

*REEDLEY COLLEGE*  
**PARTICIPATORY GOVERNANCE  
HANDBOOK**

**Revised and Adopted by the Reedley College Council:  
October 17, 2018**

## Foundational Principles for Participatory Governance

### Introduction

The Reedley College participatory governance process is collaborative and inclusive. It provides opportunity for involvement of faculty, staff, administration, and students in the planning and operation of the College. The governance process embraces the Reedley College mission, philosophy, and core values, which includes (1) supporting individual and constituent viewpoints in collaborative decision-making; (2) promoting mutual respect and trust through open communication and actions; (3) and fostering integrity as the foundation for all we do. The Board of Trustees is the final authority for governance at Reedley College and delegates authority to the Chancellor and the College President who in turn solicit and receive input through the participatory governance decision-making process.

### Authority

The tenants and values of the Participatory Governance are clearly articulated in California Education Code § 70902(b)(7) and sections 53200-53204 of the California Code of Regulations.

Reedley College is accredited by the Association of Community and Junior Colleges, the two-year higher education division of the Western Association of Schools and Colleges. Governance, as defined in these accreditation standards, supports institutional effectiveness by requiring processes in which ethical and broad-based leadership: Guide the accomplishment of the mission, and Promote ongoing dialogue focused on continuous improvement.

Reedley College ascribes to and is organized to be in line with the *SCCCD Roles of Constituents in Decision Making*. Based on SCCC [AR 2510](#). The participatory governance process at Reedley College seeks to follow, support, and compliment processes of the District

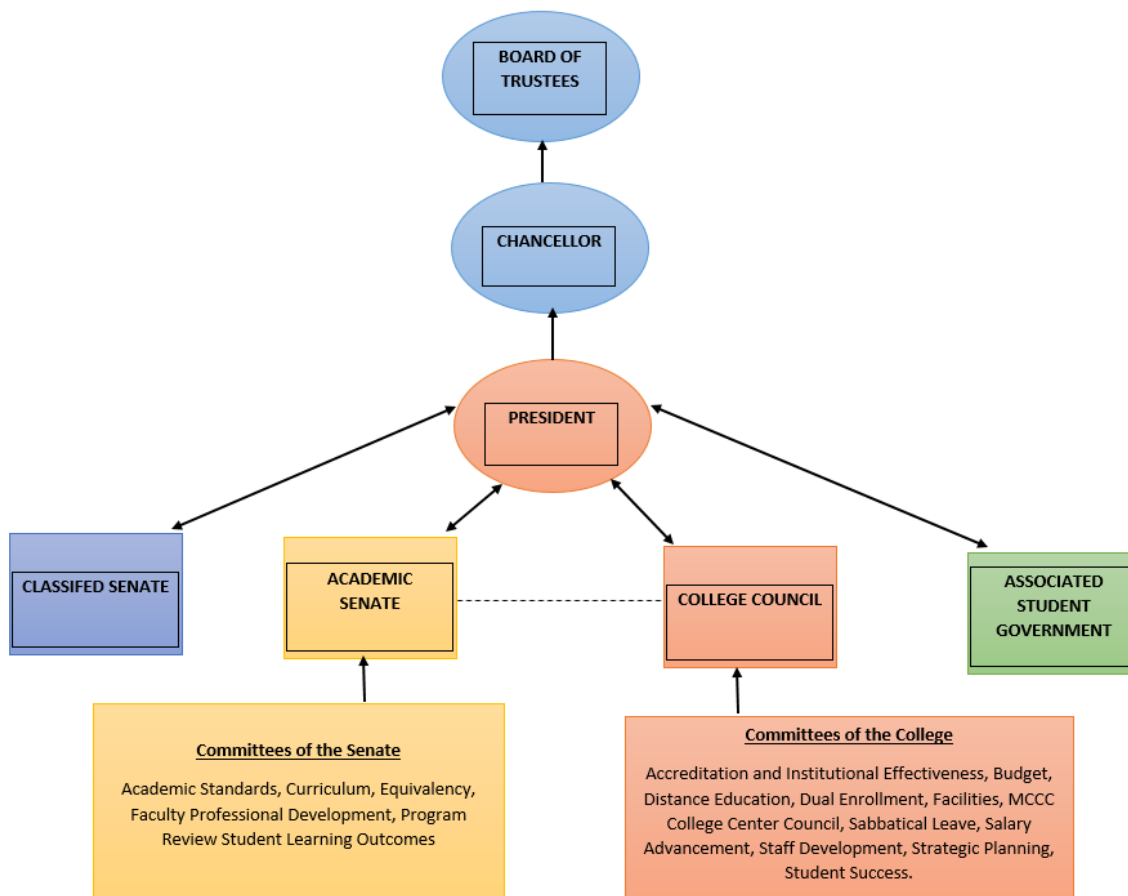
### Purpose

The purpose of this handbook is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Reedley College constituency groups. This document undergoes systematic review and revision by the College Council in even years.

### College Mission

Reedley College motivates and empowers students to be successful by providing high quality, innovative educational opportunities. We inspire a passion for learning to meet the academic and workforce goals of our diverse communities. Our associate degree programs, career technical education, transfer level, and basic skills courses are offered in an accessible and safe learning environment.

### REEDLEY COLLEGE PARTICIPATORY GOVERNANCE COMMITTEE CHART



### **College Vision**

As an exemplary educational institution, Reedley College cultivates professional, well-prepared individuals who will enrich our ever changing local, regional, and global communities.

### **College Values**

#### **Student Success**

We are committed to students' intellectual empowerment and the development of critical thinking. We are committed to support our students in their pursuit of individual academic, career, and personal goals.

#### **Integrity**

We are accountable and transparent, and we adhere to the highest professional standards. (from district strategic plan)

#### **Stewardship**

We are committed to the enhancement, preservation, conservation, and effective utilization of our resources. (from district strategic plan)

#### **Inclusivity**

We are committed to and intentional in creating an environment that cultivates, embraces and celebrates diversity. (from district strategic plan)

#### **Collaboration**

We are committed to fostering a spirit of teamwork with our students, faculty, classified professionals, and administrators while expanding our partnerships with education, industry, and our communities.

## **Implementation of Participatory Governance**

### **Organization and Structure**

To fully implement the participatory governance regulations in a spirit of collegiality, Reedley College has developed a structure which includes a College Council, standing committees, subcommittees, *ad hoc* committees. Our constituent representative organizations are each afforded the opportunity to appoint representatives to each as deemed appropriate and relevant. "Appropriate and relevant" shall be determined by an action of the College Council or by statute.

This structure is intended to ensure that decisions are

- well-informed, support the effective and efficient functioning of the college
- made by those who are accountable for the results including those who are by statute required to be included
- Made with the participation of those who can contribute to their implementation.

## Definitions

*Constituent Representative Organization:* A permanent, representative-endorsed governing body, essential to the governance of the college, and chosen for a specific purpose with a defined scope of responsibility to define/investigate/carry out a pre-ordained task. As defined in California Education Code, California Code of Regulations, and/or SCCC Board Policy, these organizations include the following groups:

- Academic Senate
- Associated Student Government
- California School Employees Association (CSEA)
- Classified Senate

*Council:* A that is called together for consultation, discussion, advice etc., or 2) a group of people chosen as an administrative, advisory, or legislative assembly. At the college, councils normally have an ongoing purpose, a formal structure, and an area of college-wide coordinating function (e.g. College Council).

*Committee:* A select group of people appointed/chosen by various constituencies for a specific purpose with a defined scope of responsibility to define/investigate/carry out a pre-ordained task and report back to the ordaining authority. Committees may be either of the college or of a constituent representative organization. All committees that are not committees of a constituent representative organization (such as the Academic Senate) are committees of the College Council.

<b>Committees of the College</b>	
<b>Budget</b>	Curriculum
<b>Distance Education</b>	Faculty Professional Development (FLEX)
<b>Facilities</b>	Student Learning Outcomes (SLO)
<b>Salary Advancement (membership designated by contract)</b>	
<b>Strategic Planning</b>	

These committees bring forward informational items that do not require College Council approval but may be brought forward for acceptance by the Council.

### **Complementary Processes within the College**

There are three complementary processes, which function within the college:

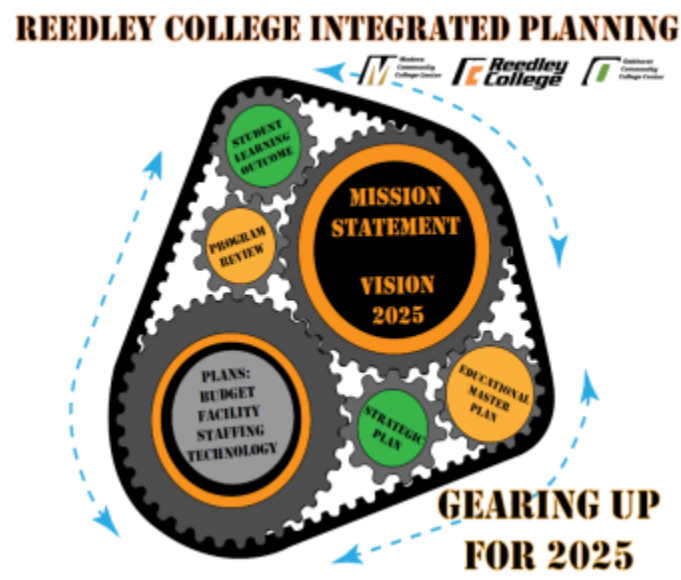
1. The general participatory governance process, which reviews, develops, and recommends policies, procedures, and priorities for the college to the President and the Board of Trustees.
  - a. The planning, budgeting, and assessment process which defines how the college gains input into the development of its strategic direction and the allocation of resources.
2. The academic participatory governance process, which provides faculty recommendations to the President with respect to academic and professional matters (known as the “10+1,” listed in 5 CCR 53200 of the California Code of Regulations and SCCC Administrative Regulation 2510).
3. The administrative/operational processes, which deal with the day-to-day functioning of the college within established policies and procedures.

In addition to these processes there are also collective bargaining processes which deal with contractual matters and working conditions as defined by the collective bargaining law. Such matters are addressed at the District level as all collective bargaining agreements are made with SCCC and not the individual colleges within it, are outside of the scope of institutional participatory governance, and are not addressed in this publication.

The structure is designed to ensure the right to appropriately and effectively participate in Reedley College governance to each of the constituent representative organizations. “Appropriate and effective participation,” in terms of this handbook, shall be defined as *the opportunity to express their opinions at the college level and assurance that these opinions are given every reasonable consideration* and collegial consultation as defined in Title 5 and AR 2510 has occurred.

### **Then Committee’s Role in Integrated Planning**

Reedley College programs and services and committees are aligned with the mission. The mission is at the center of College-wide planning including strategic planning, budget planning, HR planning, and program review. The mission, in unison with these plans, is the basis for the Educational Master and its subsequent goals. The Integrated Planning graphic below exhibits the role of the mission in driving integrated planning. Participatory Governance Committees are a significant part of the Integrated Planning Process.



### College Council

The College Council, as the principal shared governance body of the college, creates the processes for recommending College policies and governance committee structures, with appropriate consultation from the constituent representative organizations. The College Council reviews actions, recommendations, and requests of committees and task forces. The College Council has overall responsibility, in conjunction with the Strategic Planning Committee and the Budget Committee, for guiding and implementing the planning processes, resource allocation, and recommending policies and procedures to respond to the changing needs of the student population and the internal and external environments. The College Council develops, implements, evaluates continuously and reviews, if necessary, the College's plans and initiatives, goals both long-term and short-term and the College mission.

The College President serves as the non-voting chair of the College Council.

### Scope and Authority of Committees

A College committee coordinates, oversees, and reports on functions and programs common to all Reedley College locations (e.g., Accreditation mandates a single program review process; the System Office mandates the submission of CCCCO Scorecard, Basic Skills Initiative, , SSSP and Student Equity data).

Formation or revision of College standing committees must be recommended to, and approved by, the College Council. Recommendations may be presented to the Council by either a constituent representative organization or an existing committee.

Constituent representative organizations, programs, and standing committees have the authority to form sub-groups. Constituent representative organizations may form standing and *ad hoc* committees of their particular group, programs may form *ad hoc* and advisory committees of their particular program, and

standing committees may form *ad hoc* committees of their particular committee. These constituent, *ad hoc*, and/or advisory committees should be announced to the College Council.

Each year constituent groups will solicit interest, make appointments, and notify representatives and alternates of their council and committee memberships for the following academic year.

All constituent representative organizations will provide written notification to the current standing committees chairs of all appointments. The Committee Operational Agreement (COA) will be used to fulfill this component.

All chairs with the exception of the President, as chair of the College Council, are voting members of committees.

It is the responsibility of the current chairs of councils and committees to convene the first meeting as early as possible in the academic year.

It is the responsibility of the chairs to notify the appointing group(s) of a need for a replacement in the case of excessive nonattendance or resignation of any designated Council and/or standing committee member.

### **Operational Guidelines of College and Campus Councils/Committees**

The charge of a committee of any type will be to gather information, deliberate, report, and formulate recommendations regarding policies and procedures which will be forwarded to the College Council, the President of Reedley College, and/or the Board of Trustees.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title 5 sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

The following will be considered and/or adhered to in the operation of all councils and committee types:

1. All members of the college constituency groups are allowed equal and ample opportunity to participate fully in governance activities.
2. The number and size of the councils and committees are to a size that allow them to be as efficient as possible.
3. It is essential that the schedule of meeting times accommodate the schedules of faculty, staff, and student members as much as possible.
4. Standing committees will review their COAs annually in the fall in relation to the College mission, goals, and strategic objectives.
5. Each appointing body will choose its representative(s) and a named alternate to the College Council and standing committees. The named alternate shall receive all agendas and minutes and shall be kept informed about council actions and discussions.
6. Councils and committees may form subcommittees, ad hoc committees, and/or task forces for specific purposes and timeframe as needed.
7. All meetings are to be open and allow for public comments.



8. The formation and/or modification of any council or committee within the governance structure are the responsibility of the College Council with recommendations to the President.
9. Councils and committees will conduct their business according to their Committee Operating Agreement.
10. At the beginning of each academic year, newly elected council or committee chairs will coordinate a calendar of meeting dates.
11. Councils and committees will publish agendas prior to each meeting and distribute minutes in a timely manner. To insure that information on standing council / committees be made public within two weeks, when necessary, minutes marked "DRAFT" will be distributed until the officially approved minutes can be made available.
12. Each council or committee will establish and maintain a system for electronically archiving its agendas, minutes, and other relevant documents pertaining to its activities. The platform to be used shall be determined by the College Council, and will be used by all committees unless the College Council has granted an exception.
13. Each fall, committees will review their COAs, provide updates and changes as needed. Changes will be approved through the participatory governance process.

### **Internal and External Relationships**

The Committee Governance Flow Chart below represents the official Participatory Governance structure of Reedley College and reflects the relationships between the various entities.

Recommendations or advice from any other district or program advisory committee must be forwarded through the appropriate entity.

### **The Role of Constituent Representative Organizations within the Reedley College Participatory Governance Structure**

It is the right and responsibility of each constituent representative organization to assemble comprehensive recommendations and forward to its council / committee representative for presentation and discussion at council / committee meetings.

## **APPENDICES of the Reedley College Participatory Handbook**

(Formatting Note: the following will be a hyperlink to the Committee Chair Guide)

**[Appendix A: Committee Chair Guide](#)**

(Formatting Note: the following will be hyperlinks to each of the committee COAs)

**[Appendix B: Academic Standards Operating Agreement](#)**

**[Appendix C: Accreditation and Institutional Effectiveness Committee Operating Agreement](#)**

**[Appendix D: College Council Operating Agreement](#)**

**[Appendix E: Budget Committee Operating Agreement](#)**

**[Appendix F: Curriculum Committee Operating Agreement](#)**

**[Appendix G: Distance Education Committee Operating Agreement](#)**

**[Appendix H: Equivalency Committee Operating Agreement](#)**

**[Appendix I: Facilities Committee Operating Agreement](#)**

**[Appendix J: Health and Safety Committee Operating Agreement](#)**

**[Appendix K: Program Review Committee Operating Agreement](#)**

**[Appendix L: Sabbatical Leave Committee Operating Agreement](#)**

**[Appendix M: Salary Advancement Committee Operating Agreement](#)**

**[Appendix N: Staff Development Committee Operating Agreement](#)**

**[Appendix O: Strategic Planning Committee Operating Agreement](#)**

**[Appendix P: Student Learning Outcomes Committee Operating Agreement](#)**

**[Appendix Q: Student Success Committee Operating Agreement](#)**