

SOLANO COMMUNITY COLLEGE DISTRICT

SHARED GOVERNANCE

2005

Shared Governance and Responsibilities

POLICY: The Governing Board endorses the concept of shared governance as a fundamental policy of the College.

Shared governance is defined as the collaborative participation of appropriate members of the College in planning for the future and in developing policies, procedures and recommendations under which the College is governed and administered.

Each constituency of the College which has responsibility and expertise in a particular area participates in the development of policies and procedures relating to that area. It is the responsibility and obligation of members of the faculty, staff, administration, students and Board to participate in the collegial process.

The District committees shall be structured to include representation by College faculty, staff, administration and students, when matters being considered are within their purview.

The Board recognizes the Academic Senate as the body which represents the faculty in shared governance relating to academic and professional matters as set forth in Title 5, Section 53200 (c) (1-11). The Board acknowledges the role of the Academic Senate in consulting collegially on the above matters as set forth in Title 5, Section 53203 (a-f).

The Board recognizes and endorses the rights and responsibilities assigned to the Academic Senate as delineated by state statutes regarding matters to include affirmative, action, hiring, minimum qualifications, equivalencies, peer review, tenure review, dismissal, faculty service areas, administrator evaluations and administrator retreat rights and the specific rights assigned to the administration, staff, and students as delineated by the statute, notwithstanding Section 53204 of Title 5:

Nothing in this subchapter shall be construed to impinge upon the due process rights of

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Shared Governance and Responsibilities

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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.

The Board recognizes that policies and procedures that have or will have a significant effect on students includes the items enumerated in Title 5, Section 51023.7 (b) (1-10).

The Board recognizes the Associated Students of Solano College (ASSC) as the body which represents the students in shared governance. The Board recognizes and endorses the rights and responsibilities of the Associated Students of Solano College (ASSC) to offer opinions and to make recommendations to the administration of the College and to the Board with regard to policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in the formulation and development of recommendations to the Board regarding such policies. The Associated Students of Solano College (ASSC) shall maintain the right to appear before the Board to present their recommendations and positions. These recommendations and positions developed by the students shall be give every reasonable consideration. Education Code, Section 76060.

The Board recognized that polices and procedures that have or will have a significant effect on staff and administration include the items enumerated in Title 5, Section 51023.5. The Board recognizes and endorses the rights and responsibilities of the staff to participate in the formulation

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Shared Governance and Responsibilities

(Continued)

and development of District and College policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that the Board reasonably determines, in consultation with staff, have or will have, a significant effect on staff. The recommendations and opinions developed by the staff shall be given every reasonable consideration.

The Board recognizes and endorses the rights and responsibilities assigned to District administration by state statutes to participate in the formulation and development of District policies and procedures Education Code Section 87002 (a), (b), (c).

The Board recognizes and endorses the rights and responsibilities of the faculty, staff, administration, students, and Minority Coalition to participate, through the Shared Governance Council, in the formulation and development of District and College policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that the Board reasonably determines have, or will have, a significant effect on all segments of the College community. The recommendations and opinions developed by the Shared Governance Council shall be given every reasonable consideration.

Note:

“Staff” is defined as classified staff members of recognized bargaining units.

“Administration” is defined as members of the Management Team including educational administrators, classified administrators, supervisory and confidential employees.

“Reasonable consideration” is defined as input into

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Shared Governance and Responsibilities

(Continued)

policies at an early stage; adequate time to review and respond; response to concerns raised; commitment to reach closure. "Reasonable consideration" does not necessarily mean agreement.

**REFERENCES/
AUTHORITY:** Ref: Title 5, Academic Senate, Sections 53200-53204;
Students, Section 51023.7; Staff, Section 51023.5

Shared Governance Policy Paragraph 6 References:

The Board recognizes and endorses the rights and responsibilities assigned to the Academic Senate by state statutes and District policies regarding personnel matters to include:

affirmative action, Education Code Section 87663 (d)
hiring, Education Code Section 87360 (b), (administrators
AB 1725 Section 4 (u) (1) page 21)
minimum qualifications, Education Code Section 87356
(faculty and administrators)
equivalencies, Education Code Section 87359
peer review, Education Code Section 87663 (c-h)
tenure review, Education Code Section 87610 & 87610.1
(a), (b)
faculty service areas, Education Code Section 87743-
87743.5
administrator evaluations, Education Code Section 87663 (i)
administrator retreat rights, Education Code Section 87454-
87458
notwithstanding Section 53204 of Title 5 of the California
Code of Regulations

ADOPTED: April 1, 1992

REVISED: February 21, 2007

GF/no

SOLANO COMMUNITY COLLEGE

SHARED GOVERNANCE PROCESS for SHARED GOVERNANCE MODEL

General Initiation:

Requests for new or modified policies, as well as issues and concerns, will be initiated by the author through the Shared Governance Council facilitator. It is the role of the facilitator to determine whether the request is a collective bargaining, shared governance or non-governance issue. This decision must be reviewed and approved by the Shared Governance Council. Before action is taken on any issue, adequate time must be provided and adequate information must be distributed so that all necessary parties to the decision can respond. The Shared Governance Council will make all reasonable effort to reach consensus on any policy prior to the presentation to the SCC Governing Board by the SCC President. The SCC President will inform the Shared Governance Council of the Board's action.

Academic Senate Initiation:

All shared governance issues identified by the facilitator as Academic Senate items 1-11 are to be reviewed by the Shared Governance Council and will be communicated to all necessary parties. It is the responsibility of the Academic Senate to work with interested parties in the formulation of policies and procedures so that the final draft reflects all reasonable considerations. The final Academic Senate initiated policy will then pass through the Shared Governance Council to the SCC President to be mutually presented to the Governing Board (mutual agreement). In those cases where the Governing Board will rely primarily on the Academic Senate, the Academic Senate will present the policy to the Governing Board.

Students' Initiation:

All shared governance issues identified by the facilitator as student items 1-10 are to be reviewed by the Shared Governance Council and will be communicated to all necessary parties. It is the responsibility of the ASSC to work with interested parties in the formulation of policies

and procedures so that the final draft reflects all reasonable considerations. The final ASSC initiated policy will then pass through the Shared Governance Council to the SCC President to be presented to the Governing Board.

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3/5/92, SGPROCESS.NAR

**SOLANO COMMUNITY COLLEGE
ADMINISTRATION PROCEDURES**

SHARED GOVERNANCE

Policy #2005

The procedures to accompany the Shared Governance Council, model and process are set forth below. These were developed by the Shared Governance Task Force which met between October, 1991, and March, 1992, and represented all constituent groups.

1. Responsibilities of the Shared Governance Council

This is the group which will function as the shared governance forum at Solano and will forward recommendations to the Superintendent-President. The responsibilities of the Council include:

- a. Communicate with constituents
- b. Represent constituency opinions to the Council
- c. Develop consensus
- d. Serve as a clearinghouse for policy recommendations
- e. Define necessary parties to the decision process.

2. Make-up of the Shared Governance Council

Representatives to the Council will be appointed by the constituent groups and will serve at the pleasure of the group represented. The membership of the Council is as follows:

- 2 Minority Coalition
- 2 Faculty
- 2 Administration
- 2 Classified
- 2 Students

The Superintendent-President will serve as the facilitator and the Superintendent-President's Secretary will serve as staff support. The Deans will serve as resource to the Council and the Superintendent-President.

3. Operation of the Shared Governance Council

- a. The Council will operate on a consensus basis.
- b. The Council will operate in accordance with the responsibilities set forth in #1 above and the model and processes as set forth in the policies.
- c. The Superintendent-President is the Board's designee and serves a dual role as the facilitator and the Board's designee.
- d. The Shared Governance Council will determine the parties necessary for the discussion and the parties necessary for the decision for shared governance items.

SOLANO COMMUNITY COLLEGE
ADMINISTRATION PROCEDURES (CONTINUED)

SHARED GOVERNANCE

Policy #2005

4. "Reasonable Consideration"

Items brought before the Shared Governance Council will be given "reasonable consideration" by the constituent groups. This is defined as the following:

- a. Input into policies at an early stage
- b. Adequate time to review and respond
- c. Response to concerns raised
- d. Commitment to reach closure
- e. "Reasonable consideration" does not necessarily mean agreement.

5. Shared Governance Process and Model

These are set forth in the procedures accompanying Board Policy 2005.

6. Shared Governance and the Academic Senate

As set forth in Board Policy 2005, the Board recognized the Academic Senate as the body which represents the faculty in shared governance in academic and professional matters, as set forth in Title 5 Section 53200 (c). For items 1-11, the Governing Board of Solano County Community College District will seek mutual agreement with the Senate until at such time the option of "rely primarily" may be explored.

VLH:pc

4/1/92

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