Los Angeles Harbor College

Participatory Governance Agreement

Adopted by the College Planning Council 9/24/12
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Article I

Purpose
The intent of participatory governance is to give all participants who are affected by decisions the opportunity to effectively participate in the decision making process. AB 1725 was passed by the legislature to ensure effective participation by all parties-students, faculty, staff, and administration. Education Code Section 70901(b) required the Board of Governors to adopt regulations setting “…minimum standards governing procedures established by governing boards in community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that their opinions are given every reasonable consideration…” Shared governance, then, is a complex web of consultation and decision-making and responsibility that translates goals into district policy or action.

This model is based on common values, trust and open, honest dialogue in the decision making process. There will be no hidden agendas and everyone will be professional and respectful toward each other’s ideas and comments. The responsibility for all decisions lies with the College President, the Chancellor and ultimately, the Board of Trustees.

The College Planning Council (CPC) and the college-wide committee structure are the avenues that all constituencies at LA Harbor College have chosen for deliberative consultation. The CPC will serve as the strategic planning council and the body, which deals with general campus policy issues for LAHC. Nothing in this document will be taken to construe removal of the rights of the respective collective bargaining units or any governance bodies, as defined by law or education code.

This council will be responsible for developing and maintaining the strategic plan, goals, vision and processes for planning and budgeting of the college.

College Planning Council

Article II

Composition of CPC
There will be 6 representatives from each of the four constituent groups. Each constituency will be responsible for selecting their representation. It is understood that the representatives are accountable for their participation to their constituent group.

Co-Chairs:
Co-chairs will be elected by the CPC body at large, and shall be from two separate
constituencies (Administration, Classified, Faculty).

Composition:
- 6 Faculty, including:
  - 3 Representatives from the AFT
  - 3 Selected as the Academic Senate will determine
- 6 Classified Staff:
  - One selected by each of the classified units (AFT 1521A, Building & Trades, SEIU Local 99, SEIU Local 721)
  - One selected from unrepresented classified
  - One selected at large member
- 6 Students selected by the Associated Student Body President
- 6 Administration
  - Five appointed by the President
  - One selected by the Teamsters unit.

Nonvoting Members:
- College President
- CPC Co-Chairs
- Dean of Institutional Effectiveness
- Facilities Director

Article III

Functions of CPC
1. Serves as the campus Committee which directs all campus policy issues to the appropriate bodies
2. Facilitates the planning responsibilities assigned to it in the college Planning, Policy and Procedures manual.
3. Serves as the review body for policy issues that are not of an academic and/or professional matter
4. Reviews the reports of the Budget Committee and makes appropriate recommendations on the annual budget to the college president.
5. Serves as the final level of review on implementation of budget and planning recommendations to the college president.

Article IV
Roles of Campus Constituencies

- Elected members have a responsibility to attend meetings on a regular basis, or notify co-chairs that an alternate will attend in their place.
- Elected members have a responsibility to report back to their constituency groups after each CPC meeting in a timely fashion.

Section 1

Faculty

The role of the faculty as delineated by AB 1725 gives the faculty primary responsibility for making recommendations to or reaching agreement with the President on academic and professional matters. As delineated by law, the president will consult collegially with the senate on the following academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self study and annual reports
- Policies for faculty professional development activities
- Process for program review
- Processes for institutional planning and budget development and
- Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

The faculty at Harbor College has agreed with the President on the following model for consultation:

The President will rely primarily on the college Academic Senate concerning the following matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Policies for faculty professional development activities
- Process for program review
- Faculty roles and involvement in accreditation processes, including self study and annual reports

The President will reach mutual agreement with the college Academic Senate on the following policies:

- Educational program development
• District and College governance as related to faculty roles
• Processes for institutional planning and budget development
• Standards or policies regarding student preparation and success
• Other academic and professional matters as are mutually agreed upon by the College President and the Academic Senate

There are standing committees of the Academic Senate which impact students and staff directly in relation to the mandated areas of participation. The Academic Senate will assure student and staff and administrative participation in all areas that directly impact them as indicated by AB 1725 and in compliance with the current AFT agreement, Article 32.

Section 2
Classified Staff
The classified staff will take an active role in participatory governance by being involved in the development of all college policy and procedures. Staff participation on the varying committees constitutes effective participation. Staff representation will be made by one elected member from each of the collective bargaining units, one unrepresented classified, and one selected at large member.”

Section 3
Students
The students are represented in the shared governance process through the Associated Students. In the following areas that have a significant effect on students, the Board and the administration are required to “give respectful consideration to the opinions expressed” by the Associated Students before taking action:

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 or policies regarding student preparation or success
8. Student and Learning Services planning and development
9. Student fees within the authority of the District to adopt
10. Any other matter that the Board of Trustees determines will have a significant effect on students.

The Associated Student Body President also is given the responsibility to appoint student members to college committees, task forces, or other groups dealing with the issues listed above.
Section 4
Administration
Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of district and college activities while maintaining compliance with state regulations, laws and district policies. Administrators are included in the general participatory governance process and recommend policies, procedures, and priorities for the college to the president, and carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance. The California Teamsters Public, Professional and Medical Employees Union, Local 911 shall appoint a voting member of the College Planning Council.

Article V

Section 1
Operating Procedures

Meetings:
Held at least monthly, preferably on Mondays of the month

Quorum:
At least 3 constituencies present; at least 13 voting members present.

Actions:
All recommendations brought before the Council will be openly decided at its meetings. All recommendations will be voted on and recorded in the minutes. Concerns on the part of any constituency will also be stated for the minutes. The recommendations of the CPC will be forwarded to the President and the appropriate groups in a timely manner. All decisions by the President will be in writing and communicated to the college constituencies in a timely fashion.

Section 2
Guiding Principles
The Brown Act and Roberts Rules of Order will be the guiding protocols.

Section 3
Recommendation Making Process of the Standing Committees
The standing committees will employ the same voting procedure as the CPC. The recommendations will be communicated in writing on the approved form to the CPC Co-Chairs in time for inclusion on the next CPC agenda.
Article VI

Standing Committees of the CPC

- Committees are expected to convene at least monthly.

Section 1

Academic Affairs Cluster Committee

Co-Chairs:

To be co-chaired by the Vice President of Academic Affairs, and an elected member, who are non-voting.

Composition:

- Vice President of Academic Affairs
- 1 Dean of Economic and Workforce Development
- Administrators,
  - one from Academic Affairs
  - one from Student Services
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- 4 Students
- 1 chair from each division, including directors from LAC and PACE.
- One representative from the AFT

Functions:

1. Develops the instructional component of the College Master Plan
2. Prioritizes budget recommendations including all activities, coordinated by the Office of Academic Affairs
3. Reviews and recommends operating procedures related to Academic Affairs.

Section 2

Student Services Cluster Committee

Co-Chairs:

To be co-chaired by the Vice President of Student Services, and an elected member, who are non-voting.

Composition:

- Vice President of Student Services
- 3 Administrators (one from Academic Affairs)
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- 4 Students
- 4 Faculty
Functions:
1. Develops the Student Services component of the College Master Plan
2. Prioritizes budget recommendations for the Student Services area
3. Reviews and recommends operating procedures relating to Student Services

Section 3
Administrative Services Cluster Committee
Co-Chairs:
To be co-chaired by the Vice President of Administrative Services, and an elected member, who are non-voting.

Composition:
- Vice President of Administrative Services
- 3 Administrators (one from academic affairs, and one from Student Services)
- Facilities Manager
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- 4 Students
- 4 Faculty

Functions:
1. Develops the Administrative Services Component of the College Master Plan
2. Prioritizes budget recommendations for the Administrative Services area
3. Reviews and recommends operating procedures related to Administrative Services.

Section 4
Budget Committee
Co-Chairs:
To be co-chaired by the Vice President of Administrative Services, and an elected member, who are non-voting.

Composition:
- Vice President of Administrative Services
- 2 AFT Faculty Guild Members appointed by the AFT Chapter Chair
- 2 Academic Senate Members appointed by the Academic Senate
  1 Student appointed by the Associated Student Body President
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- Vice-President of Academic Affairs
- Vice President of Student Services
- 1 Dean appointed by Teamsters Local 911
Resources:
- The Dean of Institutional Effectiveness will be non-voting member
- The Dean of Economic Development and Workforce Education will be non-voting member

Functions:
1. The budget committee reviews the Operational Plan, Monthly Projections, Quarterly Reports, and Cluster Expenditure Reports.
2. The budget committee determines the dollar amount for funding the college priorities.
3. The budget committee determines the dollar amount for funding new positions.

Section 5
Work Environment Committee
Co-Chairs:
To be co-chaired by one faculty co-chair, and one bargaining unit member selected by the committee, who are non-voting.

Composition:
- 8 Faculty members (Faculty comprises 50% of the whole)
- 2 Administrators designated by the College President (one to be the Facilities Manager)
- 2 Students
- 2 Staff guild members
- 1 SEIU Local 721 member
- 1 SEIU Local 99 member

Functions:
This committee shall consider all work environment matters as per contract specifications.

Section 6
Human Resources Committee
*HR Committee Composition and Functions approved at CPC Meeting 12/10/2012.*
Co-Chairs:
To be co-chaired by VP of Administrative Services and an elected classified member who are non-voting.

Composition:
- 1 Vice President of Administrative Services (Co-Chair of Committee)
- 1 Classified Staff member (Co-Chair of Committee)
- 1 Dean (Teamsters appointed)
- 1 Classified Supervisor
- 1 Grants Committee Co-Chair
- 1 Faculty (AFT appointed)
• 1 Faculty (Academic Senate appointed)
• 4 Classified staff (at large from any of the unions or unrepresented)
• Resources: Single Point of Contact (SPOC)/Personnel Representative; Institutional Effectiveness Representative

Functions:
• Lead/create the annual (functional) Human Resources Plan.
• Serve as a “Clearance Committee” within the structure of CPC.
• Examine data and determine the procedure for hiring to align with the college’s budget and prioritization as established in the college annual plan.

Section 7
Technology Advisory Committee
Co-Chairs:
Co-chairs must be from two separate constituencies, elected by the committee membership, who are non-voting.

Composition:
• 1 representative from each Academic Division
• 1 representative from the Institutional Effectiveness Office
• 1 Dean of Economic & Workforce Development as nonvoting resource
• 1 Dean to be appointed by Teamsters Local 911
• 1 Director of IT
• 1 Representative from the Distance Learning Committee
• 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
• 1 Student appointed by the Student Body President

Functions:
• Drafts the College Technology Plan for submission to CPC and the Academic Senate in accordance with College unit plans.
• Oversees the integration of college needs in adopting new technologies and maintaining existing technologies.
• Advises the College on technology as it plans for new buildings.

Section 8
Reporting Procedures
BASIC PROVISIONS OF THE COLLEGE PLANNING AND BUDGETING PROCESS

This document will be acted upon in accordance with the adopted Planning Policy and Procedures Manual and the Budget Policy and Procedures Manual (see attachment), which will detail the planning and budgeting process consistent with the provisions of the present document.

This Participatory Governance Model will be reviewed on a bi-annual basis. All changes to this governance document will be approved by appropriate governance bodies.
Approved by Unrepresented Staff
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Approved by SEIU Local 99
Carlos Diaz

Approved by AFT 1521
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Approved by AFT 1521A
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Approved by ASQ President
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Approved by SEIU Local 721
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Approved by Teamsters Local 911
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Approved by College Planning Council Co-Chair
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2/6/13

2-11-13

02/06/13

05 Feb 13

2/5/13

3-12-13

2/5/2013

2/5/13

2/5/13

LAHC Participatory Governance Agreement
Document Approved as Amended, 9/24/2012

Last Updated: January 14, 2013