Chapter Two: Board of Trustees

PARTICIPATION IN LOCAL DECISION MAKING

Faculty Participation

Operational Planning
There is operational consistency for all faculty. Faculty work with their Program Chairs and Deans on matters concerning curriculum and classroom operations. Faculty work together with administrators to determine the most effective methods to meet the needs of students, personnel, and the college.

Shared Governance
The Faculty Senate is responsible for formal recommendations regarding academic and professional matters (See Appendix: California Administrative Code Title 5 Section 53201, Cabrillo Board Policy 2130). The Faculty Senate Executive Board consists of an elected president, and an appointed Vice President, Secretary, and Treasurer. The Division Senators are comprised of two faculty elected from each of the five instructional divisions, plus one each from Counseling, Counseling and Educational Support Services, and the Library. The Watsonville Representative is a voting member. Senator-at-Large seats rotate every other year and are filled by election. Non-voting seats are held by a Student Senate Representative, the Student Learning Outcomes Assessment Coordinator, the Cabrillo College Federation of Teachers Liaison, the Cabrillo Classified Employee Union Liaison, and the Vice President of Instruction.

The Faculty Senate is also responsible for appointing faculty to college and district standing committees, peer review teams, and various college and district ad hoc committees. In addition, the Faculty Senate provides input into the prioritization process for new planning and resource requests through their appointments to the core mission workgroups and the College Planning Council. The Senate president meets regularly with the College President and Vice President of Instruction and the Director of Planning & Research to ensure college-wide faculty concerns are communicated and discussed. Faculty Senate meetings are open and all faculty are encouraged to communicate regularly with their representatives and to participate in Senate sponsored events, activities, and meetings. Senate minutes are posted on their website: http://cabrillo.edu/associations/facultysenate/minutes.html

Legally Defined Areas of Participation in Title 5 And Other Codes

Academic Senate
For the purposes of this Section, the term "academic and professional matters" means the following policy development and implementation 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. process for institutional planning and budget development
11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate
Other code sections that legally require participation by faculty:
1. Education Code Section 66450 - distribution of academic presentations
2. Education Code Section 87458 - administrative retreat rights
3. Education Code Section 87359 - equivalencies to minimum qualifications
4. Education Code Section 87360 - faculty hiring
5. Education Code Section 87663 - faculty evaluation
6. Education Code Section 87610.6 - faculty tenure
7. Education Code Section 87743.2 - faculty service areas
8. Title 5, Section 55022 - curriculum committees
9. Title 5, Section 53204 - academic senate/union agreements

Collective Bargaining
The Cabrillo College Federation of Teachers (CCFT) is the collective bargaining representative for all Cabrillo College faculty. CCFT often appoints representatives to committees and groups that deal primarily with employee contracts and benefit information and issues. Questions or concerns regarding faculty working conditions should be directed to CCFT representatives.

Decision-making policies and implementation cannot detract from negotiated agreements on wages and working conditions. Faculty senate and bargaining representative may establish agreements as to consulting, collaborating, sharing or delegating (Title 5 §53204). The exclusive bargaining agent shall consult with the faculty senate prior to engaging in bargaining on: Faculty Evaluation (Ed Code §87663), Tenure (Ed Code §87610.6) and Faculty Service Areas (Ed Code §87743.2).

Staff Participation

Operational Planning
Classified staff have the responsibility and opportunity to participate in decision-making across the college. At the operational level, classified staff collaborate with other staff, administrators, faculty, and students within and across their departments, programs, and service areas to determine the most effective ways to meet the needs of the students, personnel, and the college. Different units have varying processes for how operational decisions are made and staff are encouraged to check with their supervisors, governance, and/or bargaining unit leaders for more detailed information.

Shared Governance
Recommendations and opinions of staff are given every reasonable consideration. The classified staff appoints representatives to various college committees through the collective bargaining unit, (CCEU). Classified staff shared governance participation is defined by Title 5 and Board Policies and Administrative Procedures. Classified staff provide input into the
prioritization for new planning and resource requests through their appointments to core mission workgroups and the College Planning Council. Classified staff are encouraged to communicate regularly through their representatives and are encouraged to participate in meetings, events, and other college wide activities.

**Collective Bargaining**

Classified staff have one collective bargaining unit that represents all classified employees on work-related conditions. Questions or concerns regarding working conditions should be directed to the Cabrillo Classified Employee Union (CCEU) representatives. CCEU appoints representatives to shared governance committees and groups that deal with all aspects of college decision making, especially those that affect employee contracts, working conditions, and benefit information.

**Confidential – Meet and Confer Group**

“Confidential Employee” is an employee of the District who, in the regular course of his/her duties, has access to confidential information that contributes to the development of management proposals and decisions with respect to employer-employee relations (Government Code Section 3540.1(c)). As such, they are not a bargaining unit, but rather a meet and confer unit. This component has a representative presence on the CPC and selected shared governance committees.

**Student Participation**

The Associated Students of Cabrillo College (ASCC) Student Senate is responsible for representing all students to the college president, Faculty Senate, and college standing committees (Cabrillo Board Policy 2150, California Administrative Code Title 5 Section 51023.7). The ASCC Student Senate appoints eligible students to serve on a number of college standing committees, including the College Planning Council, and the Assessment Review Committee, among others. All Cabrillo students are represented on the Cabrillo Board of Trustees by a Student Trustee with an advisory vote (Cabrillo Board Policy 2150). The ASCC President or his or her designee is a member of the College Planning Council.

Each Cabrillo student has specific rights and responsibilities as a student enrolled in the college, which are defined by the Students Rights and Responsibility Handbook. All students are encouraged to make their voice heard by voting or participating in student elections and student clubs, by bringing issues to the attention of the ASCC Student Senate, or by contributing their opinions to occasional college surveys regarding student satisfaction with the college and specific departments and services.

**Shared Governance**

Students participate in decision-making processes in a variety of ways. The ASCC Student Senate meets regularly and appoints student representatives to governance groups and committees within the college. The ASCC Student Senate provides input to the prioritization process for new planning and resource requests through their appointments to the Student Learning Outcomes Committee, the Facilities Planning and Advisory Committee, and the College Planning Council. Students have a responsibility to gather information from these
meetings and to disseminate this information and collect feedback from their student peers.

**Students (Education Code Section 51023.7)**

Students shall be provided with opportunities to participate in the formulation and development of Board Policies and Administrative Procedures, and in those processes for jointly developing recommendations for action by the Board of Trustees, that the Board reasonably determines, in consultation with staff, have or will have a significant effect on students. Including:

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 Board Policy, Administrative Procedure or related matter that the district Board of Trustees determines will have significant effect on students.

**Administrator Participation**

**Operational Planning**

Administrators participate in decision-making processes in a variety of ways. In their local areas of responsibility, they are responsible for seeking faculty, staff, and student input to improve programs and services, as well as working with their direct supervisors and appropriate committees and work groups to represent the ideas and issues of their areas. Managers are responsible for facilitating department and unit program reviews and plans by faculty and staff, as well as for facilitating division or service area meetings where faculty and staff work together to prioritize any requests for college-wide resources coming from their academic or service areas.

All Deans, Vice Presidents, and select managers with broader campus responsibilities serve on the Admin Council, which meets monthly. When needed, managers provide formal input on governance issues to the college president.

The Instructional Deans have a monthly meeting with the Vice President of Instruction and the Director of Planning & Research to problem solve and discuss operational issues such as providing curriculum support to faculty, program compliance and regulatory changes, enrollment management, and coordinating overlapping programs and services.

The President's Cabinet meets weekly and includes the President and all the Vice Presidents, and the Director of Planning & Research as needed. The President's Cabinet is responsible for discussing overall college operational issues and making recommendations to the President based on input from their areas.

**Shared Governance**

Administrators are appointed to serve on a variety of Cabrillo College and District ad hoc and standing committees by the college president. The administrators provide input to the
prioritization process for new planning and resource requests through their appointments to the core mission workgroups and the College Planning Council. In addition, administrators have a responsibility to solicit opinions from faculty, staff, and students in affected areas, as well as give those opinions reasonable consideration before final decisions are made that affect those individuals.

Meet and Confer
Administrators who are directors, deans, and vice presidents are represented by the meet and confer group, Administrative Benefits Committee (ABC). Questions and concerns regarding working conditions should be directed to ABC representatives.

Board of Trustees

Operational and Policy Planning
The Governing Board is responsible for making formal decisions regarding academic and professional matters. This is done through the implementation of Board Policy. Board policy is the voice of the Governing Board and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Governing Board, through policy, delegates authority to the Superintendent/President to administer the District. The Superintendent/President and District employees are responsible to reasonably interpret Board policy as well as other relevant laws and regulations that govern the District.

Shared Governance
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 the free and open flow of ideas and assistance among personnel at every level.

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

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