Los Angeles Harbor College
Participatory Governance Agreement

Article I
Purpose

The intent of participatory governance is to give all participants who are affected by decisions the opportunity to effectively participate in the decision making process. AB 1725 was passed by the legislature to ensure effective participation by all parties—students, faculty, staff, and administration. This model is based on common values, trust and open, honest dialogue in the decision making process. There will be no hidden agendas and everyone will be professional and respectful toward each other’s ideas and comments. The responsibility for all decisions lies with the College President, the Chancellor and ultimately, the Board of Trustees.

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

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

College Planning Council

Article II
Composition of CPC

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

Faculty: 6, Three representatives from the AFT and three selected as the Academic Senate will determine
Classified Staff: 6, One selected by each of the classified units, one from un-represented classified, and one elected at large members
Students: 6, Selected by the Associated Student Body Senate
Administration: 6; three appointed by the President

Resource Members: Foundation Executive Director, Public Information Officer and College President, ex officio
Co-Chairs: Academic Senate President and one administrator elected by the administrative body at large. The co-chairs will be in addition to the official representatives of their respective constituencies.
Article III
Functions of CPC

1. Serves as the final level of review on implementation of budget and planning recommendations
2. Serves as the review body for policy issues that are not of an academic and/or professional matter
3. Serves as the campus Committee which directs all campus policy issues to the appropriate bodies
4. Reviews the reports of the Budget Committee and makes appropriate recommendations on the annual budget
5. Establishes and coordinates the mechanism for long-range planning and approves the development of the strategic plan
6. Serves as the final body for strategic planning
7. Oversees the dissemination of information to the campus community

Article IV
Roles of Campus Constituencies

Section 1
Faculty

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

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 study and annual reports
8. Policies for faculty professional development activities
9. Process for program review
10. Processes for institutional planning and budget development and
11. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

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

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

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

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

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

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

**Section 2**

**Classified Staff**

The classified staff will take an active role in participatory governance by being involved in the development of college policy and procedures, which have or will have a significant effect on its members. Staff participation on the varying committees constitutes effective participation. Staff representation will be made by one elected member from each of the collective bargaining units and two elected at large by the classified staff, through a system organized by the AFT Staff Guild.

**Section 3**

**Students**

The students will take an active role in participatory governance by being involved in the development of college policies and procedures, which have, or will have an effect on its members. Students have the right to participate in the development of policies and procedures that have a significant impact on them. These include:

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
10. Any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students
11. Policies and procedures pertaining to the hiring and evaluation of faculty, Administration and staff

Student representatives will be selected by the Associated Student Body Senate. The Senate’s designee on the varying committees constitutes effective participation.

Section 4
Administration

Administrators will participate in campus governance on all participatory governance committees and task forces. Representation on committees will constitute effective participation.

Article V

Section 1
Operating Procedures

Meetings: Held at least monthly on the 1st Thursday of the month

Quorum: At least 3 constituencies present; at least 13 individuals

Actions: All recommendations brought before the Council will be openly decided at its meetings. Decisions will be made by consensus. Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as is possible. All decisions will be formally recorded in the minutes. Formal reservations on the part of any other constituency will also be stated for the minutes. The consensus of the CPC will be forwarded to the President and the appropriate groups in a timely manner. All decisions by the president will be in writing and communicated to the college constituencies, unless committed to orally at the meeting and reported in the executive summary and minutes. The group's consensus will be forwarded to the appropriate governing bodies within three working days.

Section 2
Guiding Principles

The Brown Act and Roberts Rules of Order will be the guiding protocols.

Section 3
Recommendation Making Process of the Standing Committees

The standing committees will employ the same consensus procedure as the CPC itself, with the vice presidents concerned defining consensus for each of the standing committees. The recommendations will be communicated in writing to all college constituencies and forwarded to CPC.
Article VI
Standing Committees of the CPC

Section 1
Academic Affairs Cluster Committee

Composition
1 Vice President of Academic Affairs
1 Vice President, Economic Development and Workforce Education
2 Administrators, one from Academic Affairs, one from Student Services
2 Classified staff, two selected by the AFT Staff Guild
2 Students
1 Faculty representative from each division, at least four of which will be division chairs. Four representatives to be chosen by the division chairs and one representative from the AFT, the remaining to be filled by the Academic Senate from unrepresented divisions.

To be co-chaired by the Vice President of Academic Affairs and an elected member.

Functions
1. Develops the instructional component of the College Master Plan
2. Prioritizes budget recommendations including all activities, coordinated by the Office of Academic Affairs

Section 2
Student Services Cluster Committee

Composition
1 Vice President of Student Services
2 Administrators (one from Student Services and one from Academic Affairs)
4 Classified Staff, three selected by the AFT Staff Guild and one selected by the supervisory management group
4 Students
4 Faculty

To be co-chaired by the Vice President of Student Services, and an elected member

Functions
1. Develops the Student Services component of the College Master Plan
2. Prioritizes budget recommendations for the Student Services area
3. Reviews and recommends operating procedures relating to Student Services

Section 3
Administrative Services Cluster Committee

Composition
1 Vice President of Administrative Services
2 Administrators (one from academic affairs, and one from Student Services
1 Facilities Manager
4 Classified Staff, one selected by the AFT Staff Guild, three elected at large
2 Students
4 Faculty
To be co-chaired by the Vice President Administrative Services and a faculty member elected from the committee

**Functions**
1. Develops the Administrative Services Component of the College Master Plan
2. Prioritizes budget recommendations for the Administrative Services area

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**Section 4**
**President’s Cluster Committee**

**Composition**
1 President
1 Public Information Officer
1 Dean of Planning/Research
1 Administrator appointed by the President
1 Director of IT
1 Foundation Director
1 Chair ITAC
2 Faculty, 1 selected by the AFT and 1 elected by the Academic Senate
2 students elected by the ASO
2 classified, selected from the classified collective bargaining units

**Functions:** Develops the President’s cluster priorities of the College Master Plan and prioritizes budget recommendations for the cluster

Co-chaired by the President and one elected member

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**Section 5**
**Budget Committee**

**Composition**
2 AFT Faculty Guild Members
2 Academic Senate Members appointed by the Academic Senate
2 Students appointed by the Associated Student Body
2 Classified Staff representatives- one appointed by the AFT Classified Unit and one appointed by the classified staff at-large
1 Vice-President of Administrative Services
1 Vice-President of Academic Affairs
1 Vice President of Student Services
1 Vice President of Economic Development and Workforce Education
The Dean of Planning and Research will be non-voting ex-officio member

There will be two co-chairs selected by the committee from its membership.
Section 6
Work Environment/Facilities Committee

Composition
"Five (5) Faculty members designated by the AFT
Two (2) Administrators designated by the College President
And other employees as designated by their collective bargaining agreement with the District. If the number of such employees exceeds four (4), the AFT members will be increased to six (6) and administrators to three (3).

The chairperson of the college WEFC shall be one of the faculty members and shall be elected by the committee." (Los Angeles Faculty Guild, Local 1521, CFT/AFT, AFL-CIO agreement, July 1, 2002 through June 30, 2005, Article 9, Work Environment, D, p. 7)

Section 7
Staffing Committee

Composition
6 Faculty; 3 selected by the AFT, 3 elected by the Academic Senate
1 administrator appointed by the administrators’ unit
1 classified management appointed by the President
6 classified appointed by the classified collective bargaining units
2 students elected by the ASO
All Vice Presidents

The Dean of Planning will serve ex officio

Co-chaired by the classified member and a faculty member. Cluster chairs may request a staffing meeting.

Functions
To resolve urgent staffing related issues where immediate college needs supercede the regular prioritization process

Section 8
Reporting Procedures

Standing committees may make their recommendations directly to the President of the college if they do not change college policy and if they do not have a direct impact on the planning/budgeting activities of the CPC. A copy of all such recommendations will go to the Chairs of the CPC for distribution to the CPC. The President will respond to each committee recommendation in writing within three working days. When a committee has a recommendation that impacts the plans of any unit then its report must be submitted to the CPC for deliberation and not to the President. The CPC will address these recommendations within the next two scheduled meetings.
BASIC PROVISIONS OF THE COLLEGE PLANNING AND BUDGETING PROCESS

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

This Participatory Governance Model will be reviewed on a bi-annual basis. All changes to this governance document will be approved by appropriate governance bodies.

Approved by the Academic Senate of Los Angeles Harbor College

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Approved by the College President

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Prepared: 10/09/03 jbs