. of Institutional Research, Assessments and Planning (FCC) Coordinator, Institutional Research (FCC) Coordinator, Institutional Research (RCWI/MC) Institutional Research Coordinator (DO) Research Counselor (FCC) C6 Institutional Researcher (DO) VC Educational Services & 	<ul style="list-style-type: none"> As Needed. 	<ul style="list-style-type: none"> Provides data for decision-making upon request from constituent groups.

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
		<ul style="list-style-type: none"> Maintain accessible online repository of completed research studies Develop procedures to respond to research requests not included on the established agenda Provide training and resources to enable faculty and staff to become informed users of research and to successfully undertake basic research projects. 	institutional Effectiveness		
District Enrollment Management Committee	VC, Educational Services & Institutional Effectiveness	<ul style="list-style-type: none"> This committee has not been formed yet. 			
District Matriculation Work Group	Dean of Student Services, Counseling, Fresno City College	Sub-committee of District Enrollment Management	<ul style="list-style-type: none"> Interim District Vice-President of Admissions & Records Dean of Student Services, Counseling, FCC Dean of Students, Madera Matriculation Coordinator, Reedley, College Counselor, Willow Matriculation Coordinator, FCC Coordinator of Special Programs, Reedley College Interim Dean of Students, Willow Interim Dean of Students, Reedley College 	Meet a couple times during the semester as schedules allow; there is no set day and time	<ul style="list-style-type: none"> No district-level decision-making process Information sharing group

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
Registration-To-Go (RTG) Acts only as a sub work group to the District Matriculation Committee;	N/A	Sub-committee of District Enrollment Management			
Vice President's Committee	VC, Educational Services & Institutional Effectiveness	<ul style="list-style-type: none"> The Districtwide Vice Presidents meet to ensure the consistent and timely interpretation and application of district and governmental policies and regulations. Ensure consistent provision of quality services. Share information and other resources in a timely manner; provide effective communication regarding cross enrollment. 	<ul style="list-style-type: none"> VC, Educational Services & Institutional Effectiveness VP Student Services, FCC VP Student Services, NC Admissions & Records (DO) VP Student Services, (MC) VP Student Services, (RC) Dean of Students (WI) 	<ul style="list-style-type: none"> One time per month. 	<ul style="list-style-type: none"> Brief paper SCCCD Vice Presidents Vice Presidents' Charge
District Strategic Planning Committee (DSPC)	VC, Educational Services & Institutional Effectiveness or designee	<ul style="list-style-type: none"> Recommend to Chancellor's Cabinet districtwide goals and objectives. Recommend priorities and provide oversight of district's long term planning. Recommend guidelines and monitor progress towards completion of goals and objectives. Recommend ad hoc committees 	<ul style="list-style-type: none"> Administrators (4) Classified Staff (4) Faculty (3) AFT (1) Students (3) 	<ul style="list-style-type: none"> Every other Friday from 3:30-5:00pm. 	<ul style="list-style-type: none"> This group forwards recommendations to Communications Council.

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
		essential to district strategic planning implementation.			
Facilities					
Districtwide Facilities Planning Committee	Assoc. VC, Business and Operations	<ul style="list-style-type: none"> The Strategic Planning for Districtwide Facilities Committee is responsible for assisting in the development of planning for the support of new and modernized facilities Districtwide. 	<ul style="list-style-type: none"> Academic Senate (3 Reps) Classified Senate (3 Reps) CSEA (3 Reps) Faculty Union (1 Rep) Students (3 Reps) VP's of Instruction (3 Reps) VP's of Business Services (2 Reps) Assoc. Business Manager (1 Rep) Chancellor VC, Finance & Administration Assoc. VC, District Operations 	<ul style="list-style-type: none"> Every four months on the fourth Thursday of the month at 10:00 a.m. in the District Office Conference Room with Polycom available at Reedley PCR, Willow Room 270, and the Madera Center PCR 	<ul style="list-style-type: none"> The Committee is overseen by the Committee Chair and reports and makes recommendations to the Chancellor's Cabinet.
Finance					
Resource Allocation Model Taskforce (RAMT)	VC of Finance & Admin.	<ul style="list-style-type: none"> The Resource Allocation Model Taskforce is charged with the responsibility to develop and recommend the elements of a comprehensive resource allocation model for the district. Investigation of models of other multi-college districts, incorporate elements of SB 361 funding model, and incorporate our future plans for achieving candidacy and initial accreditation for the Willow International Center 	<ul style="list-style-type: none"> VC of Finance & Admin, Chair Resource Chair Administration (3) CBO (3) Classified Senate (3) CSEA (3) Faculty/Academic Senate (6) Dir. Of Finance Students (3) 	<ul style="list-style-type: none"> Every other Friday from 2-5:00 p.m. 	<ul style="list-style-type: none"> The Taskforce makes recommendations to Chancellor's Cabinet

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
Governance					
Governance Group	Tony Cantu	<ul style="list-style-type: none"> Pending development. 			<ul style="list-style-type: none"> Pending.
Human Resources					
Administrative Regulation 7120 Hiring Committee	Assoc. VC of HR	<ul style="list-style-type: none"> Administrative Regulation 7120 for Recruitment and Employment of College Faculty. A joint committee of administration and academic senate reviews these procedures every five years or at the request of either of the academic senate or administration. This AR was last reviewed in 2005. 	<ul style="list-style-type: none"> Assoc. VC, HR VP Instruction, FCC VP Instruction, RC VP Instruction & Student Services, Willow Academic Senate, FCC (2 Representatives) Academic Senate, RC and/or Madera Center (2 Representatives) Academic Senate, Willow (1 Representative) 	<ul style="list-style-type: none"> Meets every other Monday-usually in the spring semester. 	<ul style="list-style-type: none"> The Committee recommends revisions to the AR and presents them to the Chancellor's Cabinet for approval.
District Human Resources Staffing Taskforce	District Dean of HR	<ul style="list-style-type: none"> Ensure sufficient staffing resources are allocated for the effective operations of the colleges, centers, sites, and district office/centralized services Ensure integration of the colleges', centers' and district's HR staffing plans with the other planning processes in the 	<p><u>District Office:</u></p> <ul style="list-style-type: none"> Vice Chancellor of Finance and Administration or designee Vice Chancellor Educational Services and Institutional Effectiveness Director of Classified Personnel Provisional Director of Human Resources 	<ul style="list-style-type: none"> Dates and times are still being determined. Next meeting scheduled on Dec. 6, 2012 at 8:00 am. 	<ul style="list-style-type: none"> Still to be determined other than it will be made as a committee with no one person having more input or "weight" than another.

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
		<ul style="list-style-type: none"> district, i.e. strategic plan, facilities, technology, resource allocation; and Ensure human resources planning and decision-making processes at each college, center, site and district office/centralized services align with districtwide human resources planning and resource allocation decisions Recommend the formation of a standing districtwide HR resources planning committee including its purpose and composition. 	<ul style="list-style-type: none"> <u>Fresno City College:</u> <ul style="list-style-type: none"> Administration (1 Representative) Faculty Senate (1 Representative) Classified (1 Representative assigned by President of CSEA) <u>Reedley College (Madera Center and Oakhurst Center):</u> <ul style="list-style-type: none"> Administration (1 Representative as assigned by center and college presidents) Faculty Senate (1 Representative) AFT President/designee Classified (1 Representative as assigned by President of CSEA) <u>Willow International Community College Center</u> <ul style="list-style-type: none"> Administration (1 Representative as assigned by center and college presidents) Faculty Senate (1 Representative) Classified (1 Representative as assigned by President of CSEA) 	<ul style="list-style-type: none"> One Thursday a month 	<ul style="list-style-type: none"> Recommendation to Chancellor's Cabinet
District Classified Professionals	District Director of Classified	<ul style="list-style-type: none"> Recommend to Chancellor's Cabinet districtwide goals and objectives for classified 	<ul style="list-style-type: none"> Administrators (1) Classified Staff (27 – various campus and centers) 	<ul style="list-style-type: none"> One Thursday a month 	<ul style="list-style-type: none"> Recommendation to Chancellor's Cabinet

State Center Community College District

Decision Making Resource Manual April 2013; May 7, 2013 3:40pm

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
Staff Committee	Professionals	personnel.	<ul style="list-style-type: none"> Retiree (1) 		
Classified Training Committee	District Dean of HR	<ul style="list-style-type: none"> Develop and implement an ongoing, systematic process to train classified employees throughout the District based on an annual needs assessment survey of classified staff and managers. 	<ul style="list-style-type: none"> Dir. of Classified Personnel District Dean of HR HR Analyst, Classified 	<ul style="list-style-type: none"> Once a month or as needed. 	<ul style="list-style-type: none"> The Committee reports to the Chancellor.
New Employee Orientation Committee (NEO)	District Dean of HR	<ul style="list-style-type: none"> New employee orientation provides information on the structure, mission, vision and values of the California Community College System, SCCCD, its colleges and centers, as well as important information about the district's programs, procedures, labor contracts, benefits, etc. The purpose is to help new employees acclimate to the District and be successful in their jobs. (See also New Employee Orientation – Part 2) 	<ul style="list-style-type: none"> District Dean of Human Resources Dir. of Classified Personnel HR Analyst, Classified Benefits Specialist Admin. Secretary HR – Confidential 	<ul style="list-style-type: none"> Twice a year, typically in September and March. 	<ul style="list-style-type: none"> The Committee reports to the Chancellor.
New Employee Orientation, Part 2 Continuing from NEO	District Dean of HR	<ul style="list-style-type: none"> Provide additional information on mission, vision, values, programs and services which build on information provided at the New Employee Orientation, and highlights the interrelatedness of each college and center, thereby maximizing participation in and contributions to the District's programs and 	<ul style="list-style-type: none"> VC of Finance (Budget Process) Campus VP's (Instruction and Student Services) Campus Dean's (Instruction and Student Services) Police Dept. (Safety) AVC of Operation (Facilities) 	<ul style="list-style-type: none"> Once a year, October 	<ul style="list-style-type: none"> The Committee reports to the Chancellor.

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
		services,			
Information Technology					
IS Priority Committee/ Datatel Users Group	VC of Educational Services and Institutional Effectiveness or designee is the chair of the Committee Designee is Director of IS at District Office	<ul style="list-style-type: none"> To approve projects and set priorities for the Datatel programmers within the District's Information Systems Department. The Committee's activities include: <ul style="list-style-type: none"> Approving the addition of any new major programming projects to the Committee's official Datatel programming project list. Identifying issues to be researched for possible implementation (e.g., new Datatel capabilities) Providing project stats 	<ul style="list-style-type: none"> Assoc. VC, HR or designee VP, Admissions & Records VP, Instruction from each college VP, Student Services from each college VP, Instruction and Student Services from WI VP, Administrative Services from each college Assoc. College Business Manager from WI Senior Representative from HR Classified Senate Representative from each college and WI CSEA appointee from each college NC Faculty Representative from each college and WI 	<ul style="list-style-type: none"> First Friday of each month. 	<ul style="list-style-type: none"> Reviews project list request, prioritizes, and reports to Vice Chancellor regarding processes and priorities.

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
District Technology Committee	VC of Ed Serv. & Institutional Effectiveness	<ul style="list-style-type: none"> • Review report from College Brain Trust and CampusWorks regarding districtwide technology issues • Review & identify objectives met and unmet in the 2000 District Technology Strategic Plan • Work plan with timelines for development of a Districtwide Technology Master Plan that aligns with 2012-2016 Districtwide Strategic Plan, the colleges/centers technology plans and governing board's future vision for technology • Establish timelines and objectives to be completed by the taskforce prior to transitioning to a standing Districtwide Technology Committee • Ensure the taskforce's recommendations meet the accreditation standards • Transition to a standing Districtwide Technology Committee after the taskforce completes its objectives • Recommend an operating agreement to establish a standing Districtwide Technology Master Plan Committee. 	<ul style="list-style-type: none"> • VC, Ed Serv. & Institutional Effectiveness • Director, Information Systems • FCC Director of Technology • RC/WI Director of Technology • VP, A & R and Institutional Research • FCC Financial Aid Director • RC Financial Aid Director • FCC Financial Aid Programmer • FCC Director, Institutional Research, Assessment & Planning • RC Institutional Research Coordinator • 3 faculty reps from college Technology Committees recommended by college/campus presidents • President – Willow International • VC, Finance & Administration 	<ul style="list-style-type: none"> • Next meeting date and time decided at each meeting 	<ul style="list-style-type: none"> • VC of Ed Serv. & Institutional Effectiveness
Administrative Services Unit Review	VC of Ed Serv. & Institutional Effectiveness	<ul style="list-style-type: none"> • The Response Team provides recommendations and commendations to the 	<ul style="list-style-type: none"> • Associate Vice Chancellor, Educational Services and Institutional Effectiveness 	<ul style="list-style-type: none"> • Last Friday of each month from 9:00am - 	<ul style="list-style-type: none"> • Provides recommendations to the Chancellor.

State Center Community College District

Decision Making Resource Manual April 2013; May 7, 2013 3:40pm

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
(ASUR) Response Team	or Designee	administrative unit based on its Self-Study Review and Planning Report and accepts or declines additional resource requests based on the Annual Operational Plan.	<ul style="list-style-type: none"> • or designee as Chair, Vice Chancellor of Finance or designee, • Associate Vice Chancellor, Human Resources or designee, • 3 Managers at large to represent Instruction, Student Services, and Administrative Services, • 3 Faculty: Chairs of Fresno City College, Reedley College and Willow International Community College • Center Program Review Committees or designee, • One (1) classified representative shall be appointed by the California School Employees Association (CSEA). One (1) classified representatives shall be selected by the Classified Senates. These appointments and selections will be done in collaboration to ensure broad representation from the colleges and centers, • 1 Institutional Researcher, • 1 Student Trustee (Rotated between the 2 	11:00am.	

State Center Community College District

Decision Making Resource Manual April 2013; May 7, 2013 3:40pm

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES	DECISION MAKING/ APPROVAL PROCESS
District Decision Making Taskforce (DDMT)	VC of Ed Serv. & Institutional Effectiveness or Designee	<ul style="list-style-type: none"> Clarify and describe the purpose, membership, and reporting structure of current district-level governance and decision making processes. Evaluate the effectiveness of current district-level governance and decision making processes. Identify gaps in the district-level governance and decision making processes. Create a manual to describe the structure, function, and alignment of governance and decision making. Will become part of the Communications Council. 	<p>Student Trustees).</p> <ul style="list-style-type: none"> Vice Chancellor of Finance and Administration or designee, Vice Chancellor of Educational Services and Institutional Effectiveness or designee (Chair). 1 Administrator from each college and center that has applied for candidacy. 1 faculty from each college and center that has applied for candidacy. 1 faculty from AFT. 1 student from each college and center that has applied for candidacy. 2 classified reps from CSEA. 2 classified reps from Classified Senates 	<ul style="list-style-type: none"> Every other Tuesday from 3:00-5:00pm. 	<ul style="list-style-type: none"> Will provide recommendations to Chancellor's Cabinet.

Appendices

A brief history of AB1725, California Education Code, and Title 5 may be found at the following website: <http://www.asccc.org/communities/local-senates/handbook/partI>

PRIMARY DOCUMENTS AUTHORIZING ACADEMIC SENATES

AB 1725: Passed by the legislature in 1988, this bill gave new responsibilities to local Academic Senates and the Academic Senate for California Community Colleges. The language of this bill may be viewed at the following website:

<http://www.faccc.org/advocacy/bills/historical/ab1725.PDF>

California Education Code: These laws are a result of legislative action. The full text, including the intent language of the original author(s), may be viewed at the following website*:

http://www.leginfo.ca.gov/.html/edc_table_of_contents.html

*Division 7 (70900-88651) covers the California Community College system.

Title 5: This portion of the California Code of Regulations contains the policies and regulations of the Board of Governors, including their interpretations and strategies for implementing Ed. Code. They may be found at the following website:

<http://www.cde.ca.gov/ls/fa/sf/title5regs.asp>

SECTIONS OF EDUCATION CODE AND TITLE 5 AFFECTING ACADEMIC SENATES

SECTION 70902 (b) (7) GOVERNING BOARDS; DELEGATION

<http://law.onecle.com/california/education/70902.html>

SECTION 87359 (b) WAIVER OF MINIMUM QUALIFICATIONS; EQUIVALENCY

<http://law.onecle.com/california/education/87359.html>

SECTION 87360 (b) HIRING CRITERIA

<http://law.onecle.com/california/education/87360.html>

SECTION 87458 (a) ADMINISTRATIVE RETREAT RIGHTS

<http://law.onecle.com/california/education/87458.html>

SECTION 87610.1(a) TENURE EVALUATION PROCEDURES

<http://law.onecle.com/california/education/87610.html>

SECTION 87663 (f) EVALUATION PROCEDURES

<http://law.onecle.com/california/education/87663.html>

SECTION 87743.2 FACULTY SERVICE AREAS

<http://law.onecle.com/california/education/87743.2.html>

SECTION 88060

<http://law.onecle.com/california/education/88060.html>

SECTION 53200 DEFINITIONS

<http://weblinks.westlaw.com/result/default.aspx?cite=5CAADCS53200&db=100>

[0937&findtype=L&fn=%5Ftop&pbcc=DA010192&rlt=CLID%5FFQRLT632389331433&rp=%2FSearch%2Fdefault%2Ewl&rs=WEBL13%2E01&service=Find&spa=CCR%2D1000&sr=TC&vr=2%2E0](http://weblinks.westlaw.com/result/default.aspx?action=DODIS&candisnum=1&cite=5CAADCS53200&db=1000937&disnav=NEXT&disrelpos=2&findtype=L&fn=%5Ftop&pbcc=DA010192&rlt=CLID%5FFQRLT632389331433&rp=%2FSearch%2Fdefault%2Ewl&rs=WEBL13%2E01&service=Find&spa=CCR%2D1000&sr=TC&vr=2%2E0)

SECTION 53203 POWERS

<http://weblinks.westlaw.com/result/default.aspx?action=DODIS&candisnum=1&cite=5CAADCS53200&db=1000937&disnav=NEXT&disrelpos=2&findtype=L&fn=%5Ftop&pbcc=DA010192&rlt=CLID%5FFQRLT632389331433&rp=%2FFind%2Fdefault%2Ewl&rs=WEBL13%2E01&service=Find&spa=CCR%2D1000&vr=2%2E0>

DELEGATION OF AUTHORITY (ACADEMIC SENATES)

Title 5 §53200-204:

<http://weblinks.westlaw.com/result/default.aspx?db=CA%2DADC%2DWEB&docname=PRT%28I6EEDBFA0D48411DEBC02831C6D6C108E%29+%26+BEG%2DDATE%28%3C%3D03%2F03%2F2013%29+%26+END%2DDATE%28%3E%3D03%2F03%2F2013%29+%25+CI%28REFS+%28DISP+%2F2+TABLE%29+%28MISC+%2F2+TABLE%29%29&findtype=l&fn=%5Ftop&jh=Article+2%2E+Academic+Senates&jl=1&jo=5%2BCA%2BADC%2B%25c%25a7%2B53204&ordoc=I70FE2910D48411DEBC02831C6D6C108E&pbcc=DA010192&rlt=CLID%5FFQRLT3249011381433&rp=%2FSearch%2Fdefault%2Ewl&rs=WEBL13%2E01&service=Find&spa=CCR%2D1000&sr=SB&vr=2%2E0>

SCCCD BOARD POLICY AND ACADEMIC REGULATIONS

Board Policies

BP2012: Role of the Board (Powers, Purposes, Duties)

[http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202012%20-%20Role%20of%20the%20Board%20\(Powers,%20Purposes,%20Duties\).pdf](http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202012%20-%20Role%20of%20the%20Board%20(Powers,%20Purposes,%20Duties).pdf)

BP2015: Student Members

<http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202015%20-%20Student%20Members.pdf>

BP2270: Board Member Authority

<http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202270%20-%20Board%20Member%20Authority.pdf>

BP2410: Policy and Administrative Regulations

<http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202410%20-%20Policy%20and%20Administrative%20Regulations.pdf>

BP2430: Delegation of Authority to Chancellor

<http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202430%20-%20Delegation%20of%20Authority%20to%20Chancellor.pdf>

BP2510: Participation in Local Decision-making

<http://retrieve.sccd.edu/trustees/BP/Chapter%202%20-%20Board%20of%20Trustees/BP%202510%20-%20Participation%20in%20Local%20Decision-making.pdf>

BP5400: Associated Students Organization

<http://retrieve.sccd.edu/trustees/BP/Chapter%205%20-%20Student%20Services/BP%205400%20-%20Associated%20Students%20Organization.pdf>

Administrative Regulations

AR2410: Policy and Administrative Regulations

<http://retrieve.scccd.edu/trustees/AR/Chapter%202%20-%20Board%20of%20Trustees/AR%202410%20-%20Policy%20and%20Administrative%20Regulations.pdf>: Policy and

AR2510: Participation in Local Decision-Making

<http://retrieve.scccd.edu/trustees/AR/Chapter%202%20-%20Board%20of%20Trustees/AR%202510%20-%20Participation%20in%20Local%20Decision-Making.pdf>

AR2610: Presentation of Initial Collective Bargaining Proposals

<http://retrieve.scccd.edu/trustees/AR/Chapter%202%20-%20Board%20of%20Trustees/AR%202610%20-%20Presentation%20of%20Initial%20Collective%20Bargaining%20Proposals.pdf>

AR3150: Code of Ethics – Administrators

<http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203150%20-%20Code%20of%20Ethics%20-%20Administrators.pdf>

AR4020: Program and Curriculum

Development<http://retrieve.scccd.edu/trustees/AR/Chapter%204%20-%20Academic%20Affairs/AR%204020%20-%20Program%20and%20Curriculum%20Development.pdf>

AR5400: Associated Students

<http://retrieve.scccd.edu/trustees/AR/Chapter%205%20-%20Student%20Services/AR%205400%20-%20Associated%20Students.pdf>

AR7120: Procedures for Recruitment and Employment of College Faculty

<http://retrieve.scccd.edu/trustees/AR/Chapter%207%20-%20Human%20Resources/AR%207120%20-%20Procedures%20for%20Recruitment%20and%20Employment%20of%20College%20Faculty.pdf>

SCFT CONTRACT

A PDF copy of the Contract may be found on the following site:

<http://www.scccd.edu/index.aspx?page=83>

BP 2510

Participation in Local Decision-making

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 regulations for Chancellor 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(s) (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 Classified Senate 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 section 3540, et seq.

See Administrative Regulation 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 the Governing Board: June 2, 1992; November 4, 2003

Barclays Official California Code of Regulations Currentness

Title 5. Education

Division 6. California Community Colleges

Chapter 4. Employees

Subchapter 2. Certificated Positions

Article 2. Academic Senates

§ 53200. Definitions.

For the purpose of this Subchapter:

(a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.

(b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters.

For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."

(c) "Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (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 are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

California Code of Regulations

<http://weblinks.westlaw.com/...R%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA17392583111272&tempinfo=FINDD&vr=2%2E0>[2/27/2013 9:34:16 AM]

(1) relying primarily upon the advice and judgment of the academic senate; or
(2) agreeing that the district 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.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Amendment of NOTE filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
2. Amendment of NOTE filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
3. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).

4. Relocation of article 2 heading filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
5. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
5 CCR § 53200, **5 CA ADC § 53200**

BP 5400

Associated Students Organization

The students of the District are authorized to organize student body associations. The Board hereby recognizes those associations as the Associated Students of the District: Associated Student Body, Reedley College; Associated Student Government, Fresno City College; and Associated Student Body, North Centers.

The Associated Students organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and established board policy and administrative regulations.

The Associated Students shall be granted the use of District premises subject to such established administrative regulations. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Regulation 5400

Reference: Education Code Section 76060

Adopted by the Governing Board: June 8, 1978; January 13, 1998; December 7, 2004

Revised: September 1984

Associated Students

Fresno City College, Reedley College, and the North Centers shall each have one Associated Student organization. These organizations are recognized as the representative bodies of students designated to fulfill the shared governance rights and responsibilities of State Center Community College District students. Both day and evening students are encouraged to participate. A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established. A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

The governing bodies of these organizations will coordinate and integrate its own and the activities of all student clubs and organizations of the Colleges or North Centers and will control the funds of Associated Student organization and all related organizations operating under its authority.

The President/Vice Chancellor-North Centers or his/her designee will serve as the official sponsor of the organization. The encouragement and help of all academic employees in forwarding the purposes of the administration and Associated Student organization is officially encouraged.

Students will be provided an opportunity to participate in the formulation and development of District policies related to:

- grading policies;
- codes of student conduct;
- academic disciplinary policies;

- curriculum development;
- hiring and evaluation of staff;
- courses or programs which should be initiated or discontinued;
- processes for institutional planning and budget development;
- standards and policies regarding student preparation and success;
- student services planning and development;
- student fees within the authority of the District to adopt; and
- any other District policy or related matter that the Chancellor determines will have a significant effect on the students.

Students will exercise their opportunity to participate through the Associated Student organization and through appointments to District, College, and Center committees that review, analyze, and formulate District policies and procedures. Student appointments to these committees will be made by the Associated Student organization.

References: Education Code Section 76060; Title 5 Section 51023.7

Adopted by Chancellor's Cabinet: August 18, 2008

**Language adapted from the North Orange Community College District 2012 Decision Making Resource Manual.*