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**PERALTA COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

POLICY #	TITLE	EFFECTIVE	REVISED
2.20	Establishment of Board Policy	9/14/2010	6/24/2010

PURPOSE

To promote the development of sound educational policies and provide an effective means to ensure the implementation of such policies.

Pursuant to California Education Code §70902, the Peralta Community College District (District) Governing Board (Board) shall “establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.”

Unlike guidelines which suggest how one might resolve recurring events, policies are not optional; therefore, there must be auditing mechanisms and sanctions attached to non-compliance of Board policies.

POLICY

Introduction

The Board shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the daily operations of the District. Board policies are adopted to be consistent with California law, but do not necessarily encompass all laws and regulations relating to all activities undertaken by the District.

Board policies may be adopted, revised or amended when agendized at any regular Board meeting by majority vote. Proposed changes are brought before the Board after deliberation by the Policy Review and Standards Committee. A new or amended policy must have a first and second reading (presented at, at least two separate meetings) prior to being adopted by the Board.

Role of Stakeholders

Faculty and District Academic Senate (DAS): College Academic Senates represent their college constituents. The District Academic Senate represents faculty constituents on district-wide matters; however, this does not preclude the College Academic Senates from further or separate representation of matters to the Board. In accordance with Title 5, the faculty and DAS shall represent the colleges and other educational facilities on academic and professional matters.

Classified Senate: The Classified Senate at the colleges and the District Office represent classified employees on matters relating to the Board.

Labor Unions: By law, classified and certificated employee bargaining organizations represent their members on all matters relating to employment conditions and employer/employee relations; however, this does not preclude the labor unions from further or separate representation of matters to the Board.

Students: Students are represented through their elected Student Trustees. They may also serve on standing or ad hoc committees as appointed by their representative Student Trustees.

Management/Confidentials/Planning and Budget Council: These groups participate through the administrative authority of the Chancellor. This authority is delegated by the Chancellor to College Presidents and Vice Chancellors. Other administrators may be asked to assist on standing, ad hoc or district-wide joint committees.

Advisory Councils and Committees: These entities are external to the administration of the District. Employees are prohibited from serving as members of these entities.

Process to Adopt Board Policy

Attachment A to this policy charts how a policy is deliberated and adopted. The formulation, discussion and review of the Board Policy process are delegated by the Board to its Policy Review and Standards Committee, and to the Audit and Finance Committee for policy compliance review. The Board has the ultimate authority to adopt new and revised policies.

Compliance Review

The purpose of a compliance review is to identify policies and procedures that may leave the District vulnerable to possible inadvertent violations and assist the Board in recommending corrective measures to enhance compliance efforts. The consequences for non-compliance can include breaking the law, unwelcome publicity, wasted time and a negative impact on employee morale.

RESOURCE CONTACT

A Trustee, as selected by the Governing Board President, is the Chair of the Policy Review and Standards Committee
The Inspector General has responsibility to staff the Policy Review and Standards Committee

PERALTA COMMUNITY COLLEGE DISTRICT SOURCE

STATE/FEDERAL ENACTMENT

California Code of Regulations, Title 5
Board Policy 1.25 and 2.20 combined: 0/00/2010
Board Policy 1.25 first adopted 9/16/2008
Board Policy 2.20 revised 11/18/2008
Board Policy 2.20 revised 3/23/2007
Board Policy 2.20 first adopted 5/25/1993

California Education Code §70902
Government Code §3500-3510

Policy 2.20 Governance Roles and Responsibilities in Developing Policy and Procedures

Residents in the Peralta Community College District, as well as those persons whose welfare is immediately affected by District operations, have the right to expect that decision-making procedures of the District will be efficient, rational, and equitable. The scope and quality of education for students, young and old, are greatly influenced by the manner in which the District is governed internally. The Board of Trustees, in carrying out its leadership role in matters of policy formation, adoption and implementation, is strengthened by effective participation of the management staff, the faculty, classified personnel, and students. Together they seek solutions to problems and the reconciliation of differences. Such collaboration leads to better policies and more effective operations.

The governance arrangement acknowledges both the legal rights and responsibilities of the Board of Trustees of the Peralta Community College District and the professional obligations of District employees. The major purpose is twofold: to promote the development of sound educational policies and to provide an effective means to implement such policies.

Role of College Faculty Senates and the District Academic Senate

In accord with Title V of the California Code of Regulations, there shall be College Faculty Senates and a District Academic Senate (DAS) to represent the faculty of the colleges and other educational facilities maintained by the Peralta Community College District on "academic and professional matters."

When such matter is of local college concern, the College Academic Senate speaks for the local faculty, and when the matter is of district-wide concern, then the DAS speaks for the Peralta faculty. Nevertheless, the College Senates retain the right to make presentations directly to the Board of Trustees.

The Board of Trustees recognizes the DAS as the District-wide Academic Senate representing local College Senates in order that the faculty of the Peralta District have a formal and effective procedure for participating in the formation of District policies on academic and professional matters.

The Certificated Classified Collective Bargaining Employee Organizations

Classified and certificated employee organizations represent their members on all matters relating to employment conditions and employer/employee relations by law.

Classified Senates and District Classified Senate

Classified employees at the colleges and at the District Office are encouraged to form Classified Senates to participate in the governance of the colleges and the District.

The formation of a District Classified Senate, made up of representatives from the Classified Senates at each of the colleges and at the District Office, is also encouraged.

Student Government Participation in District Governance

Student input to District level governance is provided primarily through the Student Trustees, elected annually by the student body at-large. Students also participate through service on a number of District-level standing and ad hoc committees, through appointments made by the Student Trustee.

District Advisory Councils and Committee

The Peralta Community College District is served by a wide array of advisory councils and committees externally. Members may be approved to serve from the board, student body, or the chancellor's constituency, however, employees are prohibited from serving in this capacity.

District-wide Joint Committees

In addition to the standing joint committees listed in the procedure's section of the Policy Manual, additional joint committees involving representatives of management and/or faculty and/or classified employees and/or students may be created from time to time to deal with specific matters. Such committees are created, structured, and charged by mutual consent of the Chancellor and the appropriate employee or student organizations and may be dissolved by either the Chancellor or the appropriate organization.

Management Role

The Chancellor of the Peralta Community College District is employed by the Board of Trustees as chief executive officer and is delegated by the Board responsibility and authority for the administration of the District in accordance with Board Policy, the Education Code of the State of

California, Title V of the California Code of Regulations and other applicable laws, rules and regulations. In fulfilling this role, the Chancellor seeks advice from administrators and other persons and groups in developing policy recommendations, defining District goals and plans, and in managing Peralta affairs.

Within the above context, College Presidents are delegated broad responsibility and authority for campus operations. The College Presidents are District administrative officers as well as chief campus administrators.

The District staff (including the College Presidents) serves the District by carrying out the financial, personnel, planning, coordination, legal, and public affairs operations of the District. Major responsibilities for such activities are delegated to the Vice Chancellors, the College Presidents, others under Board policy, and by the direction of the Chancellor.

Other groups of administrators, although responsible to their immediate supervisors, may be called upon to assist the Chancellor or his/her District staff when requested to do so.

Source of Law:

Code of Regulations on Academic Services

Approved by the Board of Trustees: May 25, 1993

Last Revised: March 23, 2007

Approved by the Board of Trustees: November 18, 2008

