

SUGGESTED ORDER OF BUSINESS

SPECIAL MEETING OF THE GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

POLICY COMMITTEE

Yolanda Salcido, Governing Board President Terri Valladolid, Governing Board Vice President Nick Aguilar, Governing Board Member Jorge Dominguez, Ph.D., Governing Board Member Jean Roesch, Ed.D., Governing Board Member Manuel R. Lopez, Jr., Student Governing Board Member Raj K. Chopra, Ph.D., Secretary to Governing Board And Superintendent/President

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE:	Thursday, August 26, 2010
TIME:	7:00 a.m.
LOCATION:	Southwestern College
	Building 100, Conference Room A
	900 Otay Lakes Road
	Chula Vista, CA 91910

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 in advance of the meeting for information on such accommodation.

	ITEM
Call to Order	1. CALL TO ORDER (Salcido) Building 100, Conference Room A
	Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).
	Present:
Oral Communication	2. ORAL COMMUNICATION
	Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered.
	An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."
Action	3. APPROVAL OF MINUTES (ENCLOSURE)
	Policy Meeting, August 24, 2010

4. POLICY AND PROCEDURE REVIEW (ENCLOSURE) The Policy Committee will meet to review the following policy and procedure: Policy and Procedure No. 2510 – Shared Planning & Decision Making Revises existing District Policy No. 2510, Participation in Local Decision-Making Adjournment 5. ADJOURNMENT (Salcido)		ITEM	
Adjournment 5. ADJOURNMENT (Salcido)		4.	POLICY AND PROCEDURE REVIEW (ENCLOSURE)
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(Salcido)			Policy and Procedure No. 2510 – Shared Planning & Decision Making Revises existing District Policy No. 2510, Participation in Local Decision-Making
Yolanda Salcido Governing Board President	Adjournment		
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			Governing Board President



MINUTES

SPECIAL MEETING OF THE GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

POLICY COMMITTEE

Yolanda Salcido, Governing Board President Terri Valladolid, Governing Board Vice President Nick Aguilar, Governing Board Member Jorge Dominguez, Ph.D., Governing Board Member Jean Roesch, Ed.D., Governing Board Member Manuel R. Lopez, Jr., Student Governing Board Member Raj K. Chopra, Ph.D., Secretary to Governing Board And Superintendent/President

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE:	Tuesday, August 24, 2010
TIME:	7:00 a.m.
LOCATION:	Southwestern College
	Building 100, Conference Room A
	900 Otay Lakes Road
	Chula Vista, CA 91910

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 in advance of the meeting for information on such accommodation.

	ITEM
Call to Order	1. CALL TO ORDER (Salcido)
	7:09 a.m., Building 100, Conference Room A
	Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).
	Present: Yolanda Salcido, Jean Roesch
	Also in attendance were staff members Michael Kerns and Patti Blevins.
Oral Communication	2. ORAL COMMUNICATION
Communication	Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered.
	An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."
	Angelina Stuart, Academic Senate President, provided an update on Policy 2510. Andrew MacNeill, SCEA President, addressed Policy 2715 as related to contributions to candidates. David Krogh, introduced himself as a member of the Prop R Bond Oversight Committee, and reserved his time to address Policy 2715.

	ITEM	
Action	3.	APPROVAL OF MINUTES (ENCLOSURE)
		Policy Meeting, August 4, 2010
		On motion by Roesch, the minutes were approved.
	4.	POLICY AND PROCEDURE REVIEW (ENCLOSURE)
		The Policy Committee will meet to review the following policies and procedures:
		 Policy and Procedure No. 2510 – Shared Planning & Decision Making Revises existing District Policy No. 2510, Participation in Local Decision-Making
		A reformatted version denoting changes with underlines and strikethrough was present to the Committee. In order to publicly post this policy as presented to the Committee, this item was postponed until August 26 at 7 a.m.
		 Policy and Procedure No. 2515 – Role and Scope of the Academic Senate, 10+1 Agreement New policy
		The Committee agreed to move this forward with minor changes for the Board's consideration at its September 8 meeting.
		C. Policy and Procedures No. 2715 – Code of Ethics Revises existing District Policy No. 2715, Code of Ethics
		David Krogh, as a member of the public inquired about the procedures for reporting concerns at the College.
		The Committee agreed to move this forward for the Board's consideration at its September 8 meeting.
Adjournment	5. (Salcido	ADJOURNMENT 8:06 a.m.)
	Rai K (Chopra, Ph.D.
		ing Board Secretary
		Yolanda Salcido Governing Board President

Governing Board

PARTICIPATION IN LOCAL SHARED PLANNING & DECISION MAKING

References: Education Code Sections 70902(b)(7); Title 5, Sections 53200 et seq., 51023.5, and 51023.7; Accreditation Standard IV.A.2 and IV. A.5

Southwestern Community College District believes that the high quality of decision-making. and planning and the resulting programs and services offered by the College are is dependent upon a collaborative process in which the most creative thinking, ideas and perspectives contribute to the well being of contributions by the entire College community. The Governing Board honors the concept of participatory governance of Southwestern Community College District adopts the following principles and policies when receiving, adopting and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988) and in respect to the concept and need for shared planning and decision-making in all areas defined by State laws and regulations while retaining its own rights and responsibilities as the ultimate decision maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Except for unforeseeable emergency situations, the Governing Board <u>or its sole designee</u> shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq., <u>or any collectively bargained agreements.</u>

Each of the following <u>constituent groups</u> shall participate as required by law in the decisionmaking processes of the District:

1. Faculty Academic Senate (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be provided with opportunities for participatory decision making and have a substantial voice in decision-making. The Governing Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, <u>District Policy and Procedure No. 2510</u>, "Shared Planning & Decision Making," and District Policy and Procedure No. 2515, "Role & Scope of the

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PARTICIPATION IN LOCAL SHARED PLANNING & DECISION MAKING

<u>Academic Senate: 10 plus 1 Agreement".</u> Procedures to implement this section are developed with the Academic Senate.

<u>The Governing Board recognizes Southwestern College Educator's</u> <u>Association (SCEA) as the exclusive bargaining unit for faculty.</u>

2. Staff (Title 5 Section 51023.5 & Education Code Section 70901.2)

Staff shall be provided with opportunities for participatory decision making and have a substantial voice in decision making. -to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the CSEA will be given every reasonable consideration. <u>"Staff" means all employees in</u> the Classified Service, including Classified Administrators, Classified Confidentials and Classified Bargaining Unit members.

The Governing Board recognizes California School Employees' Association (CSEA) Chapter 524 as the exclusive bargaining agent for all members of the classified bargaining unit. The Governing Board or its designee will work jointly with CSEA Chapter 524 to ensure the District's compliance with California Education Code Section 70901.2 and any other legislation, legal decisions, or administrative determinations affecting shared governance issues.

3. Students (Title 5 Section 51023.7)

The Associated Students <u>Organization (ASO)</u> shall be given an opportunity to provided with opportunities to participate for participatory decision making and have a substantial voice in decision-making. The recommendations and positions of the Associated Students <u>ASO</u> will be given equal value and every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

The Governing Board recognizes the ASO as the official voice for all Southwestern College students in the areas listed below:

- 1. grading policies
- 2. <u>codes of student conduct</u>
- 3. <u>academic disciplinary policies</u>
- 4. curriculum development
- 5. courses or programs which should be initiated or discontinued

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- 6. processes for institutional planning and budget development
- 7. <u>standards and policies regarding student preparation and</u> <u>success</u>
- 8. student services planning and development
- 9. student fees within the authority of the District to adopt
- 10. any other District or 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.

4. Administrators

Administrators shall be provided with opportunities for participatory decision making and have a substantial voice in decision making.

The Governing Board recognizes Southwestern Community College District Administrator's Association (SCCDAA) as the sole and official representation of administrators promoting the interest of administrators of the District

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SHARED PLANNING AND DECISION MAKING

References:

<u>Education Code Sections 70902(b)(7);</u> <u>Title 5 Sections 53200 et seq., 51023.5, and 51023.7;</u> Accreditation Standards IV.A.2 and IV.A.5

A. <u>Purpose</u>:

Southwestern Community College District believes that the high quality of planning, decision making, programs and services offered by the College is dependent upon the most creative thinking, ideas and contributions by the entire College community. The Southwestern College Academic Senate, in agreement with the Governing Board of the Southwestern Community College District, adopts the following principles and policies when receiving, adopting, and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988).

The Governing Board shall identify procedures for the delegation of authority and responsibility to its Academic Senate (Section 53203). The Governing Board and Academic Senate are then enjoined to consult with each other in a collegial and timely manner. Regulations have made provision to rely primarily on the judgment of the Academic Senate, or to seek joint resolution with the Academic Senate (Section 53200).

"Participatory decision-making" is the act of District employees participating collegially in the decision-making processes of the College. The goal of participatory decisionmaking is to include, within the decision-making processes, representatives of all college constituencies affected by these decisions (Title 5 53203.a-f and Education Code Sections 66700 and 70901). To ensure that governance is shared, all groups shall operate within the shared governance processes. Mutual trust and support are essential for the success of shared governance. These result from demonstration by each group involved that they first seek to improve the college and to strengthen its ability to carry out the college's mission of educating our constituent populations. Shared governance is designed to serve the entire college. It is, therefore, incumbent upon all constituent groups, ad-hoc committees, standing committees, councils, task forces, and others involved to ensure that representation from all areas of the college, and any satellite locations, be fair and inclusive. Every effort should be made to include individuals who increase the District's ability to represent the increasingly diverse student body faculty, staff, employees and the District population.

B. <u>Principles:</u>

1. <u>Participation is to be encouraged in all sectors to encourage all members of the</u> <u>College's constituency groups to ensure equal opportunity to participate fully in</u> <u>governance activities.</u>

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- 2. The number and size of committees should be kept as small as possible.
- 3. <u>Each committee or council will establish operating principles to govern the following:</u>
 - <u>An annual review of its goals in relation to the college mission to be</u> presented in a written progress report to its designated parent committee as determined by the Integrated Planning Handbook.
 - A method to determine the membership of the committee.
 - Distribution of agenda prior to meeting dates, timely distribution of minutes and distribution of other materials deemed necessary for the effective participation on said committees. These materials will be maintained and available on the committee website annually. Archival documents will be electronically stored in an accessible public domain.
 - <u>Methods to conduct their meetings in accordance with standard parliamentary</u> procedures and/or self-developed rules.
 - <u>A calendar of meeting dates made available at the beginning of each academic year.</u>
- 4. <u>Constituent groups may form ad-hoc groups and task forces as needed based</u> on definitions determined by the Integrated Planning Model Handbook.
- 5. <u>The Superintendent/President shall act as the Governing Board's sole designee</u> in matters which affect shared planning and decision making and which pertain to faculty outside of the collective bargaining process.

C. Constituent Groups

Each of the following shall participate as required by law in the decision-making processes of the District:

1. Faculty (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

The Governing Board or its sole designee will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, District Policy No. 2510, "Shared Planning & Decision Making," and District Policy and Procedure No. 2515 "Role & Scope of the Academic Senate: 10 plus 1 Agreement," which clarifies the areas of rely primarily and mutually agree, which are based on Education Code, Title 5 regulations and AB 1725.

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<u>All faculty appointments shall be made through the Academic Senate</u> <u>President except those that entail compensation, workload and working</u> <u>conditions, which shall be made through the SCEA President.</u>

2. Staff (Title 5 Section 51023.5.)

<u>Staff shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.</u>

All classified staff appointments will be made through the CSEA President.

3. Students (Title 5 Section 51023.7.)

Students shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All ASO appointments shall be made through the ASO President.

4. Administrators

Administrators shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups. The SCCDAA utilizes the meet and confer process to represent the administrative staff.

All SCCDAA appointments shall be made through the SCCDAA President.

Except for unforeseeable emergency situations, the Governing Board or its sole designee shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Any action taken by the Governing Board or its sole designee in emergency situations shall be explained in writing and made available to all constituency groups for transparency in shared decision-making at our campus and to strengthen shared governance between all constituencies.