

**Santa Barbara City College
College Planning Council
Tuesday, April 1, 2014
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment,
Research & Planning (non-voting)
P. English, VP, Human Resources
E. Katzenson, ASB President (non-voting)
J. McPheter, Classified Staff Representative
K. Monda, Academic Senate Representative
K. Neufeld, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, Supervisors' Association Representative
D. Watkins, Managers' Group Representative

GUESTS:

M. Broomfield, Supervisors' Association
L. Maas, Controller
L. Stark, Instructors' Association

1.0 CALL TO ORDER

1.1 Approval of 3/18/14 CPC minutes (Att. 1.1)

M/S/C (Butler/McPheter) to approve the 3/18/14 CPC minutes. All approved.

2.0 ANNOUNCEMENTS

Dr. Gaskin announced that the accreditation team's visit to CPC was canceled (4.1). Dr. Raul Rodriguez and Dr. Armine Hacopian of the Accrediting Commission for Community and Junior Colleges (ACCJC) declined to attend the April 1, 2014 CPC meeting on the basis of the positive feedback received from council members as well as other college staff and administrators already interviewed during the course of their day long visit.

Jason Walker introduced Mark Broomfield who will act as the Supervisors' Association representative on council in Mr. Walker's absence. The Supervisors' Association was formerly known as the Supervisor Bargaining Unit.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
None to report.

3.2 Revised Budget Development Timeline – J. Sullivan and L. Maas (Att.3.2)
Lyndsay Maas, Controller, reviewed the budget development timeline for the 2014-15 budget. The timeline had been revised since its approval by CPC at its November 5, 2013 meeting. Ms. Maas reported that the first page of timeline dates had passed and that the college is one week behind schedule with regard to Program Review.

Revisions to the timeline included the omission of the Special Funds component, which due to time constraints, will be included with the May 6, 2014 review of the tentative budget.

Dr. Gaskin added that the first reading of Program Review will take place at the April 15, 2014 CPC meeting, rather than April 1. The second reading of Program Review will take place at the newly scheduled April 29, 2014 CPC meeting, rather than April 15.

4.0 DISCUSSION ITEMS

4.1 Accreditation Team Visit – L. Gaskin
Canceled. See Announcements.

5.0 ACTION ITEMS

5.1 Tentative Budget Assumptions Review: Second Reading – J. Sullivan (Att. 5.1)
No major changes were made to the tentative budget's assumptions since its first reading at the April 1, 2014 CPC meeting. Dr. Gaskin asked council to note those items on the assumptions that are followed by "Dollar amount TBD" as they will impact the college's adopted budget in September 2014. Dr. Friedlander agreed to confirm the removal of categorical programs, EOPS, DSPS and SSSP from transfers and to report back to CPC at the next meeting.

M/S/C (Neufeld/Vasquez) to approve the assumptions used to develop the 2014-15 tentative budget. All approved.

5.2 Tentative Budget – General Fund Unrestricted Revenues Review: Second Reading – J. Sullivan (Att. 5.2)
No changes were made to the tentative budget's general fund unrestricted revenues since its first reading at the April 1, 2014 CPC meeting.

M/S/C (Neufeld/Sullivan) to approve the 2014-15 tentative budget's general fund unrestricted revenues. All approved.

ADDENDUM DISCUSSION ITEM:

4.2 Replacement Equipment Items – K. O'Connor

Prior to adjournment, an extensive discussion took place regarding the issue of equipment replacement item requests that have been submitted to Program Review. It was agreed to bring the issue to the April 15, 2014 CPC meeting for further discussion and a motion to determine the protocol for self-ranked, priority one equipment replacement item requests.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, April 15, 2014 in Room 218C, 3:00-4:30 p.m.

Classified Staff Hiring

Updated Ranking Procedure

To rank positions the Classified Staff Hiring Subcommittee will read all of the submitted requests that have been previously included in Program Review. The subcommittee will rank all of the positions using a weighted ranking method (the “Wopat” method). In the event of a tie the two tied positions will be ranked separately and that ranking order use to resolve the tied order in the original ranking. Once ranked the positions would constitute the subcommittee’s recommendation to CPC. This will proceed to CPC with no appeal provision.

- Criteria for positions:
 - Justification
 - Previous staffing levels
 - Have job requirements changed? (e.g. two summer sessions)
 - New assignments/ new activities
 - Any conversion of hourly money to a permanent position is positive
 - Use program review for position requests *unless there are extenuating circumstances*
 - Alignment with college goals and Education Master Plan

Updated Timeline for Ranking

April 1, 2014	Cutoff date for submissions
April 7, 2014	Organizational Meeting for ranking committee
April 14, 2014	Noon Meeting to review and discuss submissions
April 21, 2014	Noon Meeting to review and discuss submissions
April 28, 2014	Noon Meeting to review and discuss submissions
April 29, 2014	Submit to Paulmena ranked positions for May 6 CPC Meeting
May 6, 2014	CPC Meeting First Reading of ranked positions
May 20, 2014	CPC Second Reading of ranked positions
July 1, 2014	Approved and budgeted positions may begin

Categories	Totals	
Equipment (NEW)	\$673,047	3015478.68
Equipment (REPLACEMENT)	\$963,252	
Hardware (NEW)	\$489,633	
Hardware (REPLACEMENT)	\$211,219	
Software (NEW)	\$664,535	
Software (REPLACEMENT)	\$13,793	
Staff (Hourly)	\$246,414	
Staff (Permanent)	\$4,794,912	
Other	\$1,456,575	

Equipment & Hardware Replacement Total (#1 only)

added by Kenley on 4/1; manual \$945,704 addition; should verify

COLOR KEY

- Purchase now
- Place in non-labor org budget (aka ZBB) - Submit February 7, 2014 - No Ranking
- Requires edits or answers before next meeting
- Facilities Request - Submit Work Order - No Ranking
- Follow broken furniture process

Faculty led program #1 (Software - NEW)	\$126,439	<i>These are manual calculations prior to moving items between spreadsheets</i>
Faculty led program #1 (Software - Replacement)	\$13,793	
	\$683,532	

	Total	Priority 1
Business Services		
Equipment (New)	\$244,600	\$57,700
Equipment (Replacement)	\$350,600	\$350,600
Hardware (New)	\$123,000	\$105,000
Software (New)	\$105,000	\$105,000
	\$823,200	\$618,300
Information Technology		
Equipment (New)	\$76,000	\$76,000
Equipment (Replacement)	\$3,260	\$3,260
Presidents Office		
Software (New)	\$176,000	\$176,000
Hardware (New)	\$1,400	\$1,400
		\$1,493,260
		\$2,176,792



SANTA BARBARA CITY COLLEGE

ASSUMPTIONS USED TO DEVELOP THE 2014-15 TENTATIVE BUDGET

As of April 10, 2014

The revenue assumptions are from the January 9, 2014 Governor's Proposal for the State Budget presented by the California Community College Chancellor's Office at the Annual Statewide Budget Workshop on January 17, 2014.

The 2014-15 Tentative Budget includes the following assumptions:

REVENUES

1. Increase in the state allocation for the Unrestricted General Fund:
 - a. COLA of 0.86% or \$630,500.
 - b. Growth/restoration of 3% or \$1.5 million. ***Growth is not projected for the 2014-15 Tentative Budget.***
2. Enrollment fee is \$46.00.
3. An estimated deficit factor of 1% reduces revenues by \$723,343.
4. Increase Education Protection Act funds to eliminate shortfall of \$100 per FTES requirement. This does not increase the state allocation, but does guarantee backfill of the shortfall up to this amount.
5. International and out-of-state student revenues are expected to remain flat at \$13,825,000. (Includes reduction in enrollment offset by increase in enrollment fee rate.)
6. Interest revenue remains flat at \$150,000.
7. Lottery revenue remains flat at \$1,979,900.
8. State Mandated reimbursement remains the same at \$28 per FTES or \$406,659.
9. The College will continue to borrow FTES from summer for any shortfall in FTES generated.

EXPENDITURES

1. Minimum wage increase from \$8.50 to \$9.00, effective June 11. The district will increase hourly wages by 5.88% at each level, resulting in an increase of approximately \$158,000.
2. Classified staff who are also employed as adjunct instructors will be paid at a blended overtime rate, increasing instructional salary expenses by approximately \$115,000.
3. Three instructors to be hired, increasing instructional salary expenses by approximately \$180,000 (the net increase from converting adjunct faculty to full-time faculty).
4. COLA increase of 0.86% applied to all salaries, approximately \$500,000.
5. Instructor salary tables may be adjusted as a result of Ewing Study. *Dollar amount TBD.*
6. Classified staff salary expense increase included in Program Review. *Dollar amount TBD.*
7. The hourly salary expense budgets will have adjustments. *Dollar amount TBD.*

8. Opportunity to convert 10 or 11 month employees to 12 month employees will result in an increase of classified salaries and benefits. *Dollar amount TBD.*
9. The supplies and operating expense budgets will have adjustments. *Dollar amount TBD.*
10. Employer contributions toward health benefits are expected to increase. *Dollar amount TBD.*
11. The State Unemployment Contribution Rate remains flat at 0.05%.
12. The State Workers Compensation insurance rate will increase 10%, from 1.52% to 1.67%, approximately \$88,000.
13. The CalPERS employer contribution rate is expected to increase. *Dollar amount TBD.*
14. The CalSTRS employer contribution rate is expected to increase. *Dollar amount TBD.*
15. To-be-purchased Program Review items from prior years of 2012-13 and 2013-14 were rolled into 2014-15. *Dollar amount TBD.*
16. Program Review items approved for Budget 2014-15 will be included. *Dollar amount TBD.*
17. The fixed and mandated expenses are expected to increase based on actual or trends. Fixed and mandated expenses consist of increases in maintenance agreements, utilities, postage, rent etc. *Dollar amount TBD.*

TRANSFERS

These are the transfer of funds to and from the Unrestricted General Fund Ending Balance.

1. Transfer to Categorical programs (EOPS, DSPS, and SSSP) remains flat, in the amount of \$346,000.
2. Transfer to the Children's Center Fund is \$209,000.
3. Transfer to the Construction Fund for ongoing campus maintenance of \$2.0 million.
4. Transfer to the Construction Fund for loan payments to the California Energy Commission for the photovoltaic system loan is \$191,846 for 2013-14 and for the light program loan is \$91,940. These amounts will continue for the life of the loans (ending in 2024 and 2021).
5. Transfer to the Equipment Fund is \$1.5 million for equipment replacement and \$155,000 for copier replacement.
6. Transfer in from the "I Can Afford College" State Financial Aid Media campaign grant. This is a pass through of funds that the College manages for the Chancellor's office.

CASH FLOW

1. The backfill of any RDA shortage will be moved to April 15, to minimize any impact to local apportionments.
2. Deferrals reduced from \$8.4 million in 2013-14 to \$0.

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
2014-15 Tentative Budget
General Fund - Unrestricted**

*Hourly and Other Related Salary Expenses (not included in Salary Model)

	2011-2012	2012-2013	2013-14	2014-15	Variance	
	Actual	Actual	Adjusted Budget	Tentative Budget	B13-14 vs B14-15	
					\$	%
Expenditures*						
Academic Salaries	\$5,885,828	\$4,848,542	\$4,038,259	\$3,826,100	(\$212,159)	(5%)
Classified and Other Nonacademic Salaries	\$2,333,897	\$1,785,533	\$2,258,417	\$2,058,500	(\$199,917)	(9%)
Employee Benefits	\$1,502,492	\$1,372,975	\$842,498	\$1,036,984	\$194,487	23%
Total	\$9,722,217	\$8,007,050	\$7,139,174	\$6,921,584	(\$217,589)	(3%)

Details of Variance:

Overtime for Classified Staff who are Adjuncts	\$115,000
Hourly increase of 5.88% to all levels	\$158,200
Decrease to bring in line with prior years actual spending levels (CLL existed in prior year actuals, which makes prior year trend higher than future need)	(\$490,789)
Total Variance	(\$217,589)

VP or Dean	Division Title 14-15	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Adj. Budget	2014-15 Tentative Budget	\$ Variance	% Increase (decrease)	Explanation
President- Lori Gaskin	Presidents Office	\$597,514	\$713,605	\$547,166	\$779,988	\$812,188	\$32,200	4%	\$6,250 increase in travel and conference, \$6,800 increase in consultants, \$10,000 increase in school transportation and \$5,650 increase for Athletics, \$3,500 miscellaneous adjustments
VP-Joe Sullivan	Business Services	\$3,068,575	\$3,889,783	\$3,828,349	\$3,842,948	\$4,027,008	\$184,060	5%	\$35,275 increase for facilities supplies pulled out of program review, \$ 17,778 increase to CE Facilities budgets to bring in line with Main Campus, increase of \$32,115 to insurance liability to cover student health premiums, \$78,500 increase for ongoing contract expenses currently paid out of Construction Fund, \$5,000 increase to cover cost of re-finishing gym floor, increase \$15,000 in security cameras and alarms, \$392 Miscellaneous Variance \$9,951 decrease in telephone services to bring in line with actual expenses, \$5,200 decrease in network and communications to bring in line with actual expenses, \$5,000 increase in replacement bulbs and other parts for classroom systems, \$4,500 increase for contracting additional event support, \$129,421 increase for administrative services for additional agreements for TerraDotta and Perceptive and increases in software maintenance Contracts, \$30,000 decrease in consultants for administrative services, \$11,514 increase for maintenance & leases for postage machine Lease, \$85,000 increase in contracts for academic technology support for Online College, \$160,000 increase due to accounting shift of revenues out of expenses for Duplicating (washes out with revenues not shown here), \$906 miscellaneous adjustments
VP-Paul Bishop	Information Technology	\$1,538,951	\$1,598,572	\$1,448,965	\$1,826,157	\$2,174,812	\$348,655	16%	
VP-Pat English	Human Resources	\$80,479	\$167,369	\$55,555	\$148,358	\$154,700	\$6,342	4%	
VP-Jack Friedlander	Educational Programs Of	\$349,301	\$307,266	\$380,279	\$388,813	\$360,142	(\$28,671)	-8%	\$17,000 decrease in instructional supplies based on prior years spending, \$6,899 decrease in repairs by vendor based on prior years spending, \$4,772 miscellaneous adjustments
Dean-1	Career Technologies	\$568,992	\$518,104	\$488,371	\$560,966	\$573,026	\$12,060	2%	\$14,250 decrease in School of Culinary Arts food costs, \$5,193 increase to Automotive Services for more classes and increase cost of supplies, \$5,300 increase to Construction Technology to bring budget in line with actual expenses, \$6,273 increase to Memberships to cover licensing and registration, \$9,544 miscellaneous adjustments
Dean-Alice Scharper	Humanities	\$452,458	\$411,966	\$411,632	\$590,089	\$613,119	\$23,030	4%	\$10,400 increase in Film Studies, \$6,555 increase in Graphic Design & Photography, \$5,000 purchase of DSLR Camera Kits and X-Rite Color Mgmt kits, \$1,075 miscellaneous adjustments
Dean-Marilynn Spaventa	Sciences	\$732,129	\$832,730	\$976,361	\$1,234,217	\$1,169,640	(\$64,577)	-6%	\$4,200 increase in Mathematics due to increased number of sections, \$26,000 increase for Biological Sciences for additional labs & inflation for replacement supplies, \$5,500 for cadaver and EKG machines, \$11,550 increase for additional lab sections in Chemistry, \$5,000 decrease in Computer Science to bring budget in line with actual expenses, \$5,000 decrease in Engineering for DC Power supplies for Labs, \$2,950 decrease to Community Education Center to bring budget in line with actual expenses, \$9,000 decrease in Resale Material to Students for Adult High School moved to bookstore, \$20,650 decrease in Resale Material to Students for General Education Diploma (GED) moved to bookstore, \$25,800 decrease to Student Testing/Tests, \$52,003 decrease to International Student Program due to reduced number of international students, \$1,424 miscellaneous adjustments
Dean-4	Languages, Physical Educ	\$406,302	\$321,537	\$259,144	\$463,343	\$400,294	(\$63,049)	-16%	\$15,312 increase for Pool/Life Guard Expenses for new womens swimming team in Physical Education, \$5,102 increase in Physical Education to reflect actual expenses, \$4,800 increase of instructional supplies in School of Modern Languages due to increase in course offerings, \$135,000 increase to FRC from Online College, \$230,510 decrease to Online College Moved to FRC and Academic Technology Support, \$7,247 miscellaneous adjustments
Dean-5	Business	\$636,701	\$575,189	\$607,568	\$607,745	\$667,674	\$59,929	9%	\$5,677 increase to Business Division Computer Lab moved from Short term Vocational Programs, \$11,168 increase in Cosmetology Rent, \$18,000 increase in Cosmetology Resale to students due to increasing cost of kits, \$15,000 increase at Professional Development Center to reinstate police and fire instructional Services, \$3,872 increase to Computer Maintenance servers contract for Computer Information Systems, \$6,212 miscellaneous adjustments
Dean-Ben Partee	Admissions & Student Re	\$199,645	\$228,530	\$215,097	\$249,645	\$278,699	\$29,054	10%	\$13,000 increase for commencement, \$5,000 increase to contract for School Relations for Comevo software (online orientation software), \$6,000 increase to Campus Events for Vaquero Orientation requested by President, \$5,054 miscellaneous adjustments
	Totals	\$8,631,047	\$9,559,651	\$9,218,486	\$10,692,269	\$11,231,302	\$539,033	5%	

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
2014-15 Tentative Budget
General Fund - Unrestricted**

*Salary and Benefit related costs from Salary Model only

	2011-2012	2012-2013	2013-14	2014-15	Variance	
	Actual	Actual	Adjusted Budget	Tentative Budget	B13-14 vs B14-15	
					\$	%
Expenditures*						
Academic Salaries	\$34,258,535	\$34,746,445	\$34,533,040	\$34,675,688	\$142,648	0%
Classified and Other Nonacademic Salaries	\$16,529,004	\$16,389,940	\$17,166,914	\$18,239,135	\$1,072,221	6%
Employee Benefits	\$13,232,638	\$13,330,217	\$13,825,566	\$14,728,784	\$903,218	7%
Total	\$64,020,176	\$64,466,603	\$65,525,520	\$67,643,608	\$2,118,088	3%

Details of Variance:

Academic salary changes from 13-14 to 14-15 (vacant positions at lower dollar and position changes)	(\$331,485)
Academic salaries for 3 new faculty (net increase from converting adjunct to full time)	\$180,000
Classified salary changes from 13-14 to 14-15 (vacant and new positions filled)	\$916,702
Employee benefits and payroll taxes changes from 13-14 to 14-15	\$765,403
Academic salaries COLA increase of 0.86%	\$294,133
Classified salaries COLA increase of 0.86%	\$155,519
Payroll tax increase due to COLA increase	\$50,118
Payroll tax increase due to Workers Comp rate increase	\$87,697
Total Variance	\$2,118,088

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
2014-15 Tentative Budget
General Fund - Unrestricted**

EXPENDITURES	2011-2012	2012-2013	2013-14	2014-15	Variance	
	Actual	Actual	Adjusted Budget	Tentative Budget	B13-14 vs B14-15	
					\$	%
Academic Salaries	\$40,144,363	\$39,594,988	\$38,571,299	\$38,501,788	(\$69,511)	(0%)
Classified and Other Nonacademic Salaries	\$18,862,901	\$18,175,474	\$19,425,331	\$20,297,635	\$872,304	4%
Employee Benefits	\$14,735,127	\$14,703,192	\$14,668,064	\$15,765,768	\$1,097,705	7%
Supplies & Materials	\$2,117,786	\$2,056,698	\$2,319,405	\$2,423,169	\$103,764	4%
Other Operating Expenses and Services	\$7,521,140	\$7,202,381	\$8,142,051	\$8,579,170	\$437,119	5%
Capital Outlay	\$227,943	\$155,875	\$230,513	\$234,813	\$4,300	2%
Other Outgo	\$16,737	\$8,919	\$16,389	\$16,389	\$0	0%
Total Expenditures	\$83,625,997	\$81,897,527	\$83,373,052	\$85,818,733	\$2,445,681	3%

Details of Variance:

Academic and Classified salary model adjustments & payroll tax changes	\$1,618,317
COLA increase of 0.86% on Academic and Classified salary schedules	\$499,771
Hourly & related costs in line with prior years, including 5.88% increase to Hourly rates	(\$332,589)
Overtime for Classified Staff who are also Adjunct instructors	\$115,000
Non Labor adjustments (for details see Non Labor Variance Summary)	\$539,033
Miscellaneous adjustments	\$6,150
Total Variance	\$2,445,681

At its March 2014 meeting, the Student Success and Support Program (SSSP) Committee approved allocating SSSP funds to pay for the following positions:

12 Month Full-time Articulation/Certification Specialist (Ongoing)

Description: Providing transcript evaluations to students who have transferable college coursework from other institutions; new state legislated initiatives – SB 1440 (Student Transfer Achievement Reform Act) and SB 1415 (Common Course Numbering System); Articulation Expansion Project; Articulation website; SBCC, UC and CSU transferable courses; SBCC courses applicable to IGETC and CSU GE transfer; GE certifications processed 2012-2013 (7/1/12-6/30/2013); IGETC and CSU GE transcript evaluations from institutions outside of the California community college system between July 1, 2012 – June 30, 2013) and Certificates of Achievement awarded in 2012-13.

The Articulation/Certification Specialist is a classified staff position. Salary is listed at step 9 so initially it would be less depending on what step the person hired (step 1 is \$52,728 plus benefits; step 9 is \$64,236 plus benefits).

Increase Two Assessment Specialist positions from 50% to 75% time: \$32,647 (Ongoing)

Description: Assessment proposed to restore two 50% permanent Assessment Specialist positions to 75% permanent Assessment Specialists. The additional hours will allow staff to serve our ever growing number of students that are now required to assess. Assessment has also instituted early local high school testing during the month of February, and many Saturdays for our out-of-area students in the spring for summer/fall registration. Assessment also gives seven ESL group tests in the evening throughout the year. Most of these exams take place outside of regular service hours and help students fulfill their assessment requirements at times that meet their needs. Since 2009, staff has worked above and beyond to make this happen. In order to maintain what we currently offer, and to account for the expected larger number of students to be tested, Assessment requires additional hours of permanent staff time.

While anything could change in the future, there is every reason to believe that state funding for the credit SSSP will continue to be allocated to community colleges for the foreseeable future. These positions are essential for the college to meet the requirements of the recently enacted Student Success Act of 2012. The Council is being asked to approve these categorically funded requests.

Resource Guide to Governance and Decision-making



SANTA BARBARA CITY COLLEGE

March 2013



SANTA BARBARA
CITY COLLEGE

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Santa Barbara City College
Resource Guide to Governance and Decision-making

Introduction

Roles of Constituents in Governance and Decision-making

- Board of Trustees
- Superintendent/President
- Faculty
- Staff
- Students
- Administrators

Types of Groups

- Governance Groups
- Organizational Groups
- Ad Hoc Groups

SBCC Governance Groups

- Academic Senate
 - Curriculum Advisory Committee
- Associated Students (Student Senate)
- Classified Consultation Group
- College Planning Council

SBCC Organizational Groups

- Board Policy and Administrative Procedures
- Deans' Council
- District Technology Committee
- Executive Council

SBCC Ad Hoc Groups

Appendices

- A. Working Conditions Groups
- B. California Code of Regulations for Collegial Consultation
 - Academic Senate (Title 5, Sections 53200 - 53206)
 - Staff (Title 5, Section 51023.5)
 - Students (Title 5, Section 51023.7)

Board Policies are available online at

http://www.sbcc.edu/boardoftrustees/board_policies_procedures.php

INTRODUCTION

Santa Barbara City College's (SBCC) approach to governance and decision-making is based on a partnership among Board members, faculty, staff, administration, and students. The constituent groups are united by a collective, shared vision that student success is the goal of everyone's work at SBCC.

The purpose of this resource guide is to describe the governance and decision-making processes by which SBCC ensures that there are opportunities for meaningful collaboration and that the voices of the constituent groups are heard in making decisions. This document includes the purpose, membership, and reporting structure for each group.

This *Santa Barbara City College Resource Guide to Governance and Decision-making* is reviewed and updated annually to maintain credibility as a valuable resource. The annual update prepared by College Planning 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 periodically assessed by the College Planning Council. This assessment occurs as part of SBCC's assessment of its planning processes. Following this assessment, the College Planning Council reviews the results and recommends revisions to decision-making processes as warranted based on that assessment. The *Santa Barbara City College Resource Guide to Governance and Decision-making* is then updated to reflect any agreed-upon changes. Through these two review processes, one completed on an annual basis and one completed periodically, this document is maintained to reflect the inevitable changes in decision-making processes that are to be expected as part of SBCC's cycle of continuous quality improvement.

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ROLES OF CONSTITUENTS IN GOVERNANCE AND DECISION-MAKING

The constituents in SBCC participate in making decisions appropriate in scope to their roles within the college. The role in making decisions for each constituency described below is derived from the California Code of Regulations, SBCC Board Policies, and SBCC practices, procedures and job descriptions. The relevant sections of the California Code of Regulations are included in the appendix of this document.

Board of Trustees

The role of the Board of Trustees in making decisions is to determine policy and to serve as SBCC's legal and fiduciary body.

The Board of Trustees maintains, operates, and governs the total operations of the entire district in accordance with all applicable laws and regulations. As an independent policy-making body responsible for policies as well as legal and fiscal issues, the Board's ultimate responsibility is to ensure that the SBCC mission is fulfilled and that SBCC's financial resources are dedicated to providing sound educational programs.

The Board of Trustees consists of seven locally elected Trustees who represent areas within the district. One trustee is elected by the qualified voters from each of the seven trustee areas to serve four-year terms. The Board annually elects a president and vice president from among its members and the Superintendent/President serves as the Board Secretary.

A student trustee is elected annually in a general student election. The Student Trustee provides a student perspective on the issues facing the Board. The Student Trustee receives all materials sent to other members of the Board, except those pertaining to closed session matters; attend all open session board meetings; ask questions; participate in discussions; and cast an advisory, nonbinding vote on the matters that come before the Board.

California State Education Code Section 70902 identifies the Board of Trustees as the SBCC's legal and fiduciary body and outlines associated responsibilities. The Board affirms its role and responsibilities in *Board Policy 2200: Board Duties and Responsibilities*, which details a list of specific duties, including selecting and appointing the Superintendent/President.

Superintendent/President

The authority delegated to this position by the Board of Trustees determines the role of the SBCC Superintendent/President in making decisions.

The Superintendent/President is the chief executive officer of SBCC and as the sole employee of the Board is responsible directly to the Board. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. (See *Board Policy 2430: Delegation of Authority to Superintendent/President.*)

Faculty

The role of full- and part-time faculty members in making decisions at SBCC is to participate in:

- The development of recommendations to the Superintendent/President and Board of Trustees on academic and professional matters as outlined in state regulations and
- The processes for developing recommendations that have or will have a significant effect on them.

The Academic Senate represents faculty members in academic and professional matters. As provided in *Board Policy 2510: Participation in Local Decision-Making*, the Board of Trustees recognizes the authority of the Academic Senate with respect to academic and professional matters in accord with provisions of Title 5 of the California Code of Regulations. In its policy, the Board agrees to consult collegially with the Academic Senate on the following academic and professional matters:

- 1 Curriculum, including the establishment of 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 .
- 11 Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Faculty hiring processes are included as academic and professional matters and the Board has agreed to consult collegially with the Academic Senate on these processes.

A resource describing the role of the Academic Senate in governance and decision-making is the California Code of Regulations Title 5, Section 53200 included in the appendix of this document.

Classified and Confidential Staff

The role of classified and confidential staff members in making decisions is to participate in:

- The development of recommendations to the Superintendent/President 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 staff are identified in the California Code of Regulations Title 5, Section 51023.5 included in the appendix of this document.

Board Policy 2510 Participation in Local Decision-Making affirms that recommendations and positions developed by classified and confidential staff will be given every reasonable consideration prior to action on a matter having a significant effect on them.

Students

The role of students in making decisions at SBCC is to participate in:

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

The following specific matters are identified in the California Code of Regulations Title 5, Section 51023.7 as having a significant effect on students:

- 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.
- 10 Any other district and college policy, procedure or related matter that the district governing board determines will have significant effect on students.

The Board recognizes the Santa Barbara City College Associated Student organization as the official voice for students (*Board Policy 5400: Students Organizations*). In accordance with *Board Policy 2510 Participation in Local Decision-Making*, the Associated Student organization is given an opportunity to participate effectively in the formulation and development of policies and procedures that have a significant effect on them, and the recommendations and positions of the Associated Student organization are given reasonable consideration.

Administrators

The role of administrators in making decisions at the college is determined by the scope of responsibility and authority delegated in job descriptions for administrative positions.

Although there are position-specific representative duties, in general SBCC administrators are responsible to:

- Plan, organize, control and direct assigned programs.
- Coordinate and direct communications, personnel, projects and resources to meet college needs and oversee assigned activities.
- Assure that program implementation satisfies established college, state and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Supervise and evaluate the performance of assigned faculty and classified personnel and assure that the work of these employees complies with established standards, requirements, and procedures.
- Interview potential employees and recommend hiring, transfers, and reassignment.
- Monitor and analyze assigned operations, activities, departments and programs to determine educational and financial effectiveness and operational efficiency.
- Provide consultation and technical expertise to administrators, faculty and others concerning assigned programs and related standards, requirements, practices,

schedules, strategies, plans, goals, objectives, laws, codes, regulations, polices and procedures.

- Develop and prepare the annual preliminary budget for assigned programs; analyze and review budgetary and financial data.

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TYPES OF GROUPS

Within this context of a primary focus on students, governance and decision-making at SBCC is grounded in respect for the role and scope of authority for each constituency. Key committees have representation from the various constituent groups and members understand that they are responsible to their particular constituency in two ways: to share input from the constituent group to the committee and to share information and dialogue from the committee with their constituent group. Committee members also understand that their collective work product is a recommendation that is subsequently forwarded to the next individual or group in the decision-making process.

The SBCC groups that provide recommendations in governance and decision-making processes are organized into three categories based on the group's responsibilities and its source of authority. The groups in all three categories are essential to the involvement of the SBCC community in both being informed about issues of college-wide importance, making decisions, and serving as conduits of information to and from the constituents. The membership in each type of group is determined by the source of authority on which the group is based.

1 Governance Groups

Governance groups are those whose authority is derived from law and regulation, either as written expressly in the law/regulation or as delegated by another group that possesses said authority. Members of governance groups represent specific constituencies and as such, serve as a liaison to bring information from the constituent group into the dialogue and from the governance group back to their constituents. Examples of governance groups are the Academic Senate, Student Senate, and Classified Consultation Group.

2 Organizational Groups

Organizational groups assist the Superintendent/President 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 or the Superintendent/President through the assignment of responsibilities on job descriptions and appointment to positions. Membership in SBCC organizational groups is determined by the position held within the college. Examples of organizational groups are Deans' Council, Managers' Group, and Executive Council.

3 Ad Hoc Groups

Ad Hoc Groups are formed to create a venue for dialogue and work on topics or projects that require timely and concentrated energy. Instead of being required by law or

regulation, these groups are charged by the Superintendent/President or a governance group to perform specific functions that benefit the entire college. Membership in an ad hoc group is either voluntary or by appointment.

SBCC GOVERNANCE GROUPS

Governance groups are those whose authority is derived from law and regulation, either as written expressly in the law/regulation or as delegated by another group that possesses said authority. Members of SBCC governance groups represent specific constituencies and as such, serve as liaisons to bring information from the constituent groups into the dialogue and from the governance group back to their constituents. There are four SBCC governance groups:

- Academic Senate
- Associated Students (Student Senate)
- Classified Consultation Group
- College Planning Council

The primary role and responsibility of each group is described in the **Purpose** on the following pages.

Academic Senate

Purpose

The Academic Senate is a governance and consultative body that represents the SBCC faculty. The term faculty includes all classroom instructors and non-administrative staff required to meet minimum qualifications for faculty as outlined in AB 1725 that are employed either full-time or part-time. The Academic Senate represents the faculty in collegial governance relating to academic and professional matters as defined in Board policy and the California Code of Regulations as described previously in this document.

The Academic Senate meets at least twice monthly to:

- Serve as a forum for consideration of matters of significance to faculty;
- Review and recommend policies concerning academic issues to appropriate college units, Superintendent/President, and Board of Trustees;
- Advise the Superintendent/President and the Board of Trustees in matters of faculty concern;
- Define faculty goals, priorities, strategies, and makes recommendations to appropriate college units;
- Function as an academic planning body for the college in pursuit of its mission;
- Defines academic priorities for allocations of resources with input from the Office of Educational Programs;
- Review resource requests from academic units, and recommends specific resource allocations to the College Planning Council;
- Constitute, oversee, and maintain Academic Senate committees;
- Assign faculty to Academic Senate committees and college-wide committees;
- Submit an annual written report summarizing the activities of the Academic Senate to Administration, Board of Trustees and Senators and makes report available to all tenure track faculty.

Membership

- Three Academic Senate Officers: President, Vice President, and President-Elect or Immediate Past President
- One or two senators representing each of the following academic areas:
 - Business Education Division
 - Educational Support Division
 - English/English Skills Division
 - Fine Arts Division

- Modern Languages/ESL Division
- Health and Human Services Division
- Mathematics Division
- Physical Education/Athletics Division
- Sciences Division
- Social Science Division
- Technologies Division
- Adjunct Faculty

The number of senators representing a division is contingent on the number of faculty in the division; divisions with fewer than 26 tenure-track faculty have one senator and divisions with 26 or more tenure-track faculty have two division senators.

- Student Senate Representative (non-voting)
- Executive Vice President of Educational Programs (non-voting)

The Academic Senate conducts its business through the efforts of the following standing and ad hoc committees:

- Academic Policies Committee

Purpose:

- 1 Recommends policies to protect academic freedom and scholastic standards and policies for evaluation of faculty.
- 2 Reviews applications and makes recommendations for salary class transfer.
- 3 Makes recommendations on faculty requests to waive committee service.
- 4 Makes recommendations on appeals regarding teacher load policy issues.
- 5 Reviews and makes recommendation to Academic Senate for action when integrity of a faculty member is questioned.
- 6 Reviews policy and procedures for assignment of faculty to Faculty Service Areas (FSAs).
- 7 Reviews requests and assigns faculty to FSAs.

- Committee on Teaching and Learning

Purpose:

- 1 Identify and facilitate the incorporation of strategies that enhance student success in the classroom and through campus learning support services (Library and LRC).
- 2 Work closely with instructional faculty and Student Services to integrate student success initiatives campus-wide.

- 3 Serve as liaison between faculty and Library staff on policies affecting utilization of the library, its resources and other faculty matters.
- 4 Serve as liaison between faculty and Learning Support Services staff on policies affecting utilization of the Learning Support Services, its resources and other faculty matters.
- 5 Provide oversight and general direction on tutorial allocations, and policies for operation of the LSS (Library/LRC).

- Faculty Professional Development

Purpose:

- 1 Provides advice and support for Director of Faculty Resource Center/Faculty Professional Development.
- 2 Reviews and approves FPD activities. Reviews/revises/updates FPDC Guidelines annually or as needed.
- 3 In cooperation with the Office of Educational Programs and Director of FPD, plans, develops, and implements faculty in-service days.
- 4 Recommends and participates in planning FPD activities.
- 5 Hears appeals from faculty relating to professional development activities.
- 6 Reviews applications for FPD funding and recommends awards.

- Faculty Recognition Committee

Purpose: The purpose of Faculty Professional Development is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement.” (Title 5, sec. 55720). The Faculty Professional Development Committee, in cooperation with the Director of Faculty Professional Development, is the oversight body for determining the appropriateness of all Faculty Professional Development activities.

- Instructional Technology Committee

Purpose:

- 1 Provide guidelines and leadership in the development of the instructional technology plan for Educational Programs.
- 2 Serve as advisory committee to the Faculty Resource Center.
- 3 Review proposals and make recommendations for funding of requests to acquire computer technology.
- 4 Provide guidelines and makes recommendations for campus-wide software and platform upgrades and decisions.
- 5 Serve as a liaison to the District Technology Committee.

- **Planning and Resources**

Purpose:

- 1 Establishes and maintains liaison with the Offices of Educational Programs and Business Affairs.
- 2 Meets at least once each semester with the Educational Programs Executive Vice President and Deans to clarify academic goals and identify major initiatives that facilitate achievement of stated goals.
- 3 Establishes and reviews academic priorities and the philosophical framework that drives the budget planning process.
- 4 Develops policy regarding faculty consultation on academic initiatives and resource issues.
- 5 Makes recommendations from Educational Programs and the faculty regarding budget priorities and major academic initiatives.
- 6 Serves as expert faculty resource committee on academic-related budget issues.

- **Sabbatical Leave Committee**

Purpose:

- 1 Assists faculty in preparing sabbatical leave proposals and reports.
- 2 Reviews, updates and circulates the Sabbatical Leave Handbook.
- 3 Establishes criteria for proposals and reports using the Board of Trustees policy on sabbatical leaves as a guideline.
- 4 Reviews and makes recommendations on proposals and reports to the Academic Senate.

Academic Senate Subcommittee: Curriculum Advisory Committee

Purpose

As identified in Education Code 53200(c), the purpose of the Curriculum Advisory Committee is to:

- 1 Review and approve all proposed changes and additions to college curriculum.
- 2 Review other college functions related to curriculum.
- 3 Advise the Executive Vice-President, Educational Programs, on curriculum development.
- 4 Review the general education requirements and recommend changes as appropriate.

Membership

[To be Added]

Associated Students (Student Senate)

Purpose

The Associated Students organization (Student Senate) is a governance and consultative body that represents SBCC students in making recommendations on issues that have or will have a significant impact on them. The Board of Trustees recognizes this Associated Student organization as the official voice of the students.

The goals of the Associated Student organization (Student Senate) are to:

- 1 Ensure effective student representation in the SBCC participatory governance process;
- 2 Further cooperation and communication between and among students, faculty, classified staff, and the community;
- 3 Oversee the activities of student clubs and organizations; and
- 4 Monitor and assign use of the Student Representation fee to ensure that SBCC students are represented at local and statewide activities.

The Student Senate offers the following activities to SBCC students:

- Merchants' bazaars;
- Blood drives;
- Inter-club Council;
- Conferences and workshops;
- Political candidate forums; and
- Leadership seminars

Membership

Students are elected by the student body to serve in the Associated Students organization. Elections are held annually in the spring and student representatives are elected at large. Students interested in serving in this capacity apply to stand for election in one of these positions:

- President
- Vice President of Senate Affairs
- Vice President of External Affairs
- Vice President of Operations and Finance
- Student Trustee
- Public Relations Officer
- Student Advocate
- Commissioner of Clubs

Senator (8)

Classified Consultation Group

Purpose

The Classified Consultation Group is a governance and consultative body that represents the SBCC classified staff and CSEA on issues that will be addressed by the College Planning Council.

Membership

- Three classified staff members who serve on the College Planning Council
- Four representatives total from these areas:
 - Bookstore/Fiscal/Clerical/Confidential/Information Booth/Switchboard/Food Service/Library/Duplicating/Purchasing/Security/Facilities
- Two representatives from these areas:
 - Student Services/Health Services
 - Athletic/Instructional Support/Theater/Auto
- One representative from IT/Institutional Research
- One member at large

College Planning Council

Purpose

The College Planning Council meets twice monthly to:

- Make recommendations to the Superintendent/President on the budget, the integration of planning and resource allocation, and other matters of the college;
- Promote communication and foster an awareness among the students, faculty, classified staff and administration concerning the welfare, growth, and sustainable quality improvement at SBCC;
- Identify common areas of concern that require further study and forward these to the appropriate governance or operational group;
- Oversee the development, evaluation and integration of the Educational Master Plan; and
- Monitor compliance with accreditation standards related to college functions.

Membership

- Superintendent/President, Chair
- Executive Vice President
- Three Vice Presidents: Business Services, Human Resources, and Information Technology
- One representative of the Managers' Group
- Four representatives of the Academic Senate: President, Vice President, President-elect, and one faculty member appointed by the Academic Senate President
- Chair of Planning and Resources Committee (an Academic Senate sub-committee)
- One representative of Teamsters Union, Local 186, the supervisory bargaining unit
- President, CSEA
- Two representatives of Classified Consultation Group appointed by CSEA
- Senior Director of Institutional Assessment, Research and Planning (non-voting)
- Associated Student Senate President (non-voting)

SBCC ORGANIZATIONAL GROUPS

SBCC organizational groups coordinate operational, procedural and policy implementation. The authority for the members of organizational groups is through the assignment of responsibilities on job descriptions and appointment to positions within the college. Individuals other than those identified on this list are invited to attend meetings to share information or expertise as needed.

The organizational groups at SBCC are:

- Board Policies and Administrative Procedures
- Deans' Council
- District Technology Committee
- Executive Council

The purpose and membership of each of these organizational groups follow.

Board Policies and Administrative Procedures

Purpose:

- 1 Systematically review Board policies and administrative procedures to ensure that these are in compliance with ACCJC standards and state and federal laws and regulations.
- 2 Develop a schedule to address existing gaps in Board policies and administrative procedures.
- 3 Make recommendations to the Superintendent/President when revisions or additions to Board policies and administrative procedures are warranted.

Membership:

- Vice President, Human Resources (Chair)
- One manager appointed by the Superintendent/President
- One Dean appointed by Deans' Council
- Three faculty appointed by the Academic Senate
- Three classified staff appointed by the CSEA
- One student appointed by the Student Senate

Deans' Council

Purpose:

- 1 Advise the Executive Vice President on instructional and student services issues related to the budget; planning; accreditation; curriculum, and enrollment management
- 2 Implement administrative procedures and oversee the day-to-day operations of the SBCC instructional and student services

Membership:

- Executive Vice President (Chair)
- Six Deans
- One Associate Dean
- Academic Senate President
- Marketing and Publications Director
- Athletic Director

District Technology Committee

Purpose:

- 1 Make recommendations to the College Planning Council on IT planning priorities, new IT resources and requests, IT policies.
- 2 Oversee and implement the District Technology Plan.
- 3 Purchase and oversee installation of campus technology including both replacement and new hardware and software.
- 4 Assess the effectiveness of technology planning on each of the following five benchmarks: (1) customer needs and expectations; (2) empowerment of the individual; (3) efficient and effective operational processes; (4) maintaining a competitive edge; (5) and relevance to both the College Plan and the District Technology Plan.
- 5 Serve as technical support and resources to units of the College that using technology to serve students, faculty, staff, and community-based organizations.
- 6 Oversee and receive recommendations from two workgroups: Administrative Applications Workgroup and Technology Coordination Group.

Membership:

- Vice President, Information Technology (Chair)
- Vice President, Business Services
- Five faculty appointed by the Academic Senate, at least one of whom also serves on the Academic Senate's Instructional Technology Committee
- One representative from each of the following areas:
 - Continuing Education
 - Human Resources
 - Student Services
 - Educational Programs
- Three classified staff appointed by the CSEA
- Director, Network Services
- Director, User Support Services
- One student appointed by the Student Senate

Executive Council

Purpose:

- 1 Advise the Superintendent/President on matters of policy; budget; planning; accreditation; and other matters of the college.
- 2 Implement and administer policies, procedures, and day-to-day operations of the college.
- 3 Review and discuss implementation of policy decisions made by the Board regarding the operations of the college.

Membership:

- Superintendent/President (Chair)
- Executive Vice President
- Vice President, Human Resources
- Vice President, Information Services
- Vice President, Business Services

In addition to these organizational groups, the college conducts its business of serving students through the efforts of the following program-specific and department-specific organizational groups:

- Admissions: Student Outreach and Orientation
- Business Services Management Group
- Enrollment Management Committee
- EOPS/Financial Aid Advisory Committee
- Facilities/Safety/Security/Parking Advisory Committee
- Honors Advisory Committee
- International Education Advisory Committee
- Matriculation Advisory Committee
- Partnership for Student Success Committee
- Personnel Benefits Advisory Committee
- Portal Steering Committee
- Scholastic Standards Committee

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SBCC AD HOC GROUPS

Ad Hoc Groups are formed to create a venue for dialogue and work on topics or projects that require timely and concentrated energy. Instead of being required by law or regulation, these groups are established as needed and are charged by the Superintendent/President or a governance group to perform specific functions that benefit the entire college. Membership in an ad hoc workgroup is either voluntary or by appointment.

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APPENDIX A

Working Conditions Groups

SBCC employees are represented by collective bargaining or meet and confer groups for issues related to working conditions, such as salary, benefits, and workload. These working conditions groups are listed below.

Classified Staff: For matters related to working conditions within the scope of collective bargaining, classified staff are represented by the California Schools Employees Association, Chapter 289.

Confidential Staff: For matters related to working conditions, confidential employees are represented by the Confidential Employees' Meet and Confer Group.

Faculty: For matters related to working conditions within the scope of collective bargaining, permanent credit and credit adjunct faculty are represented by the Instructors' Association.

Managers: For matters related to working conditions, managers, including all educational administrators such as deans and directors, are represented by the Management Employees Meet and Confer Group.

Supervisors: For matters related to working conditions within the scope of collective bargaining, managers with "supervisor" in their position title are represented by the Teamsters Union, Local 186.

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APPENDIX B

California Code of Regulations for Collegial Consultation

Title 5 § 53200. Definitions.

For the purpose of this Sub chapter:

- 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 Sub chapter 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 Sub chapter, 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-studies 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:

- 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.

Title 5 § 53201. Academic Senate or Faculty Council

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district levels.

Title 5 § 53202. Formation; Procedures; Membership.

The following procedure shall be used to establish an academic senate:

- a The full-time faculty of a community college shall vote by secret ballot to form an academic senate.
- b In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.
- c The governing board of a district shall recognize the academic senate and authorize the faculty to:
 - 1 Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.
 - 2 Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.
- e The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.
- f In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

Title 5 § 53203. Powers.

- a The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to

consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically provided in statute or other Board of Governors regulations.

- b In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.
- c While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.
- d The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:
 - 1 in instances 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. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.
 - 2 in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, 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 governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.
- e An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).
- f The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

Title 5 § 53204. Scope of Regulations.

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining 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 these regulations.

Title 5 § 53205. Duties Assigned by Administration and Governing Board.

No content included in this Regulation other than:

Note: Authority cited: Sections 66700, 71020, 71062 and 71079, Education Code. Reference: Sections 71079 and 72292, Education Code.

Title 5 § 53206. Academic Senate for California Community Colleges.

- a An Academic Senate for the California Community Colleges has been established through ratification by local academic senates or faculty councils so that the community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.
- b The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

Title 5 § 51023.5. Staff.

- a The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:
 - 1 Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section, management and non-management positions or groups of positions shall be separately defined or categorized.
 - 2 Participation structures and procedures for the staff positions defined or categorized.
 - 3 In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and

procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.

- 4 Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
 - 5 Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.
 - 6 The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.
 - 7 When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:
 - A The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.
 - B Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.
 - C When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.
 - D In all cases, representatives shall be selected from the category that they represent.
- b In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or

other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive 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 these regulations.

- c Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.
- d The governing board of a community college district shall comply substantially with the provisions of this section.

Title 5 §51023.7 Students

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

- (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
- (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
- (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
- (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make

recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" 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; and
- 10 Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents 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 the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.