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**Administrative Procedure**  
Chapter 2 – Governing Board

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

### **References:**

Education Code Section 70902 subdivision (b)(7);  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
2024 ACCJC Accreditation Standards 4.2 and 4.3

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.

Governance and decision-making within the District is detailed in the Palomar College Governance Structure and Participation Handbook. The purpose of the handbook is to describe the governance and decision-making structures and processes by which the District ensures that there are opportunities for meaningful collaboration and engagement. The handbook is regularly reviewed and updated to incorporate changes in structures, processes, groups, and other modifications.

### **Organization**

The purpose, responsibility, plans/products, and membership of the different governance groups are delineated in the Palomar College Governance Structure and Participation Handbook.

### **Representation**

The governance structure provides for representation from seven recognized constituencies of the Palomar Community College District:

1. Associated Student Government – students

2. Faculty Senate – faculty on academic and professional matters
3. Palomar Faculty Federation (PFF)/AFT – faculty on subjects of mandatory bargaining
4. Council of Classified Employees (CCE)/AFT – classified staff
5. Confidential and Supervisory Team (CAST) – supervisors and confidential employees
6. Administrative Association (AA) – directors, deans, and managers
7. Executive Cabinet: Superintendent and Assistant Superintendents

Appointments from the constituencies, when not specified by position, are made by the respective constituency group's leadership. The constituent appointees serve the length of term designated by their representative group.

### **Responsibilities of Representatives**

The primary responsibilities of representatives are as follows:

- prepare for and attend meetings
- participate in discussions and contribute to informed decision making
- communicate with one's constituency members, keeping them informed of the proceedings and recommendations.

### **Recommendation Process**

Recommendations shall emerge ideally as a result of group consensus. When consensus cannot be reached, an affirmative vote of 2/3 of voting members present shall determine the recommendation.

Each governance group chairperson is responsible for communicating recommendations through the appropriate channels.

The process for presenting items first for Information, then for action at a subsequent meeting shall be followed, thus allowing sufficient time for discussion. Allowance will be made for suspending this process when deemed appropriate by an affirmative vote of 2/3 of voting members.

### **Definitions of Governance Structures**

#### **Council**

A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues and reports directly to the College Council.

#### **Committee**

- **Standing Committee** – A group of constituency representatives intended to consider all matters pertaining to procedural issues as defined by its role. A Standing committee is part of the governance structure. Standing Committees do not dissolve.
- **Subcommittee** – A permanent sub-group convened by a council or standing committee to consider specific subjects in detail for

recommendations back to the council or standing committee. The chair must be a member of the council/committee to which it reports. Other members need not be members of the council/committee to which it reports but may be appointed by the appropriate constituent group(s) as defined by the subcommittee membership.

- **Ad Hoc Committee** – A working group or sub-group created by a council or standing committee to address and make recommendations on a particular subject. Campus colleagues who are not members of the council/committee could be recruited to join these efforts. Ad hoc committees meet until the subject/issue is resolved.
- **Joint Operational Committee** – Joint Committee for Academic and Professional Matters. The Faculty Senate may form a joint committee for academic and professional matters in response to a request, or a perceived need, for discussion on a 10+1+1 matter. The joint committee shall be comprised of members of equal number from the Faculty Senate and one other council/committee that is discussing a 10+1+1 matter (e.g., faculty hiring procedures, program review, or grading policies). The product of the joint committee, as it relates to a 10+1+1 matter, is sent to the Faculty Senate for recommendation.
- **Operational Committee** – may or may not be constituency-based; rather, they may include the personnel necessary to accomplish their operational tasks and conduct regular business. They make decisions on specific, functional issues, based on established local, state, and federal regulations, protocols, or procedures, or they may be established for other standing or temporary purposes. Operational committees also implement the decisions made as part of the participatory governance process. Operational committee membership is based on appointments related to expertise and position and do not represent constituency groups though their membership may reflect a wide variety of constituencies. Operational bodies are led by a chair or co- chairs depending on preference, interest in the issue, or subject matter expertise.

#### ❖ **User Groups**

A user group is defined as people who are directly involved and/or impacted by innovations, proposed changes, and processes. The institution recognizes the need to involve these related user groups in providing feedback and insight based on their day-to-day work, experience, and expertise. User group feedback should be considered in all changes and processes.

- User groups may include classified staff, students, faculty, and administrators.
- Project managers will be responsible for soliciting feedback.
- Feedback may be designed as a survey, focus group, or an informal meeting.

- A user group may be a subset of all users of the innovation, proposed change, process, policy, and practice.
- The feedback should be made available to the College upon solicitation in a report or summary.
- The feedback is intended for potential improvement and effectiveness but is not a mandate or dictate from all the related users.
- Upon implementation of any new technology, change, practice, or process, it is recommended that all users will be provided with appropriate professional development to assist with implementation.
- It is suggested that all professional development for maintenance of the change, process, or procedure will be centrally located and have a primary person listed as a contact in case there is follow-up needed.

➤ **Task Force** – A constituency-represented group specifically convened by and reporting to the College Council, the Superintendent/President, other council, or Faculty Senate to address a special college-wide subject/issue that meets until the subject/issue is resolved.

## **Open Access**

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

## **Evaluation**

Governance structures will be reviewed regularly, and a thorough evaluation of the Palomar College Governance Structure and Participation Handbook will take place no less than every three years in June beginning in 2024.

Also see BP/AP 2410 Board Policies and Administrative Procedures, BP 2510 Participation in Local Decision-Making, BP/AP 3100 Organizational Structure, BP/AP 3200 Accreditation, and BP/AP 3250 Institutional Planning.

Office of Primary Responsibility: Superintendent/President

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