

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: CITY COLLEGE OF SAN FRANCISCO DISTRICT POLICY ON PARTICIPATORY GOVERNANCE	Number: 2.07
Reference: California Education Code Section 70902, and Title 5, CCR, Sections 51023.5, 51023.7 and 53203	Page: 1 of 3

I. Values

City College of San Francisco's participatory governance system is action oriented and fosters collegiality and trust. It features simple transparent structures, and seeks the experience and expertise of a full range of diverse stakeholders with processes grounded in solid practices and effective outcomes. CCSF's timely, evidence-based dialogs empower participants to initiate student-centered improvements in education and services and to promote effective institutional operations. CCSF's system promotes respect for and broad understanding of the recommendations that are made. The leadership of the college is committed to making recommendations and decisions free from undue or inappropriate influence.

The Board of Trustees embraces participatory governance as a fundamental policy of the college, while retaining its own rights and responsibilities as the ultimate authority in all areas defined by current State laws and regulations.

II. Principles

- A. The Board of Trustees acknowledges the right of college leaders from all constituencies to evaluate and assist in improving the college's governance structure and consequent processes used to inform decision making for the improvement of programs, practices and services. As such, each constituency with responsibility and expertise in a particular area shall be encouraged to participate in the formulation of policies and procedures related to that area.
- B. The opinions of the affected constituent groups will be given reasonable consideration in the process of governing the college. Special effort will be made to include student input via the Associated Students.
- C. Regular training for constituent participants is conducted. Training topics include the authority, responsibility and accountability of participatory governance groups. Regular evaluation and review of outcomes also are conducted. Training, evaluation, and assessment ensure that the processes do not create undue barriers to the implementation of institutional decisions, plans and initiatives.

Approved by District Board of Trustees	Authenticated by Chancellor:	Date: 04/03/00
Date: 09/23/93	Revision Number: 4	Date: 5/22/2014

III. Process Guidelines

- A. Members on the Participatory Governance Council and college-based committees will be appointed by their respective constituent organization except for administrators who will be appointed by the Chancellor after consulting with the administrators' organization.
- B. Providing opportunity for increased participation and leadership by more constituents is encouraged.
- C. Where time is of the essence, the Chancellor or PGC Chair shall set an appropriate timeline and opportunity for consulting with the appropriate body to occur. If a recommendation is not reached by that date, it is understood that the Chancellor or Chair will move forward.
- D. Urgent, critical concerns may be brought directly to the Chancellor as deemed necessary by a committee chair or constituent group leadership.
- E. Recommendations from a committee or council are advisory. If the Chancellor or designee does not take the recommendation of the group, or if there is a significant minority opinion, the Chancellor or designee will acknowledge that disagreement even as they move forward.

IV. Participatory Governance Council

A. Purpose:

The Participatory Governance Council's purpose is to provide recommendations directly to the Chancellor on matters pertaining to institutional priorities, policies, planning and budget development.

B. Charge:

The Participatory Governance Council is charged with the following:

1. Coordinates the development of policies and procedures.
2. Coordinate alignment between the annual plan and budget
3. Participates in the development of college plans
4. Reviews and makes a recommendation on the annual budget
5. Participates in the regular assessment of accomplishments and outcomes
6. Reviews proposals that would significantly impact the campus community

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C. Membership:

1. The Participatory Governance Council shall be comprised of the Vice Chancellor of Academic Affairs, who chairs the Council and is a voting member. Other voting participants include:

4 students*	4 faculty
4 classified staff	3 administrators

2. Members serve two year terms except for students who serve a one year term. Members' terms will be staggered.

**Student members may designate alternate "stand-in" members who are eligible to vote on student members' behalf only if the "stand in" has attended all the previous meetings.*

V. College Committees

- A. The Chancellor may establish committees or workgroups as needed.
- B. Committees shall include appropriate representation of faculty, administration, classified staff, and students when matters being considered are within their purview.
- C. The Chancellor shall appoint the chair of each committee. Committees may elect a co-chair if desired.
- D. Chairs are directly responsible to the Vice Chancellor of Academic Affairs for committee operations, including the timely publication of agendas, minutes, and other documents as appropriate.

Authority

The Vice Chancellor of Academic Affairs, in consultation with constituent leadership, is authorized to established administrative procedures for implementing this policy.

Nothing in this policy shall supersede the responsibilities and rights of the Academic Senate to make recommendations to the District in accordance with Title V, Section 53200 including making recommendations regarding processes for institutional planning and budget development.

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