

## **DELEGATION OF RESPONSIBILITY**

**BP 2000**

The laws of the State of California provide that the District Governing Board shall be responsible for directing and evaluating the programs of the College. Acting in this capacity, the Governing Board is responsible for adopting the policies which guide all activities within the District. Once having done this, the Board delegates to its Executive Officer, the Superintendent/President, complete responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action, and to perform all duties specifically required or assigned to the Superintendent/President in the Education Code. The Superintendent/President may delegate any duties and powers entrusted to him/her by the Board, but he/she shall be specifically responsible to the Board for the execution of such delegated powers and duties.

*Legal Reference: None*

Adopted: February 1, 1988

## **ADMINISTRATIVE OPERATIONS**

**BP 2010**

In administering District policies, the Superintendent/President shall be guided by the knowledge that the Governing Board values an open interchange of ideas among all employees of the District. Nothing herein shall be interpreted as intended to interrupt free and open flow of ideas and assistance among personnel at every level.

The following principles shall govern the administrative operations of the District:

1. Responsibility shall flow simply and clearly from students through faculty, administrators, and the Superintendent/President to the Governing Board.
2. Each member of the staff shall be advised as to whom he/she is responsible, and for what functions and duties.
3. Each staff member shall be advised as to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.
4. Each staff member shall be kept advised of the policies, functions, and progress of the District.
5. Each staff member shall be evaluated in accordance with appropriate negotiated agreement procedures or on an annual basis.

***Legal Reference: None***

Adopted: February 1, 1988

## **ADMINISTRATIVE LATITUDE IN ABSENCE OF BOARD POLICYBP 2020**

When situations arise which require either a Governing Board or an administrative decision, and there is no specific policy in existence to guide the Superintendent/President, he/she shall be authorized to act in conformance with the intent of other adopted policies and actions or practices of the past. The Superintendent/President may report such actions to the Governing Board and may recommend the development of policy to cover various situations.

*Legal Reference: Education Code Section 72413.*

Adopted: February 1, 1988

## **COMMUNICATIONS CHANNELS AND SYSTEMS**

**BP 2030**

In all matters affecting employees within the meaning of policies and administrative procedures, the regular channels of communication shall be utilized by employees prior to directly approaching the Governing Board.

All policies adopted by the Governing Board shall be assembled, printed, and made accessible to all employees.

*Legal Reference: None*

Adopted: February 1, 1988

## THE MANAGEMENT TEAM

**BP 2040**

The Governing Board of the Cabrillo Community College District recognizes the importance of establishing a Management Team for the purpose of fulfilling its legal responsibility for the management of public education in the Cabrillo Community College District. The purposes of the Management Team are as follows:

1. To strengthen administration by improving communications, decision-making, conflict resolution, and other relationships as they relate to the administration of educational programs.
2. To strengthen the administration and educational service programs of the District through participatory administrative practices and procedures.

Although the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Governing Board or the Superintendent/President ultimately to make decisions as prescribed by law.

A Management Team member is, for the purposes of this policy, any person defined as a "management employee," having "significant responsibilities for formulating District policies or administering District programs," and any person defined as a "supervisory employee," who has authority in the interest of the District to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to assign work to and direct them, or to adjust their grievances or effectively recommend such action, provided

that authority wielded is not merely routine or clerical in nature but requires the use of independent judgment. (*Government Code Section 3540.1 [g] [m]*)

The Management Team shall include those confidential, classified, and certificated personnel identified as Management by the Governing Board.

The specific objectives of the District's Management Team are as follows:

1. To provide input into all proposed policies which directly affect the management and operation of the Cabrillo Community College District.
2. To provide open and frequent communication among the members of the Management Team.
3. To apply all available knowledge and information to the improvement of District services.
4. To evaluate proposals made by other employees and to make recommendations on the District's response.
5. To encourage and to provide the leadership necessary to achieve the educational goals and objectives of the District.
6. To provide a means whereby the economic and welfare concerns of Management Team members can be addressed.

Management positions in the Cabrillo Community College District are, in accordance with the above, as follows:

1. Superintendent/President
2. Vice President/Assistant Superintendent, Business Services
3. Vice President/Assistant Superintendent, Instruction
4. Administrative Dean
5. Dean of Instruction
6. Dean of Student Services
7. Division Chairperson

8. Computer Services Manager
9. Fiscal Services Manager
10. Director of Community Education
11. Maintenance and Operations Manager
12. Evening, Off-campus, and Student Affairs Administrator
13. Director of Personnel and Human Resources
14. Personnel Specialist/Compliance Officer
15. Registrar
16. Director of Student Development
17. Director of Financial Aid
18. Bookstore Manager
19. Director, Health, Safety and Protective Services
20. Director of Public Information and Alumni Affairs
22. Librarian/Learning Resource Director
23. Director of Institutional Research
24. Affirmative Action Officer / Special Assistant to the President
25. Risk Manager / Special Projects Coordinator

In order to achieve the objectives of this policy, the Superintendent/President shall, in consultation with members of the Management Team, prepare and maintain an Administrative Handbook for the operations of the Management Team.

It is understood that actions of all members of the Management Team shall be consistent with commonly accepted professional and ethical standards.

It is clearly understood that the Management Team is not an administrative body. It is intended to be and must be advisory to the Superintendent/President, and the Governing Board.

In addition to the purposes enumerated above, the Management Team may undertake such other activities and purposes as the Superintendent/President may direct.

***Legal Reference:*** *Government Code Section 3540.1 (g) and (m).*

Adopted: February 1, 1988

## **ORGANIZATIONAL CHART**

**BP 2050**

In order for the Superintendent/President to provide an effective system of accountability in the execution of his/her delegated responsibility by the Governing Board in the management of the Cabrillo Community College District, he/she shall provide an Organizational Chart. This chart shall facilitate the understanding of the administrative relationships and shall provide certificated and classified staff with a comprehensive outline that delineates administrative areas of responsibility.

*Legal Reference: None*

Adopted: February 1, 1988

## **LINE OF RESPONSIBILITY**

**BP 2060**

Each employee in the Cabrillo Community College District is responsible to the Governing Board through the Superintendent/President.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem, concern, and/or question arises.

Administrators shall refer such matters to the next higher authority when necessary.

Employees shall have the right to appeal administrative decisions insofar as they apply to items covered in current employee agreements. Management employees' rights are specified in existing Board policy, California Education Code, and applicable state and federal laws.

*Legal Reference: None*

Adopted: February 1, 1988

## **JOB DESCRIPTIONS AND SALARY SCHEDULES**

**BP 2070**

The Superintendent/President shall provide for the preparation and maintenance of job descriptions for all management employees, according to acceptable personnel practice. Such job descriptions shall be kept in this manual, a separate personnel manual, or in the files of the District Personnel Office.

Job descriptions for each management position shall describe the actual functions of that position. The Governing Board shall have final approval of job descriptions.

*Legal Reference: None*

Adopted: February 1, 1988

## **LEVELS OF ADMINISTRATIVE RESPONSIBILITY AND JOB DESCRIPTIONS** **BP 2070.01**

Each administrative position is categorized within a framework of accountability and magnitude of responsibility. The higher the administrative level, the greater is the responsibility delegated by the Superintendent/President.

Although each administrative position has specified duties and responsibilities stated immediately subsequent to this section, each administrator has an obligation to perform the following general requirements:

1. Encourage a cooperative relationship with all staff members.
2. To engage in continual efforts to improve the efficiency of the assigned unit through experimentation and study.
3. To communicate the unit's administrative staff relationships throughout the college as well as to clarify the role and responsibilities of each member.
4. To increase management skills through study, discussion, meetings, research, and professional contacts.
5. To encourage a high level of faculty and staff morale.

*Legal Reference: None*

Adopted: February 1, 1988

## **EVALUATION OF SUPERINTENDENT/PRESIDENT                      BP 2080**

The Governing Board shall evaluate and assess in writing the performance of the Superintendent/President at least once each year. This annual evaluation shall take place during the month of February and shall be reasonably related to the position description of the Superintendent/President and the goals and objectives of the District for the year in question. The evaluation format shall be mutually agreed upon.

Action to amend the Superintendent/President's base salary or extension of contract for additional periods of time shall be scheduled for the March meeting of the Board.

*Legal Reference: None*

Adopted: February 1, 1988

# PRESIDENT'S PERFORMANCE EVALUATION

AR 2080

## I. General Guidelines

A. The President will be evaluated annually. During the first two years of employment, and then at least once every three years, the President will receive an expanded performance evaluation which will include input by administrative management staff, faculty, classified staff, students, and community members. Input by members of the college community will be coordinated by the President's Performance Assessment Feedback Team (described below).

B. Input by members of the college community will be provided through a survey questionnaire. The questionnaire will address the following performance areas:

- College leadership
- Faculty, staff, administrative and student relations
- Budgetary and fiscal management
- State and community relationships
- Relationship with the Governing Board (this section will be completed by the Governing Board only)

Appendix A contains a copy of the initial questionnaire. In any given year, the contents of the questionnaire may be modified by mutual agreement of the President and the President's Performance Assessment Feedback Team.

C. Members of the college community asked to complete the questionnaire will include representatives from administration/management, faculty, classified staff and students. The specific sample group asked to complete the questionnaire will include at least 15 individuals whose selection process will be mutually agreed upon by the President and the President's Performance Assessment Feedback Team.

In addition to those specifically asked to complete a questionnaire, any other member of the college community will be provided an opportunity to complete a questionnaire.

D. Membership and Role of the President's Performance Assessment Feedback Team (PPAFT)

### 1. Membership

- a. One administrator selected by that group.
- b. One manager selected by that group.
- c. One faculty member selected by the Faculty Senate.
- d. One classified staff selected by SEIU.
- e. One confidential staff selected by the confidential staff.
- f. One student selected by the Student Senate.

(Note: If possible, the team membership will not change during the first two evaluations of a new president.)

2. The role of the PPAFT will be to plan and conduct the President's assessment survey and provide a summary report to the Governing Board.

E. Confidentiality will be maintained. Members of the PPAFT will sign an assurance of confidentiality statement. The contents of all documents will remain confidential.

F. Participation in the President's performance assessment process will not cause any reflection on the participant, nor will it affect his/her future business dealings with the Cabrillo Community College District, his/her employment, compensation or work assignments, or in the case of students, grades, class selection or other matters pertaining to his or her status as a student of the Cabrillo College District.

G. Summary evaluation and final PPAFT report records will be retained in the President's Office and the Personnel Office. Completed questionnaire forms will be destroyed at the completion of the expanded annual process.

**EVALUATION OF ADMINISTRATORS/MANAGERS** **BP 2090**

The performance of administrators and managers shall be evaluated and assessed in writing at least once a year. This annual evaluation shall be reasonably related to the individual's job description and other mutually agreed upon activities and related duties and responsibilities.

*Legal Reference: None*

Adopted: February 1, 1988

# **MANAGEMENT PERFORMANCE EVALUATION PROCESS AR 2090**

The management performance evaluation process is designed to recognize the strengths and accomplishments of Cabrillo's managers and to identify areas for improvement or professional development. The process should also assess the performance of the manager in the overall mission of the college, re-energize the college's overall efforts and be an interactive process focused on developing professionalism and excellence in all members of the management team. These regulations shall apply to all managers below the level of Superintendent/President.

## ***1.0 General Guidelines***

- 1.1 All managers shall be evaluated on an annual basis. Each manager shall undergo a comprehensive evaluation at least once every three years. The word "manager" includes both classified and educational administrators.
- 1.2 The word "supervisor" refers to the administrator to whom the manager being evaluated reports.
- 1.3 The word "staff," unless otherwise specified, includes management, faculty and support staff.
- 1.4 Confidentiality shall be maintained by all who participate in this process. The contents of all documents shall remain confidential, in accordance with the California Public Records Act, Government Code section #6254.
- 1.5 The word "goals" or the phrase "performance goals" may include but is not limited to the following kinds of goals: master plan strategies for which the manager is responsible, performance objectives, and professional growth objectives.

## ***2.0 Comprehensive Evaluations***

New or reassigned managers shall first receive a comprehensive evaluation in the year following appointment to the position. Thereafter, comprehensive evaluations shall occur at least once every three years. Nothing in these procedures shall prevent the Superintendent/President or the supervisor from initiating a comprehensive evaluation of a manager during any year not scheduled for such an evaluation.

### **The comprehensive evaluation process is as follows:**

- 2.1 The Human Resources Department compiles, and makes public to the campus community, a list of managers up for comprehensive evaluation. Based on this list and the team composition guidelines in Section 2.2, the Faculty Senate provides the appropriate supervisor with the name of a faculty member willing to serve on each team.
- 2.2 The manager being evaluated and his/her supervisor meet and discuss the membership of the review team. The team's responsibility will be to review all applicable materials and compile a list of major points, gleaned from the team's review of the evaluation materials and surveys, to be utilized by the supervisor in the overall evaluation. The composition of the review team shall be:
  - the supervisor

- a peer manager (jointly selected by the manager and the supervisor. ) In most cases, it is expected that this peer will chair the review team. If the peer declines to chair the team or the manager being evaluated requests the peer not be the chair, the supervisor serves as chair.
- a faculty member (selected by the Faculty Senate) If the manager being evaluated heads an instructional division, the faculty member should be from that division.
- a support staff member (selected by the support staff who report directly to the manager)

Participation on a review team will not cause any reflection on the participant, nor will it affect his/her future business dealings with the Cabrillo Community College District, his/her employment, compensation or work assignments. Members of the review team will be required to sign an assurance of confidentiality statement, which will also include the first sentence of this paragraph. Review team members should be sensitive to diverse ethnic, socioeconomic, and cultural background issues of staff and students, including persons with disabilities.

Also during the meeting between the supervisor and the manager, they will discuss and agree upon a list of people who will receive the performance survey. All contract staff reporting directly to the manager, including those who may be serving on the review team, will be given a performance survey to complete. Additional staff will be identified to receive surveys, especially when the manager being evaluated has college-wide responsibilities. These surveys are later referred to as “solicited” surveys.

Managers who also have classroom and/or counseling assignments shall undergo a classroom/counseling evaluation. This classroom/counseling evaluation shall consist of an observation done by a faculty member in the same discipline as the manager, chosen by the appropriate Vice President. It shall also include student evaluations based on current practice in faculty evaluations. These results shall be turned over to the review team.

- 2.3 The supervisor’s assistant (either confidential or classified) notifies the team members of their selection and distributes to them a copy of this evaluation policy and the job description for the manager being evaluated.
- 2.4 The team chair sends out copies of the performance survey to the agreed upon recipients and personally tallies numeric responses of those returned by an established deadline. If assistance is needed in compiling the data, including retyping the comments, the team chair may request the assistance of a confidential employee, but not a classified staff person.
- 2.5 The Human Resources Department makes available, to the campus community, copies of the performance survey to be completed on a voluntary basis. A process will be

established by the Human Resources Department to control the distribution of these surveys. These completed surveys will be received by the Human Resources Department and turned over to the team chair following the same timeline as the solicited surveys. The team chair shall keep the results of these surveys separate from those of the solicited surveys and may compile the data in the same manner as the solicited surveys. The voluntary, unsolicited surveys shall be analyzed by the team as an additional source of information.

- 2.6 The manager being evaluated submits, to the supervisor, a self evaluation to include completion of the performance survey and a narrative which reviews the effectiveness of his/her performance in the position as detailed in the job description. This narrative should also address progress toward goals set forth in the previous evaluation, additional contributions to the campus and community, and professional growth activities. The narrative should conclude with the manager's suggestions for possible new goals for the next three years.
- 2.7 The team chair's assistant (either confidential or classified) contacts members of the review team and establishes a meeting date for the team.
- 2.8 The review team meets and reviews the job description, the numeric tallies of the solicited surveys prepared by the team chair, the retyped comments as they appear on the solicited surveys, the contents of the voluntary, unsolicited surveys, and any other applicable information provided by the supervisor. From this information, the team develops a bulleted, unprioritized summary to be used by the supervisor in preparing the overall evaluation. The team has an obligation to carefully analyze all information and craft a bulleted list that provides as accurate a reflection of the responses as possible. This list should reflect trends identified rather than isolated, atypical comments. The summary is intended to be a synthesis of the comments, not a word-for-word listing of them. The summary shall include all of the following that apply
  - strengths and commendations
  - areas for improvement
  - opportunities for staff development in areas where the manager's performance could be enhanced
  - possible performance goals to be addressed by the manager during the next three years
- 2.9 The supervisor writes the manager's overall evaluation based on the manager's performance of the duties contained in the job description and a review of the goals established for the manager during the previous evaluations using information from the bulleted summary generated during the review team meeting, the manager's self evaluation, the supervisor's own observations, and all applicable information influencing the function and staffing of that area that are within the manager's control. (See Section 5.0). The evaluation should include the new goals and staff development suggestions, as applicable.

2.10 The evaluation concludes with a conference between the manager and the supervisor during which the review team's bulleted summary, numerical tally of the solicited surveys, and the overall evaluation are reviewed and discussed. This conference shall include the identification and discussion of management development activities as necessary to address the new performance goals. If a significant problem has been identified, a plan for improvement with measurable outcomes shall be attached.

If during the evaluation process, the manager and supervisor identify a college-wide issue that is inhibiting optimum performance and needs to be addressed at a higher level, the supervisor may take this issue forward to the next level for consideration.

2.11 When the supervisor is not the Superintendent/President, the overall evaluation together with the review team's bulleted list, numerical tally of the solicited surveys, and the manager's self-evaluation, will be sent forward to the supervisor's immediate supervisor for review. This last review is to ensure consistency between the overall evaluation and the provided materials. Only the overall evaluation will be retained in the manager's personnel file, which is maintained by the Human Resources Department. All materials developed during the evaluation process shall be destroyed after 90 calendar days, except when information provided requires retention due to legal or ethical issues.

### **3.0     *Annual Evaluations***

3.1 An annual evaluation shall be conducted in a year not scheduled for a comprehensive evaluation.

3.2 The annual evaluation shall include the following components:

- A. Supervisor's overall written evaluation to include review of the job description, effectiveness of performance, progress towards performance goals identified in the last comprehensive and annual evaluations, and identification of any applicable new goals.
- B. Evaluation conference between the manager being evaluated and the supervisor. This conference shall include discussion and identification of management development activities, as applicable.

### **4.0     *Administrative Review of Evaluations***

The following applies to both comprehensive and annual evaluations.

4.1 Within ten (10) working days after the meeting at which the manager receives his/her overall evaluation, the manager may respond in writing to the overall evaluation. The response shall be attached to the evaluation. A copy of this response will be given to the supervisor.

4.2 Should the manager being evaluated believe that he/she has been evaluated unfairly, a panel consisting of the Director of Human Resources (or his/her supervisor) and two other managers (one selected by the concerned manager and one appointed by the Superintendent/President) shall review the manager's concerns. The panel will review the

materials, consult with the supervisor and the manager, and issue a determination within thirty (30) working days. This determination will be forwarded to the Superintendent/President whose decision shall be final.

- 4.3 Vice Presidents will review all evaluations for those managers within their component but not under their direct supervision.
- 4.4 The Superintendent/President will review evaluations and that review may result in oral and/or written input to the manager being evaluated and to the manager's supervisor.
- 4.5 At the discretion of the Superintendent/President there may be a review of the evaluation by the Governing Board.
- 4.6 As a side benefit of the evaluation process, issues of institutional concern or trends toward excellence and exceptional service may be identified and brought forward for consideration by the Vice Presidents, the Superintendent/President, and the Governing Board. (See Section 2.10).

## **5.0 Performance Categories**

Performance categories, in addition to the specific duties listed in the job description, shall include, but are not limited to:

- 5.1 Management Skills: ability to organize, encourages teamwork, builds morale, meets timelines/deadlines, facilitates meetings effectively, possesses knowledge of department and total organization, maintains currency in field, encourages discussion, promotes confidence and trust, allows/fosters input in decision making, conducts objective staff evaluations, facilitates effective conflict resolution, ensures consistent/fair work assignments, promotes constituent/department advocacy within the mission and goals of the college, demonstrates consistently effective and fair employment practices
- 5.2 Communication Skills: keeps staff/faculty informed, encourages open/honest communication, provides clarity, accessibility, responsiveness, encourages discussion
- 5.3 Interpersonal Skills: maintains positive rapport, demonstrates sensitivity to diversity, motivates others
- 5.4 Analytical Skills: ability to make sound decisions, efficient budget management including budget development, sound budget decisions
- 5.5 Leadership Skills: attention to long range planning, encourages and provides opportunities for staff development, attention to student and community needs, support for and encouragement of innovation, development of leadership among faculty and staff, encourages and motivates others

## **6.0 Timeline**

To complete the process in a timely manner, the following timelines have been established. It is the responsibility of the supervisor and the Human Resources Department to monitor the process to insure timely completion. Timelines for evaluation of newly-hired or reassigned managers may be adjusted at the request of the supervisor and with the approval of the Superintendent/President.

*Early February*

- Human Resources Department identifies managers to be evaluated and notifies the college community
- Faculty Senate identifies faculty willing to serve on review teams

*February*

- Faculty Senate President provides supervisors with name of a faculty member for each review team
- Managers and supervisors meet and agree on peer who will typically chair the review team. They also develop list of staff to receive surveys

*Early March*

- Supervisor's assistant notifies teams of selection and distributes copies of evaluation policy/process and job description

*March 15-April 15*

- Review team chair or his/her assistant distributes surveys
- Staff complete surveys and return them to review team chair
- Human Resources Department advertises availability of unsolicited surveys and controls distribution/collection

*April 15*

- Deadline by which all surveys are returned to review team chair
- Review team chair obtains from the Human Resources Department the completed unsolicited surveys

*Late April*

- Review team chair or a confidential employee tallies numerical responses and types comments from the solicited surveys
- Managers complete self-evaluation
- Review team chair's assistant sets up meeting of review team and notifies members

*May*

- Review team meets and prepares bulleted summary based on information gathered

*May/June*

- Supervisor writes overall evaluation
- Supervisor and manager meet to discuss evaluation, celebrate accomplishments, agree on new performance goals, and identify professional development opportunities to address findings and goals

*Note:*

Given the number of managers reporting directly to the Vice President of Instruction, the Vice President may, in cooperation with the Human Resources Department, request that the comprehensive evaluation process for some instructional managers occur during a fall semester.

Revised: August 6, 2001

## **RESPONSIBILITY FOR PUBLIC RELATIONS**

**BP 2110**

The Superintendent/President is responsible for implementing the Board's public relations policies. The Superintendent/President shall assume leadership in the day-to-day college-community relations program.

All employees, instructional and non-instructional, shall be involved in the total public relations effort of the college.

The Superintendent/President is responsible for interpreting Board policies to the staff and to the public. The Superintendent/President shall require an active and comprehensive informational program to be conducted for the promotion of widespread understanding of the college's programs.

The Superintendent/President shall take necessary precautions to avoid exploitation of the college, staff, or students in the interest of commercial, ideological, or other non-college organizations under the pretense of creating good relationships.

*Legal Reference: None*

Adopted: February 1, 1988

## **REPRESENTATIVE AND DELIBERATIVE GROUPS** **BP 2120**

The Governing Board encourages the Superintendent/President and the administrative staff to create and maintain appropriate mechanisms such as councils, cabinets, and committees to achieve the following:

1. To foster good communications within the staff.
2. To allow members of the college community to have a representative voice in policy development and decision-making areas affecting them.
3. To establish reasonable and easily used avenues of communication for the public, the students, and the District staff.
4. To carry out assigned tasks or to implement required activities.

*Legal Reference: None*

Adopted: February 1, 1988

## **FACULTY ROLE IN GOVERNANCE**

**BP 2130**

Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accord with this directive as implemented by Administrative Code, Title 5, it shall be the policy of the Cabrillo College Governing Board to consult collegially with the Cabrillo College Faculty Senate when adopting policies and procedures on academic and professional matters.

The President/Superintendent or his/her designee or Faculty Senate President or his/her designee, shall initiate the consultative process. While in the process of consulting collegially, the Faculty Senate shall retain the right to meet with or appear before the Governing Board with respect to the views, recommendations, or representatives of the college, the Faculty Senate may present its views and recommendations to the Governing Board.

In consulting collegially, the Governing Board will reply primarily upon the advice and judgement of the Faculty Senate on all policies and procedures related to academic and professional matters. 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, shall promptly communicate its reasons in writing to the Faculty Senate.

This does not deny the faculty's collective bargaining representative its right to appoint faculty members to committees, task forces, or other groups where appropriate.

**Legal Reference:** Education Code Sections 70901, 70902; Title 5 Sections 53200-53204

Adopted: March 2, 1992

Revised: November 6, 1995

## **FACULTY ROLE IN GOVERNANCE**

**AR 2130**

The President/Superintendent or his/her designee or the Faculty Senate President or his/her designee is responsible for the initiation and facilitation of appropriate collegial consultation on “academic and professional matters,” as follows:

1. Curriculum, including establishing prerequisites and planning 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 structure, 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, and
11. Other academic professional matters as mutually agreed upon between the Governing Board and the Academic Senate

The appointment of faculty members to serve on college committees, task forces, or other groups dealing with academic and professional matters shall be made, after consultation with the President/Superintendent or his/her designee, by the Faculty Senate. Notwithstanding the subsection, the faculty’s collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

Process Steps For Planning, Budgeting And Program Review Decisions Requiring Primary Reliance On The Faculty Senate

1. Proposal developed for submittal to CPC by a CPC member, or a subcommittee or task force established by CPC.
2. Preliminary CPC review and discussion
3. CPC representatives communicate with their constituencies concerning issues and decisions being discussed. Constituencies provide feedback and advice to their representatives.
4. Open forums, or other means of maximizing dialogue and input from the college community on critical issues may be sponsored by the CPC (optional).
5. CPC develops a recommendation, by consensus, if possible, otherwise, by majority vote.
6. The Faculty Senate reviews the recommendation.
7. The President reviews the recommendation.
8. The President and Faculty Senate attempt to resolve any differences and reach agreement on a recommendation to the Governing Board.
9. If the President and Faculty Senate agree, a single recommendation is submitted to the Board, with a sign off on the cover sheet by both the initiating administrator and Faculty Senate President.
10. If the President and Faculty Senate do not agree, the Faculty Senate will submit a separate recommendation.
11. In the event of disagreement the President’s recommendation will include a cover sheet indicating that the Faculty Senate disagrees, and that a separate proposal is being submitted.

12. The recommendation(s) is included in the monthly Governing Board agenda and Board book distributed to all constituency groups. Any constituency group may communicate a position to the Board during the scheduled agenda time.
13. The Board reviews the recommendation(s).
14. The Board takes action. Except in unusual cases requiring immediate action, the Board will first review the recommendation(s) as an information item (first reading), and then take action at the following meeting (second reading).
15. If the Board action is in agreement with the Faculty Senate recommendation, the decision is final.
16. If the Board action is not in agreement with the Faculty Senate recommendation, the decision is final, and the Board, through the President, will promptly communicate its reasons in writing to the Faculty Senate.

*Process Steps For Planning, Budgeting And Program Review Decisions Which Do Not Require Primary Reliance On The Faculty Senate*

1. Proposal developed for submittal to CPC by a CPC member or a subcommittee or task force established by CPC.
2. Preliminary CPC review and discussion. CPC representatives communicate with their constituencies concerning issues and decisions being discussed.
3. Constituencies provide feedback and advice to their representatives.
4. Open forums, or other means of maximizing dialogue and input from the college community on critical issues may be sponsored by the CPC (optional).
5. CPC develops a recommendation by consensus, if possible, otherwise, by majority vote.
6. The President reviews the recommendation and submits a written recommendation to the Governing Board.
7. The recommendation is included in the monthly Governing Board agenda and Board book distributed to all constituency groups. Any constituency group may communicate a position to the Governing Board during the scheduled agenda time.
8. The Governing Board reviews the recommendation.
9. The Board takes action. Except in unusual cases requiring immediate action, the Board will first review the recommendation as an information item (first reading), and then take action at the following meeting (second reading). At the first reading the Board may request additional analysis and/or consideration of additional alternatives, causing retracing of some of the earlier steps.
10. The resulting Board policy becomes official.

Approved: March 2, 1992

Revised: July 10, 1995

## **STAFF ROLE IN GOVERNANCE**

**BP 2140**

Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accord with this directive as implemented by Administrative Code, Title 5, it shall be the policy of the Cabrillo College Governing Board to provide for staff to effectively participate in college governance. Classified staff shall be represented for this purpose by the recognized bargaining unit and administrative, management and confidential staff through established staff councils and committees (faculty and academic staff roles are addressed under another Board policy). The Board directs the President/Superintendent or his/her designee to provide appropriate opportunities for jointly developing policy and procedure recommendations to the Governing Board, where the Governing Board reasonably determines, in consultation with staff, that such policies or procedures have or will have a significant effect on staff. Except for emergency situations the Governing Board will not take action on matters significantly affecting staff until appropriate opportunity for consultation has been provided.

*Legal Reference: Education Code Sections 70901, 70902; Title 5 Sections 53200-53204*

Adopted: April 6, 1992

## **STAFF ROLE IN GOVERNANCE**

**AR 2140**

The President/Superintendent or his/her designee is responsible for the initiation of appropriate opportunities for staff participation in the development of policies and procedures that have or will have a significant effect on staff. Representatives designated to serve on college task forces, committees, or other governance groups which relate to these matters shall be selected from the category that they represent. Classified staff will be selected through the recognized bargaining unit. For administrative, management and confidential staff, selections will be made by or in consultation with these staff.

Approved by Governing Board: April 6, 1992

## **STUDENT ROLE IN GOVERNANCE**

**BP 2150**

Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accord with this directive as implemented by Administrative Code, Title 5, it shall be the policy of the Cabrillo College Governing Board to provide students the opportunity to participate effectively in district and college governance. The Cabrillo College Student Senate is recognized as the representative body of students to offer opinions and to make recommendations to the administration of the college and to the Governing Board with regard to policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college committees, task forces, or other governance groups shall be made after consultation between the President/Superintendent or his/her designee and the Student Senate.

Except in unforeseeable emergency situations, the Governing Board will not take action on matters significantly affecting students until appropriated opportunity for consultation has been provided.

*Legal Reference: Education Code Sections 70901, 70902, 76060; Title 5 Section 51023.7*

Adopted: March 2, 1992

## **STUDENT ROLE IN GOVERNANCE**

**AR 2150**

The President/Superintendent or his/her designee is responsible for the initiation of appropriate opportunities for student participation in the development of policies and procedures that have or will have a significant effect on students, as follows:

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. Policies and procedures pertaining to the hiring and evaluation of faculty and staff
11. Any other policy, procedure or related matter that the Governing Board determines will have a significant effect on students

Approved by Governing Board: March 2, 1992