

**Governing Board**

**AP 2510 Participation in Local Decision-Making**

**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

The Palomar College governance structure involves faculty, staff, administration, students, and the community in the planning and operation of the District.

The governance structure and practices embrace the Palomar Community College District values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at the Palomar Community College District. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance decision-making process.

**Organization**

The Strategic Planning Council (SPC), as the principal participatory governance body of the District, creates the processes for recommending policies and governance committee structures. The SPC reviews actions, recommendations, and requests of planning groups and task forces. The SPC amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan.

An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The SPC reviews the Annual Implementation Plan three times during an academic year to evaluate progress toward the vision and strategic goals.

The Superintendent/President serves as the chair of the SPC. To provide communication within the governance structure, all planning council chairs report progress on their objectives and activities at each SPC meeting.

**Representation**

The governance structure provides for representation from seven recognized constituencies of the Palomar Community College District: students, Faculty Senate, bargaining unit faculty, bargaining unit classified staff, Administrative Association members, Confidential and Supervisory employees, and senior and executive administration.

Appointments from the constituencies, when not specified by position, are made by the:

- ASG – students

- 38 • Faculty Senate – faculty on academic and professional matters
- 39 • PFF/AFT – faculty
- 40 • CCE/AFT– classified staff
- 41 • Confidential and Supervisory Team (CAST) – supervisors and confidential employees
- 42 • Administrative Association – directors and managers
- 43 • Superintendent/President – senior and executive administrators

44 The constituent appointees serve the length of term designated by their representative group.

45 **Responsibilities of Representatives**

46 The primary responsibilities of representatives are as follows:

- 47 • prepare for and attend meetings
- 48 • participate in discussions
- 49 • communicate with individual constituencies; and
- 50 • contribute to informed decision making.

51 **Recommendation Process**

52 Recommendations shall emerge ideally as a result of group consensus. When consensus  
53 cannot be reached, a majority of those voting shall determine the recommendation.

54 Each chair is responsible for communicating recommendations through the appropriate  
55 administrative and/or governance structure.

56 All representatives are responsible for keeping their respective constituencies informed of the  
57 proceedings and recommendations.

58 The process for presenting items first for Information, then for action at a subsequent meeting  
59 shall be followed, thus allowing sufficient time for discussion. Allowance will be made for  
60 suspending this process when deemed appropriate by a majority.

61 **Definitions of Governance Structures**

62 **Council** – A group of constituency representatives designated or selected to act in an advisory  
63 capacity that meets on a regular basis. The charge of a council entails college-wide issues and  
64 reports directly to the Strategic Planning Council (SPC).

65 **Operational Committee** – A standing committee of constituency representatives intended to  
66 consider all matters pertaining to procedural issues as defined by its role. An operational  
67 committee is part of the governance structure.

68 **Subcommittee** – A permanent sub-group convened by a standing committee or council to  
69 consider specific subjects in detail for recommendations back to the standing committee or  
70 council. The chair must be a member of the committee or council to which it reports. Other  
71 members need not be members of the committee to which it reports but may be appointed by  
72 the appropriate constituent group(s) as defined by the subcommittee membership.

73 **Ad Hoc Committee** – A working group or sub-group created by a council or operational  
74 committee to address and make recommendations on a particular subject. The members need  
75 not be from a council or committee.

76 **Task Force** – A constituency-represented group specifically convened by and reporting to SPC  
77 or to the Superintendent/President to address a special college-wide subject/issue and meets  
78 until the subject/issue is resolved.

79 **Open Access**

80 Governance meetings are public. In addition to representation afforded to individuals through  
81 constituencies, other individuals and groups will be heard in accordance with the Brown Act.  
82 Written minutes will be prepared for all governance meetings. Agendas, minutes, reports, and  
83 other work products of all governance committees and other groups involved in governance  
84 should be made readily accessible to all interested parties.

85 **Evaluation**

86 The SPC and planning councils will regularly evaluate the governance structures and process  
87 and communicate the results of these evaluations.

88 Office of Primary Responsibility: Superintendent/President