



Participatory Governance Philosophy and Procedures

Approved:
February 27, 2013



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I. Introduction

A. Purpose of Document

This document articulates Coastline's commitment to participatory governance, as well as formalizes the process and guidelines of participatory governance within Coastline Community College (CCC). It is the result of input from all College constituencies. It is a living document that will change as the College context changes. It is subject to regular review and revision every two years, or at the request of constituencies, the College Council, and /or the Board of Trustees. Review and revisions may be initiated by College Council, or by any of the constituencies, and/or the Board of Trustees.

The success of participatory governance at Coastline requires the goodwill, collaborative spirit, and active involvement of everyone – including students, faculty, classified staff, administrators, and supporting members of the community--for the purpose of meeting a shared vision, mission, and goals. Together, we share a collegial obligation to maintain or exceed standards of excellence for which the College is recognized and which our students deserve.

B. Organization

This document is organized as follows:

Section II (Philosophy) articulates the college-wide philosophy of participatory governance. Section III (Participatory Governance Mechanisms and Structure) outlines the unique perspectives of each of the constituencies who share responsibility for the operative success of participatory governance. A list of the College committees, their purposes, membership, and reporting relationships are included in Section IV (Appendix). The list will be modified as we further develop the concepts and practices of participatory governance.

C. The Context of Participatory Governance

Coastline practices participatory governance based on a strong philosophical belief that it is the best way to make decisions as an institution of higher learning. Participatory governance fosters collaboration, innovation, trust, open communication, institutional effectiveness, and continuous improvement. The broad application of participatory governance practice among California Community Colleges is mandated by AB1725. The practice of participatory governance is also expected as by the Accrediting Commission of Junior and Community Colleges (AACJC), as articulated in Standard IV.A in order to promote institutional improvement and effectiveness.

AB 1725 was defining legislative package which combined many specific reforms with major funding increases for California Community Colleges. As a result of AB1725,

Education Code Section 70901(b) required the Board of Governors to adopt regulations setting "... *minimum* standards governing procedures established by governing boards in community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that their opinions are given every reasonable *consideration*." Participatory governance (previously referred to as shared governance), then, is a complex web of consultation and decision-making and responsibility that translates goals into district policy or action.

One of AB1725 recommendations called for strengthening the role of the Academic Senates in curriculum and tenurial decisions. A group called "The Californians," a consortium including the state Academic Senate, FACCC, collective bargaining organizations, and trustee and administrator groups, devised and recommended the core of the legislation which in 1988 was enacted as AB1725. AB1725's reform recommendations were to be enacted in phases – each phase contingent on the state providing the requisite funding.

AB1725 is designed to produce excellence across the community college system by implementing the same collegial model of governance that exists at the other two levels of higher education in California. Its basic goal is to produce a commitment to excellence for students who attend community colleges. It is joint decision-making that is carefully planned, instituted, and reviewed.

As an accredited institution of higher education, Coastline subscribes to the Accreditation standards set by the Western Schools and Colleges (WASC), specifically the Association of American Community and Junior Colleges (AACJC). CCC adheres to AACJC's stated purpose described below:

Accreditation is a voluntary system of self regulation developed to evaluate overall educational quality and institutional effectiveness (The Commission's complete Purpose Statement is available in Article I, section 2 of its [Bylaws](#)). The ACCJC accreditation process provides assurance to the public that the accredited member colleges meet the Standards; the education earned at the institutions is of value to the student who earned it; and employers, trade or profession-related licensing agencies, and other colleges and universities can accept a student's credential as legitimate (Cite resource)

Specifically, Standard IV of AACJC's Accreditation Standards outlines effective practices related to governance, as follows:

Standard IV of AACJC's July 2012 Standards of Accreditation states:

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator (Accreditation Reference Handbook, p. 23).

Standard IV.A further states:

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals (Accreditation Reference Handbook, p. 23).

Additional standards of effective practice related to governance are outlined in IVA.1, IV.A.2, IV.A.3, and IV.A.4.

II. Philosophy

A. College-wide Philosophy on Participatory Governance

Coastline Community College is a creative, comprehensive, inclusive, community-based institution that values all constituents by empowering each with a voice in the decision-making process. The practice of participatory governance at Coastline is based upon:

- Trust
- Mutual Respect
- Honesty
- Responsibility
- Sensitivity
- Accountability
- Commitment
- Transparency

This true participatory governance environment is collegial, practical and efficient. It is based on open, clear lines of communication between and among all Coastline constituencies. Sensitivity and attention is given to members who may need additional support/training/mentorship in order to fully exercise their rights and responsibilities as committee members and constituency representatives. New, alternative, or unpopular viewpoints are important to consider and members making these contributions sometimes need support, especially in light of the fact that some members, because of their constituency membership or reporting relationships within the College, may hesitate to speak freely. A spirit of innovation and creative problem-solving is valued. The participatory governance environment continually evolves, embraces the future, and reflects the College mission. All College committee meetings are open; anyone may attend except when confidential personnel matters or contract negotiations are being discussed.

B. Vision and Mission Statement, Adopted June 4, 2012

Vision Statement:

Creating opportunities for Student Success.

Mission Statement:

Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and, career and technical education.

Approved by the Board of Trustees: May 2, 2012

Approved by College Council: June 5, 1997; January 27, 2009

III. Participatory Governance Mechanisms & Structure

Introduction

The Participatory Governance Mechanism Chart illustrates that shared leadership and decision making takes place following two key pathways: formal and organic. To ensure effectiveness of both pathways, the active engagement of all constituent groups as well as open and timely communication are critical.

Formal Pathway:

Committee work by representative groups is central to governance pathway at Coastline. The work of governance committees with clearly identified responsibilities and comprised of representatives from the Academic Senate, Associated Students, Classified Senate, and the Management Team provide formalized opportunities for input into College planning and decision-making. As each committee is formed, care is taken to ensure that members from each constituency group are included as appropriate to the purposes of the committee. Generally speaking, the appointed members are vested with the responsibility of acting on behalf of their constituency group. In some cases, (e.g., complicated issues or issues that will result in a substantive change in policy or procedure), appointed members will need to report back to their constituency group for discussions/deliberations prior to their committee making a final decision. In the spirit of collegiality, each committee member will be responsible for reminding fellow members of instances where they should get feedback from their constituency group. In order to make sound decisions, committee members must be well informed. Communication between and among committee members and constituency members is an essential responsibility for this model of participatory governance to be effective. To this end, each committee will strive to continually improve communication in any or all of the following ways:

- Posting agendas and minutes at well-publicized locations linked on the Web page and/or emailed in a timely manner.
- Providing verbal and/or written reports on committee activity to the constituency body.
- Providing orientation and/or training to all new members regarding the goals/purposes of the committee.
- Assigning a mentor to new student committee members, so they can more quickly assimilate into the committee.

Due to the decentralized College environment and uneven access and utilization of electronic communications, it is necessary for the College to distribute regular printed newsletters to ensure that stakeholders are well informed about developments in the College. The College President, managers, Academic Senate, Classified Senate, and Associated Student Government (ASG) will distribute meeting agendas, minutes and other information through printed and electronic media at regular intervals and in a timely manner.

These communications could include (but not be limited to) printed newsletters, emails, summaries of meetings, and bulletins.

This document provides a truly integrated model of governance, in which administration, academic units, and representative governing bodies do not exist side by side in a tenuous relationship of cooperation and authority, but rather in a mutually enhanced relationship of open communications, transparency, and true collaboration.

Participatory governance provides a meaningful opportunity to participate in decision-making for all constituencies, for the success of the College cannot be guaranteed without faculty, administration, staff, and students all making substantive contributions to the College's daily operations in an involved, respectful, and collaborative fashion. Participatory governance is designed to facilitate and support the growth of Coastline Community College, the achievement of educational excellence, the freedom of thought, inquiry, and scholarly/artistic expression, and ultimately promote student success.

The official participatory governance constituency bodies at Coastline Community College are: Academic Senate, Classified Senate, Associated Student Government, and Management Team. We have many different groups such as committees, task force groups, ad hoc panels and constituency groups which are part of the Participatory Governance process. The Academic Senate, Classified Senate and Associated Student Government have officially recognized constitutions and bylaws that express the subject matter and organizational procedures for their respective groups.

The overarching umbrella for the College's participatory governance resides in the college committee which is comprised of the following:

College Council 2012-13

Loretta P. Adrian, President

Pedro Gutierrez, President, Academic Senate

Rick Lockwood, Academic Senate Vice President

Christine Nguyen, Vice President, Administrative Services

Vince Rodriguez, Vice President, Instruction & Student Services

Associated Student Government President

RJ Watters, ASG Vice President or designee

Ann French, Classified Senate President

Elizabeth Caluag, Classified Senate Vice President

Dan Jones, Executive Dean, E-Learning & Information Technologies (Ex Officio Member)

Michelle Ma, Director of Public Relations, Marketing (Ex Officio Member)

Organic Pathway

Shared leadership and decision-making also happens in a more organic, less formal way at Coastline. This pathway provides a second path for all constituents to be involved in college planning and decision-making. Central to this pathway are department or program and institutional communication structures that foster active engagement by all groups. It complements the more formal representative governance structures.

In addition the College's formal committee structures, the following communication and college engagement structures, which include meetings, also support the organic pathway to participatory governance. The list below is a partial listing only.

Department/program staff/faculty meetings
Wing Meetings, including Wing Planning Councils
All College Meetings, Spring and Fall
Faculty Meetings
President's Cabinet meetings with Academic Senate, Classified Senate, and Student Senate Executive
President's Open Forums
President's Open Hour
President's Cabinet Meetings with Labor Unions for faculty and staff
Spring Professional Development Day & Barbeque
Summer Technology Institute

A. College Council

1. How College Council is organized at Coastline Community College:

College Council is currently composed of the following: College President, two Vice Presidents, Academic Senate President, Academic Senate Vice President, ASG President, ASG Vice President or designee, Classified Senate President and Classified Senate Vice President.

For the 2012-13 academic year, the College currently has 10 participatory governance committees, 3 constituency groups, 7 ad hoc panels and 10 work groups under the council member to which it has a reporting relationship. While the committees' activities and recommendations are generally reported to the College Council through the respective council member, committee chairs and others can also be invited to present. In addition, the council may establish, when necessary, other ad hoc committees; for example, the Legislative Task Force; and the Westminster Steering Committee. Committees operating alongside the College committees are constituency group councils and the Senate, each with representation on the College Council. All College committees are linked directly or indirectly to College Council.

2. How Committee Membership is Determined:

The membership and composition of each standing committee is determined by one or more of the following: state law, District board policy, employment contracts, and committee recommendations to the College Council. Committee membership is approved by the College Council and recommended to the College President. Faculty appointments are made by

the Academic Senate in consultation with the College President. Each year, College Council will review the mandate and leadership of each standing committee to ensure continued effectiveness. Rotation of committee membership is encouraged to increase staff understanding of College plans and operations.

3. The Function of the College Council:

The function of the College Council is to serve as the primary recommending body to the President on policies and procedures, as well as major operational decisions (ex. Budget, strategic plan) within the scope of the Council. It serves as a forum for exchange of information and discussion on College issues, plans and operation. Examples of areas outside College Council's scope are those areas covered by the employee group contracts and areas specified for Academic Senate under the AB1725 legislation. College Council is the major forum for discussion on policies, procedures, and operational matters with college-wide impact; for conveying to the President the views of the campus community on matters relevant to the orderly effective and efficient functioning of the College; to share in the determination of what College committees or task forces are needed or should be activated; and to disseminate and interpret policy, regulations and procedures to the various segments of the College community. Access to the College Council is available to all constituencies. The College Council may accept a recommendation from a standing committee and pass it on to the President, or it may reject a recommendation and send it back to the committee. The minutes are taken by the President's assistant and distributed to the College community.

4. How Items of Concern get to the College Council:

Members of the Coastline College community may bring items of college-wide concern to the agenda of the College Council through their constituency representatives who have a responsibility to bring the items in a timely manner. Input to the Council can come in a variety of ways, such as a verbal report from the respective council representative, in the form of a written position paper or formal recommendation prepared by a committee, or as a presentation from an invited committee chair or designated spokesperson. PIEAC is the primary recommending body to College Council with issues related to Planning and Institutional Effectiveness as outlined and stated in the Planning Guide.

5. Meeting Schedule

College Council generally meets two times a month on the second and fourth Tuesday throughout the year. Meetings are usually held at the College Center, Fountain Valley. Changes in meeting locations are announced at least 72 hours in advance.

B. Academic Senate

1. How the Academic Senate is organized at Coastline Community College:

The Academic Senate is an organization of faculty formed to discuss and act upon educational issues that affect the quality of education in the College and in the District. Faculty includes employees of the College in positions that are not designated as supervisory management, or classified personnel, and for which minimum qualifications for hire are specified by the Board of Governors for California Community Colleges. AB1725 specifies that the Academic Senate is the voice of the faculty and assigns a major role to the Senate in the development of policies and procedures dealing with academic and professional matters.

2. How Membership is Determined:

Senators are elected annually by the faculty constituency to serve for a term of three years. Elections are held and vacancies are filled in compliance with the Senate Constitution and Bylaws. All faculty employed at Coastline Community College are members of the constituency of the Senate.

3. The Function of the Academic Senate:

(a) The Academic Senate and the College President as designee of the Board of Trustees *consult collegially on academic and professional matters that affect faculty, with the exception of working conditions. Academic and professional matters mean the following policy development matters:

- (1) Curriculum, including establishing prerequisites and placing courses within disciplines.
- (2) Policies for faculty professional development activities.
- (3) Degree and certificate requirements.
- (4) Grading policies.
- (5) Educational program development.
- (6) Standards or policies regarding student preparation and success.
- (7) District and college governance structures, as related to faculty roles.

- (8) Faculty roles and involvement in accreditation processes, including self-study and annual reports.
- (9) Processes for program review.
- (10) Processes for institutional planning and budget development.
- (11) Other academic and professional matters as mutually agreed upon.

*Consult collegially means that the District governing Board shall develop policies through either or both of the following:

- Rely primarily upon the advice and judgment of the Academic Senate,
OR
- The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

(b) According to the Constitution, Article III – Purpose, “The Senate shall be the representative body of the Members, established to work in partnership with the Administration and the District Board of Trustees in the formulation of District, institutional, and College policy with respect to academic and professional matters and to perpetuate standards of academic excellence.” In addition to Article III, Article IV – Special Objectives of the Senate are:

- To develop College policies and procedures within the guidelines of the District Participatory Governance Agreement.
- To promote a system of communication among ALL segments of Coastline Community College.
- To promote a system for faculty improvement.
- To promote community and interaction among faculty.
- To promote a program of interaction between faculty and the community.
- To promote the development of academic resources and teaching materials.

- To promote intra-district cooperation.
- To promote participation of all faculty in participatory governance.
- To develop College policies and procedures within the guidelines of the District Participatory Governance Agreement.
- To serve as a resource to the College in matters which are determined to be appropriate, in consultation with the College President.

4. **How Items of Concern get to the Academic Senate:**

In order to fully discharge the responsibilities placed upon the Academic Senate by profession, society, and the State, the Senate requires accurate and timely information in order to make informed decisions. The Senate receives information from a variety of sources, including through the service of its members on a variety of College committees; these members provide reports to the Senate. The Senate makes its decisions based upon the consideration of sound information and subsequent debate among its elected Senators. Because Senators represent the opinions of a large body of faculty who work at distributed community sites, the Senate requires atypical methods of communication in order to reach its members.

The Senate has responsibility for all faculty appointments to the College and District committees except those provided by the union contract or by Senate election. Those committee representatives are, in turn, held accountable for reporting to the Senate about committee activities, and are given the responsibility of acting on behalf of the Senate when immediate committee decisions need to be made.

Senators may present issues at regularly scheduled Senate meetings or directly to the Executive Committee; **faculty** may present issues through any Senator – including the Executive committee; **administrators** may present issues through written correspondence or in person to the Senate; **classified staff** may present issues through their classified representatives on the Senate; and **students** may present issues through their Associated Student Government (ASG) representatives on the Senate.

The Academic Senate Office is located on the second floor at the College Center, 11460 Warner Avenue, Fountain Valley, CA 92708-2597. The President of the Academic Senate can be reached at (714) 241-6156; the Senate Secretary is also available to answer questions or relay messages and can be reached at (714) 241-6157.

5. Meeting Schedule:

The Academic Senate generally meets from 12:30-2:30 p.m. on the first and third Tuesdays of each month, during the Fall and Spring semesters. Meetings are usually held at the College Center, Fountain Valley. Changes in meeting locations are announced at least 72 hours in advance. Additional meetings may be called as needed according to Senate Bylaws. These meetings follow the regular Fall and Spring semester College calendars.

C. Classified Senate

1. How Classified Senate is organized at Coastline Community College:

The Classified Senate is an assembly of non-management personnel formed to participate in the decision-making process within the College on operational and professional matters. The Classified Senate was established in October 1994, after passage of California State Assembly Bill 1725, which granted some community college constituencies the right to participatory governance.

Classified Executive Board Officers are President, Vice President, Vice President of Fundraising and Event Planning, Vice President of Finance, Senate Recorder, and Immediate Past President.

2. How Membership is Determined:

Officers are elected annually by the Classified constituency to a term of one year. All Classified members employed at Coastline Community College are members of Classified Senate.

3. The Function of the Classified Senate:

The Classified Senate provides a platform for Classified professionals to participate in the decision-making process at Coastline. This is accomplished by doing the following:

- Participate in College governance structures.
- Coordinate with the Classified Union, CFCE AFT Local 4794, in the selection of representatives to serve on College/District governance committees.
- Participate in the development and shaping of institutional planning.
- Collaborate in budget planning and development. Review regulations and procedures relating to physical safety, and make recommendations.
- Recommend and help create staff development activities.

- Enhance relations with students, faculty and management.
- Lead college-wide campaigns that contribute to student success and engagement.
- Contribute to the discussion regarding academic and professional matters.
- Solicit and select Classified staff for appropriate hiring committees.

4. How Items of Concern get to the Classified Senate:

Members of the Classified constituency may present any ideas or items of concern at a scheduled Classified Senate meeting or through a member of the Executive Board. Furthermore, any faculty member or management may bring forth items of concern via a member of the Classified Senate or the Executive Board.

5. Meeting Schedule:

The Classified Senate meets monthly for a two-hour period except for July and December. The Senate may choose to have an 'End-of-Year' meeting in May or June. Meetings are held at one of the college sites on a rotating basis. Meeting location changes will be announced at least two weeks in advance. Additional meetings may be called as needed by the Classified Senate President and Executive Board to address College-wide topics and participatory governance matters.

D. Management Team

1. How the Management Team is organized at Coastline Community College:

It is composed of:

- College President
- Vice Presidents
- Deans
- Directors
- Managers

In addition, there are representatives from the Classified Senate, the Academic Senate, and the Associated Student Government. Meetings generally occur monthly during the academic year.

2. How Membership is Determined:

Team membership includes all those currently holding administrative and management positions in the College. On occasion, portions of the team meeting are convened exclusively for management/administrative members to discuss appropriate issues, such as collective bargaining. Development of meeting agendas is made by the president, two College representatives to the Coast District Management Association (CDMA) and the management representative to the College Professional Development committee team. Members can also propose agenda topics for any meeting.

3. The Function of the Management Team:

The Management Team serves as an information-sharing and professional development forum. After discussion at the meeting on November 4, 1997, feedback indicated the need to adopt more formal means and methods for the operation of the meetings, including:

- To serve as a forum for discussion and recommendations on college-wide issues.
- To convey to the president, the views of the administrative and management leaders in the College.
- To review, interpret, and improve district, college, and departmental policies, regulations, and procedures.
- To improve the working relationships and communication among members.
- To provide opportunity for discussion of administrative issues.

4. How the Management Team Communicates with College Committees and the College:

The Vice Presidents attend both the Management Council meetings and College Council.

5. Meeting Schedule:

The Management Team meets on the first Tuesday of every month, except July. Meetings are usually held at the College Center, Fountain Valley. Changes in meeting locations are announced at least 72 hours in advance.

E. Associated Student Government (ASG)

1. How ASG is organized at Coastline Community College:

ASG (formerly known as Student Advisor Council, SAC) is recognized as the official student governing body at Coastline. ASG was established and organized to facilitate communications between its “citizen-students” and the institution. According to the Coast Community College District (CCCD) Board Policy for Student Clubs and Organizations (5411, approved 10-7-87), the District “encourages the formation of special-interest student clubs and organizations for educational and social benefits.”

The District’s Board Policy for Student Organizations also specifies that ASG at Coastline has been formed to act in an “advisory” capacity to the College in regard to various programs, procedures, processes and services (Board Policy 5404, approved 3-5-96). The Board of Trustees encourages the establishment of a student body association at Coastline for the purpose of conducting activities on behalf of students with the counsel and approval of College administrators under guidelines established by the District’s Chancellor.

Article IV, Sec. 4 of the adopted ASG Bylaws states that all Coastline Community College Student Government positions shall be duly elected by the Student Body during the Spring semester election time frame April 1 to April 30 of each year. All officers shall serve for a term of no more than one (1) year in that position; two (2) years consecutive or three (3) years lifetime maximum as part of CCC ASG in any position.

2. How Membership is Determined:

According to the adopted Bylaws of ASG (Article III, Sec. 4) all registered Coastline Community College (CCC) students shall be considered members of the CCC ASG and shall be subject to the ASG bylaws.

Students must be continuously enrolled in Coastline Community College for at least five (5) credit units during the Fall and Spring semester (CA Ed Code 76061 (a) (b)). Students must be in good academic standing with a minimum 2.0 grade point average. They must be in good standing in the District and at Coastline College with no disciplinary record with the District; convicted of any felony or of a crime involving moral turpitude. Students must be able to commit hours per ASG position duties, and time for College and ASG events per semester. Generally, the amount of time should be approximately that for a three-unit (3.0) academic class and have a strong interest in student advocacy. No student will have voting rights in ASG during any term in which that student’s relative, either in ASG by blood or marriage including legally adopted relationships or domestic partnership is serving on ASG and holding voting rights. ASG expressly incorporates the Coast Community College District’s Board Policy (7310) regarding Nepotism.

No student shall be barred from participation on ASG on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Participation in ASG provides high visibility for students and will enable them to become more involved in Coastline's programs, activities and services. Involvement with ASG is designed to assist students in perfecting their leadership and management skills.

3. The Function of ASG:

According to Article II of the ASG Bylaws, the purpose of ASG shall include, but not be limited to, the following:

Effectively represent the Coastline Community College Student Body in the participatory governance process.

- A. To serve as a communication link between students and Coastline Community College (California Ed Code Sections 70901 (1) (E), 70902 (b)(7), 76060-76067 and Title V of the California Administrative Code 51023.7).
- B. To advocate for the best interest of the Coastline Community College students.
- C. Promote student rights; students responsibilities.
- D. Research issues of concern affecting Coastline Community College students.
- E. Identify and provide ASG sponsored services.
- F. Build and maintain vital and thriving student life at Coastline Community College.
- G. Effectively participate in College and District policy decision-making (District Board Policy (3901)).
- H. Serve in a consultative capacity on college-proposed programs, procedures, processes, and services further multicultural, social, and educated growth of Coastline Community College students.
- I. Encourage student responsibility and development of leadership skills.
- J. Recognize outstanding achievement by Coastline Community College students, faculty and staff.
- K. Foster collaborative relationships with Coastline administration, faculty, and staff for the purpose of promoting Coastline Community College students success.

4. How ASG Communicates with College Council and College Committees:

Article IV, Sec.9, of the ASG Bylaws clearly states that ASG will participate openly in Coastline's participatory governance process by fully understanding its "advisory" role as a College stakeholder and acting responsibly to fulfill it.

Communications are facilitated to the College's staff and body at large through various means as follows:

- (a) by the elected recording secretary, who is responsible for publishing and disbursing all regular council minutes throughout the College by using the various delivery systems such as email and the Website;
- (b) by the distribution of council meeting minutes by the Secretary, to ASG, the College President, Vice President of Student Services, Dean of Students Enrollment; and Academic Senate;
- (c) by the ASG Commissioner of Public Relations, who is also responsible for publishing all ASG newsletters, with coordination, input and final approval of the Dean of Students Enrollment and/or the Vice President of Instruction/Student Services;
- (d) by the ASG Commissioner of Public Relations who shall recruit from the College's student body at large for increased ASG membership and for the promotion of ASG and to prepare all publications and materials. The Commissioner of Public Relations shall also attend such college-wide committees such as Marketing and (e) Communications Committee;
- (e) by the area site representatives for ASG, who serve as a link between the Office of Instruction/Student Services and the College's instructional area sites located throughout the community. The area site representative is also responsible for delivering and placing all related materials at the area sites;
- (f) by mailing out information such as questionnaires, surveys, newsletters, etc., each semester as coordinated with the Dean of Student Enrollment and the Office of Instruction/Student Services.

5. Meeting Schedule:

Associated Student Government meets during the Summer, Fall and Spring semester. Meeting dates, times and locations are determined by the officers and advisor at the beginning of each semester in consideration of the ASG officers' class and/or work schedule.

IV. Appendix

Attachments: Participatory Governance Diagram
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Classified Senate Bylaws
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Revised:

July 2002
April 2007
February 2009
October 2011
July 2012
February 2013

Participatory Governance Philosophy and Procedures

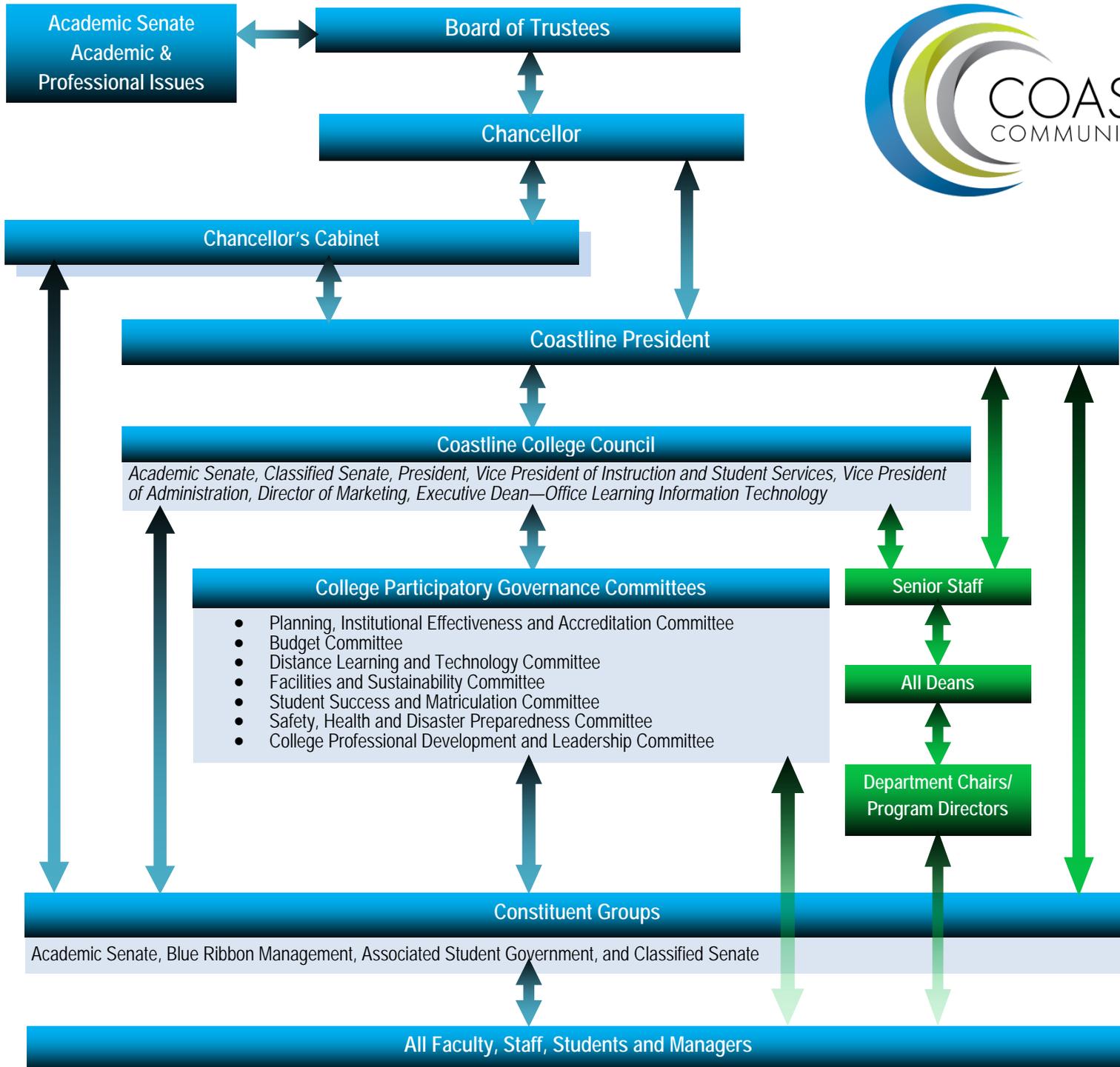
Appendix A: Participatory Governance Diagram

College Participatory Governance



Formal Pathway

Organic Pathway



Participatory Governance Philosophy and Procedures

Appendix B: Coastline Community College Committee List

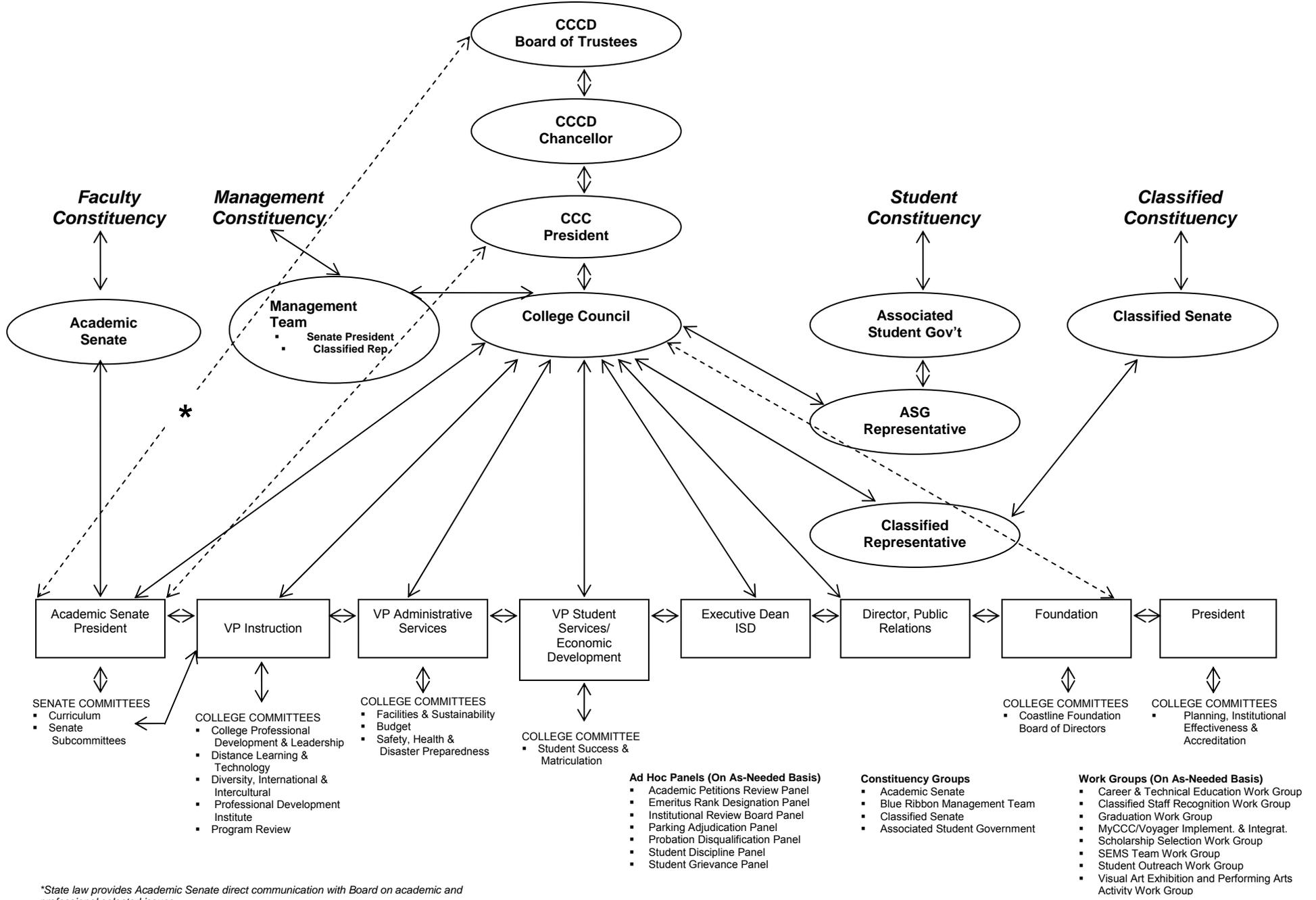


COASTLINE
COMMUNITY COLLEGE

**COASTLINE
COLLEGE COMMITTEE LIST**

2012-13

Coastline Community College PARTICIPATORY GOVERNANCE MECHANISMS



*State law provides Academic Senate direct communication with Board on academic and professional selected issues.

Coastline College Committees

Coastline Community College—2012-13 Monthly Meeting Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|--|--|---|--|--|
| 1 | <p>Career & Technical Education Development (2 – 4 pm), Garden Grove Center</p> <p>Diversity, International & Intercultural Committee (3 – 5 pm), College Center</p> | <p>Blue Ribbon Management Team (9 – 11 am), College Center</p> <p>Academic Senate (12:30 – 2:30 pm), College Center</p> <p>College Professional Development & Leadership (3 – 5 pm), College Center</p> | <p>Scholarship Selection (9:30 – 11 am), College Center</p> <p>Planning, Institutional Effectiveness & Accreditation (1 – 3 pm), College Center</p> | <p>President’s Cabinet (9 am – noon), College Center</p> <p>MyCCC/Voyager (2:30 – 4 pm), College Center</p> | <p>Curriculum (1:30 – 5 pm), Various Fridays College Center</p> |
| 2 | <p>Program & Department Review (1 – 4 pm), College Center</p> | <p>College Council (9 – 11 am), College Center</p> <p>Academic Senate Executive Committee (12:30 pm – 2:30 pm), College Center</p> | <p>Budget (1 – 3 pm), College Center</p> | <p>President’s Cabinet (9 am – noon), College Center</p> <p>Parking Adjudication (2 pm), College Center (as needed)</p> <p>Facilities/Sustainability (2 – 4 pm), College Center</p> | <p>Professional Development Institute (1 – 3 pm), College Center</p> <p>Student Success & Matriculation (1 – 3 pm), College Center</p> |
| 3 | | <p>Foundation (8 – 9:30 am), College Center</p> <p>Academic Senate (12:30 – 2:30 pm), College Center</p> | <p>Planning, Institutional Effectiveness & Accreditation (1:30 – 3:30 pm), College Center</p> | <p>President’s Cabinet (9 am – noon), College Center</p> <p>Classified Senate (10-noon), College Center</p> <p>Distance Learning & Technology (3 – 5 pm), College Center</p> | <p>Visual Art Exhibition and Performing Arts Activity (10 am – Noon), Art Gallery</p> <p>ASG (5:30-6:30 pm), College Center</p> |
| 4 | <p>Program & Department Review (1 – 4 pm), College Center</p> | <p>College Council (9– 11 am), College Center</p> <p>Academic Senate Executive Committee (12:30 pm – 2:30 pm), College Center</p> <p>Safety/Health/Disaster Preparedness (2 – 4 pm), College Center</p> | | <p>President’s Cabinet (9 am – noon), College Center</p> <p>Parking Adjudication (2 pm), College Center (as needed)</p> | |

2012-13

| Participatory Governance Committees | Chair/Co-chair | Meeting Schedule |
|---|---|---|
| Budget Committee | P. Gutierrez, 241-6156; C. Nguyen, 241-6144 | Sept-Dec/Feb-May, 2 nd W; 1-3 pm |
| College Council Committee | L. Adrian, 241-6152 | 2 nd & 4 th T; 9-11 am |
| College Professional Development & Leadership Committee | C. Chapman, 714-525-0957; B. Nash, 241-6223 , ext. 17523 | Sept-Dec/Feb-May, as needed, 1 st T; 3-5 pm |
| Distance Learning & Technology Committee | D. Johnson, 241-1398; A. Maciel, 241-6225 | Sept-Nov/Feb-May, 3 rd Th; 3-5pm |
| Facilities & Sustainability Committee | D. Cant, 241-6224 | Sept-Dec/Feb-May, 2 nd Th; 2-4 pm |
| Planning, Institutional Effectiveness & Accreditation Committee | P. Gutierrez, 241-6195; V. Rodriguez, 241-6195 | Sept-Dec/Feb-May, 1 st & 3 rd W; 1:30-3:30 pm |
| Safety, Health & Disaster Preparedness Committee | G. Stromlund, 241-6360 | Sept-Dec/Feb-May, 4 th T; 2-4 pm |
| Student Success & Matriculation Committee | C. Leon, 241-6257; D. Pittaway, 241-6184 ext. 17419 | Sept-Nov/Feb-May, 2 nd F; 1-3 pm |

| Academic Senate Committees | Chair/Co-Chair | Meeting Schedule |
|--|--|---|
| Curriculum Committee (subcommittee of Academic Senate) | D. Johnson, 241-1398; M. Lovig, 241-6156 | Sept-Dec/Feb-May, Various F; 1:30-5 pm |
| Professional Development Institute | C. Stewart, 241-6117 | Sept-Dec/Feb-May, 2 nd F; 1-3 pm |
| Program & Department Review Committee | D. Johnson, 241-1398; TBD | Sept-Dec/Feb-May, 2 nd & 4 th M; 1-4 pm |

Appendix A – Ad Hoc Panels

2012-13

| Ad Hoc Panels | Chair/Co-chair | Meeting Schedule |
|----------------------------------|------------------------|---|
| Academic Petitions Review Panel | L. Wilkerson, 241-6160 | As needed |
| Emeritus Rank Designation Panel | C. Nguyen, 241-6150 | March-May as needed |
| Institutional Review Board Panel | J. Sanchez, 241-6338 | Once a semester (except when full panel review is required) |
| Parking Adjudication Panel | D. Cant, 241-6224 | 2 nd & 4 th Th; 2 pm, as needed |
| Probation Disqualification Panel | C. Leon, 241-6257 | Once a semester |
| Student Discipline Appeal Panel | C. Leon, 241-6257 | As needed |
| Student Grievance Panel | L. Wilkerson, 241-6160 | As needed |

Appendix B – Constituency Groups

2012-13

| Constituency Groups | Chair/Co-chair | Meeting Schedule |
|-------------------------------|---|--|
| Academic Senate | P. Gutiérrez, 241-6156 | Sept-Dec/Feb-May, 1 st & 3 rd T; 12:30-2:30 pm |
| Associated Student Government | Advisor: L. Wilkerson, 241-6160; Coordinator: C. Spoja, 241-6218 | Sept-Dec/Feb-May, 2 nd & 4 th T; 1-3 pm |
| Blue Ribbon Management Team | L. Adrian, 241-6152 | Aug-June, 1 st T; 9-11 am |
| Classified Senate | A. French, 241-6204 | Aug-Nov/Jan-June, 3 rd Th; 10 am-noon |

Appendix C – Work Groups

2012-13

| Work Groups | Chair/Co-chair | Meeting Schedule |
|---|--|---|
| Career & Technical Education Development Work Group | N. Jones, 241-6209, ext. 17301 | Sept-Dec/Feb-May, 1 st M; 2-4 pm |
| Classified Staff Recognition Work Group | C. Arellano, 241-6427 | As needed during spring semester |
| Diversity, International & Intercultural Committee | VACANT | Sept-Dec/Feb-May, 1 st M; 3-5 pm |
| Graduation Work Group | L. Wilkerson, 241-6160 | As needed during spring semester |
| MyCCC/Voyager Implementation & Integration Work Group | A. Maciel, 241-6225; D. Jones, 241-6221 | Monthly as needed 1 st Th; 2:30-4 pm |
| Scholarship Selection Work Group | C. Ryan, 241-6214, ext. 17271; L. Wilkerson, 241-6160 | Sept-Dec/Feb-May, 1 st W; 8:30-10 am |
| Standard Emergency Management System (SEMS) Team Work Group | D. Cant, 241-6224; C. Nguyen, 241-6144 | Once per semester and as needed |
| Student Outreach Work Group | C. Leon, 241-6257 | TBD |
| Visual Art Exhibition & Performing Arts Activity Work Group | T. Boehler, 241-6213, ext. 17201; D. Lee, 963-8475 | Sept-Dec/Feb-May, 3 rd F; 10 am-noon |

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Committee Groups

BUDGET COMMITTEE

| Mandate | Members (11) 2012-13 | Meeting Schedule, etc. |
|---|---|---|
| <p>To identify resource allocation based on the mission, plans and goals of the college as articulated in the EMP and developed and recommended by the Planning, Institutional Effectiveness and Accreditation committee.</p> | <p>Academic Senate President; Co-Chair of PIEAC (Pedro Gutierrez) Classified Senate President or Designee (Elizabeth Caluag) Classified Senate Rep. (Maribeth Daniel) Classified (CFCE) (VACANT) Dean, Instruction (Area Center) (Nancy Jones) Faculty (CFE/AFT) (Ann Holliday) Faculty (Senate) (Rick Lockwood) Faculty (Senate) (Bob Covert) Student (ASG) (Juan Valenzuela) VP, Administrative Services (Christine Nguyen) VP, Instruction & Student Services (Vince Rodriguez)</p> | <p>September – December/ February – May 2nd Wednesday 1 – 3 p.m.</p> <p>Location College Center, 4th floor conference room</p> <p>Co-chairs Pedro Gutiérrez 241-6156 Christine Nguyen 241-6144</p> <p>Ex officio Director, Fiscal Services Helen Rothgeb</p> <p>Committee Support Shirley Spencer 241-6145</p> |

COLLEGE COUNCIL

| Mandate | Members (9) 2012-13 | Meeting Schedule, etc. |
|---|--|---|
| <p>To act on College committee and constituency recommendations, to foster College communication and information sharing, and to review overall College operations.</p> | <p>Academic Senate President (Pedro Gutierrez) Academic Senate Vice President, Committees (Rick Lockwood) Classified Senate President (Ann French) Classified Senate Vice President or Designee (Elizabeth Caluag) President (Lori Adrian) VP, Administrative Services (Christine Nguyen) VP, Instruction & Student Services (Vince Rodriguez) ASG President or Designee (RJ Watters) Ancillary Manager (Rotate each Semester)</p> | <p>2nd & 4th Tuesdays 9 – 11 a.m.</p> <p>Location College Center</p> <p>Chair Lori Adrian 241-6152</p> <p>Committee Support Laurie Swancutt 241-6153</p> |

Committee Groups

COLLEGE PROFESSIONAL DEVELOPMENT & LEADERSHIP COMMITTEE

| Mandate | Members (10) 2012-13 | Meeting Schedule, etc. |
|---|--|---|
| <p>To promote, coordinate, recommend, and support the creation and delivery of professional development and leadership programs that increase the effectiveness of our institution and the satisfaction of our employees.</p> | <p>CDMA Rep. (Rozanne Capoccia-White) Classified Senate Rep. (Mark Worden) Classified Senate Rep. (Diana Agag-Maxwell) Classified Senate Rep. (VACANT) Classified Senate Rep. (VACANT) Distance Learning (Bob Nash) Faculty (Cheryl Chapman) Faculty (William Diaz-Brown) Faculty (Ann Holliday) Faculty (Chau D. Tran)</p> | <p>September – December/ February – May 1st Tuesdays (meet as needed) 3 - 5 p.m.</p> <p><u>Location</u> College Center</p> <p><u>Co-chairs</u> Cheryl Chapman 525-0957 Bob Nash 241-6223 x 17523</p> <p><u>Committee Support</u> VACANT</p> |

Committee Groups

CURRICULUM (Subcommittee of the Academic Senate)

| Mandate | Members (35) 2012-13 | Meeting Schedule, etc. |
|--------------------------------|---|--|
| To approve College curriculum. | <p>(6 Non-Voting) Dean of Education Programs for the Military or Designee (Rozanne Capoccia-White) Executive Dean, OLIT (Dan Jones) Instruction Staff (Ann French) Student Services (Classified) (Kelly O'Steen) VP, Instruction & Student Services (Vince Rodriguez) Student (ASG) (VACANT)</p> <p>(28 Voting) <u>Standing Members - 7</u> Learning Center Representative (Rotating) (Dorothy McCollom Fall 2012/ Carolyn Clausen Spring 2013) Associate Dean of Instruction, Distance Learning (Bob Nash) Discipline Dean (Ted Boehler) Discipline Dean (Nancy Jones) Discipline Dean (Vinicio Lopez) Faculty (Articulation Officer) (Nancy Soto Jenkins) Faculty (Librarian) (Cheryl Stewart)</p> <p><u>Elected Faculty Members - 21</u> Maureen Ardolino (Special Education) (2013) Jennifer Bailly (At-Large) (2013) Stephen Barnes (At-Large) (2015) Connie Boehler (Health/Nutrition/PE) (2015) Cheryl Chapman (Computer Technology) (2013) Fred Feldon (Math) (2013) Marilyn Fry (English/Humanities) (2013) Deborah Henry (At-Large) (2013) Ann Holliday (At-Large) (2015) Dan Johnson (Social Sciences) (2015) Margaret Lovig (Career Programs) (2014) Ted Marcus (Science) (2015) Velvet Miscione (Counselor) (2013) Judy Montague (ESL) (2014) Jeanne Oelstrom (Business) (2015) Nancy Parent (Health/Nutrition/Gerontology/PE) (2013) Danny Pittaway (At-Large) (2013) Richard Shiring (Distance Learning) (2014) Lynn Torrini (Fine & Applied Arts) (2014) Chau D. Tran (At-Large) (2013) Katherine Watson (International Languages) (2015)</p> | <p>September – December/ February - April 3rd Fridays 1:30 - 5 p.m.</p> <p><u>Location</u> College Center</p> <p><u>Co-chairs</u> Dan Johnson 309-7620 Margaret Lovig 751-1721</p> <p><u>Committee Support</u> Ann French 241-6204</p> |

Committee Groups

DISTANCE LEARNING & TECHNOLOGY COMMITTEE

| Mandate | Members (15) 2012-13 | Meeting Schedule, etc. |
|--|--|--|
| <p>Review, evaluate, and advocate for new and emerging technologies that will enhance student learning and improve instruction, communication, and computing technologies at Coastline; develop long and short range plans and priorities for Coastline Community College to facilitate the acquisition and deployment of state-of-the-art technology; and review, evaluate and propose guidelines and procedures for Coastline's Distance Learning program and processes to improving student success, satisfaction and retention in this modality.</p> | <p>Classified (OLIT Rep) (Mark Worden) Classified (Sylvia Amito'elau) Classified Senate Rep. (Debe Tetnowski) Associate Dean, Distance Learning (Bob Nash) Dean, CTE (Nancy Jones) Dean, Military or Designee (Janelle Keough) Dean, OLIT or Designee (VACANT) Dean, Instruction (Ted Boehler) Faculty (Curriculum Distance Learning Rep.)/Co- Chair (Dan Johnson) Faculty (Senate) (Michelle Wild) Faculty (Senate) (Bob Covert) Faculty (Senate) (Cheryl Chapman) IT Director (Co-Chair) or Designee (Anthony Maciel) Librarian (Cheryl Stewart) Student (ASG) (Amanda Nguyen)</p> <p>Note: Two or more faculty members must be current Distance Learning Instructors.</p> | <p>September – November/ February - May 3rd Thursday 3-5 p.m.</p> <p><u>Location</u> College Center</p> <p><u>Co-chairs</u> Dan Johnson 241-1398 Anthony Maciel 241-6225</p> <p><u>Committee Support</u> Karen McLucas 241-6140</p> |

FACILITIES & SUSTAINABILITY

| Mandate | Members (9) 2012-13 | Meeting Schedule, etc. |
|--|---|---|
| <p>To review and plan for facilities to house sites, programs, and College operations.</p> | <p>ADA Officer (Celeste Ryan) Classified Senate Rep.(Brenda Perdue) Classified (Area Facilitator) (Kathy Bledsoe) Dean, Instruction (Ted Boehler) Director, Maintenance & Operations (Dave Cant) Faculty (Senate) (Marilyn Fry) Faculty (Senate) (Michael Warner) Student (ASG) (Amanda Nguyen) Student Services (Manager) (Lois Wilkerson)</p> | <p>September – December/ February - May 2nd Thursdays 2 - 4 p.m.</p> <p><u>Location</u> College Center</p> <p><u>Chair</u> Dave Cant 241-6224</p> <p><u>Committee Support</u> Shirley Spencer 241-6145</p> |

Committee Groups

PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE

| Mandate | Members (34) 2012-13 | Meeting Schedule, etc. |
|---|--|---|
| <p>To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the College fulfills its mission and meets or exceeds institutional accreditation standards. PIEAC reports, informs, and seeks approval from College Council.</p> | <p>Academic Senate President; Co-chair, Budget (Pedro Gutierrez) Academic Senate VP (Michael Warner) Accreditation Liaison (Gayle Berggren) Classified Senate President or Designee (Cristina Arellano) Classified Senate Vice President or Designee (Elizabeth Caluag) Classified Senate Representative (Isaiah Aguirre) CFE Rep. (Ann Holliday) Dean, Instruction (Ted Boehler) Dean, Instruction (Nancy Jones) Dean, Instruction (Vinicio Lopez) Dean, Counseling & Matriculation (Christine Leon) Dean, Enrollment Services (Lois Wilkerson) Dean, Military & Contract Education or Designee (Rozanne Capoccia-White) Director, Marketing, PR & Gov't Affairs (Michelle Ma) Executive Dean, Learning & Information Technology (Dan Jones) Faculty SLO Coordinator (Gayle Berggren) Faculty Program Review (Cheryl Stewart) Faculty Part-time (Bob Covert) Faculty Counseling (VACANT) Faculty Curriculum (Marilyn Fry) Faculty CTE (Michael Warner) Faculty Technology/DL (Michelle Wild) Faculty General Education (Rick Lockwood) Faculty General Education (VACANT) Faculty Basic Skills/ESL (Linda Kuntzman) Faculty Special Programs (Celeste Ryan) Coastline President (Lori Adrian) Assc. Dean Rsrch, Planning & Institutional Effectiveness (Jorge Sanchez) Research Analyst (Shanon Gonzalez) IT Director (Anthony Maciel) One Stop Representative (VACANT) ASG President or Designee (Juan Valenzuela) VP, Admin Services; Co-Chair, Budget (Christine Nguyen) VP, Instruction & Student Services (ALO) (Vince Rodriguez)</p> | <p>September – December/ February - May 1st & 3rd Wednesday 1:30 – 3:30 p.m.</p> <p><u>Location</u> College Center</p> <p><u>Co-Chairs</u> Pedro Gutierrez 241-6165 Vince Rodriguez 241-6195</p> <p><u>Committee Support</u> Nancy Ramirez 241-6196</p> |

PROFESSIONAL DEVELOPMENT INSTITUTE (PDI) (Subcommittee of the Academic Senate)

| Mandate | Members (6) 2012-13 | Meeting Schedule, etc. |
|---|---|---|
| <p>To provide methods for all faculty to achieve professional growth and advise the College administration and the Academic Senate on faculty professional development; to arrange the procedures for faculty to meet professional development activity objectives per contractual agreements; and keep faculty informed of professional development activities, funding availability, and application deadlines.</p> | <p>VP, Instruction & Student Services (Vince Rodriguez) Faculty (Lisa Lee) Faculty (Ken Leighton) Faculty (Rick Lockwood) Faculty (Velvet Miscione) Faculty (Cheryl Stewart)</p> | <p>September – December/ February - May 2nd Fridays 1 – 3 p.m. *New meeting time needed</p> <p><u>Location</u> College Center</p> <p><u>Chair</u> Cheryl Stewart 241-1667</p> <p><u>Administrative Liaison</u> Vince Rodriguez 241-6195</p> <p><u>Committee Support</u> Nancy Ramirez 241-6196</p> |

Committee Groups

PROGRAM & DEPARTMENT REVIEW

| Mandate | Members (15) 2012-13 | Meeting Schedule, etc. |
|---|---|---|
| To provide leadership, support, coordination, and continuity to the program review process and procedures for instruction, student services and administrative units. | Academic Senate President (Pedro Gutierrez) Classified Senate Rep. (Helen Ward) Classified Senate Rep. (Elizabeth Caluag) Dean, Instruction (Nancy Jones) Dean, Counseling & Matriculation (Christine Leon) Faculty (Curriculum Co-chair) (Dan Johnson) Faculty (Senate) (Lynn Walker) Faculty (Senate) (CTE) (Rick Lockwood) Faculty (Senate) (Ann Holliday) Faculty (Senate) (Counseling/Transfer) (VACANT) Faculty (Part-time) (Giorgia Pirino) Institutional Researcher (Jorge Sanchez) Librarian (Cheryl Stewart) Manager (Director of Business Services) VP, Instruction & Student Services (Vince Rodriguez) Student (ASG) (VACANT) | September – December/ February - May 2 nd & 4 th Mondays 1 – 4 p.m. <u>Location</u> College Center <u>Co-chairs</u> Dan Johnson 241-1398 2 nd Co-Chair TBD <u>Committee Support</u> Nancy Ramirez 241-6196 |
| | Note: Faculty and classified appointments are for two years. | |

STUDENT SUCCESS & MATRICULATION

| Mandate | Members (22) 2012-13 | Meeting Schedule, etc. |
|---|--|---|
| To provide a shared framework for the discussion, development and implementation of processes and programs that integrates Matriculation, Basic Skills, and Student Equity to optimize and enhance student achievement and success. | Academic Senate President or Designee (Pedro Gutierrez) Classified (Career Services) (Suzanne Blake) Classified (Matriculation Technician) (Khoi Tran) Classified (EOPS) (Lori Wood) Counselor (Ailene Nguyen) Dean, Counseling & Matriculation (Christine Leon) Director, Admissions & Records (Jennifer McDonald) Faculty (English) (Scott Davis) Faculty (Communication Studies) (Josh Levenshus) Faculty (CTE) (Stephen Whitson) Faculty (ESL) (Linda Kuntzman) Faculty (DSPS) (Celeste Ryan) Faculty (Mathematics) (Mitch Alves) Faculty (Science) (David Devine) Faculty (Social Science) (Dan Johnson) Librarian or Designee (Cheryl Stewart) Military Representative (VACANT) Research Department (VACANT) Student (ASG) (VACANT) Student (ASG) (VACANT) Student Success Center (Danny Pittaway) VP, Instruction & Student Services (Vince Rodriguez) | September – November/ February – May 2 nd Friday 1 - 3 p.m. <u>Location</u> College Center <u>Co-chairs</u> Christine Leon 241-6257 Danny Pittaway 241-6184 ext. 17419 <u>Committee Support</u> Thien Vu 241-6343 |

Ad Hoc Panels

ACADEMIC PETITIONS REVIEW PANEL

| Mandate | Members (8) 2012-13 | Meeting Schedule, etc. |
|--|--|---|
| To review student petitions to waive academic requirements or make course substitutions. | (3 Non-Voting Members) Classified (Rachel Cervantes) Dean, Enrollment Services (Lois Wilkerson) Director, Admissions & Records (Jennifer McDonald) (5 Voting Members) Counselor (VACANT) Faculty (General Education) (Randall Warwick) Faculty (CTE) (Stephen Whitson) Dean, Instruction (VACANT) Student (ASG) (Juan Valenzuela, Margarita Estrada, RJ Watters, Amanda Nguyen) (as needed) | Meet on an as needed basis. <u>Location</u> College Center <u>Chair</u> Lois Wilkerson 241-6160 <u>Committee Support</u> Carol Spoja 241-6218 |

EMERITUS RANK DESIGNATION PANEL

| Mandate | Members (5) 2012-13 | Meeting Schedule, etc. |
|--|---|---|
| To distribute and review applications for Emeritus designation and make recommendations to President for approval. | Academic Senate President (Pedro Gutierrez) Classified Senate President or Designee (Ann French) Dean, Enrollment Services (Lois Wilkerson) Director, Admissions & Records (Jennifer McDonald) VP, Administrative Services (Christine Nguyen) | Meet on an as needed basis. <u>Location</u> College Center <u>Chair</u> Christine Nguyen 241-6150 <u>Committee Support</u> Shirley Spencer 241-6145 |

INSTITUTIONAL REVIEW BOARD PANEL

| Mandate | Members (6) 2012-13 | Meeting Schedule, etc. |
|---|---|---|
| To review IRB guidelines and responsibilities, and determine how Coastline's current IRB documentation and procedures need modification to conform to best practices. | Faculty Member (Gayle Berggren) Member (with legal training) (Stephen Barnes) Member (outside of College) (VACANT) Research Assistant (Shanon Gonzalez) Special Programs Rep. (Celeste Ryan) Supervisor of Research (Jorge Sanchez) <u>Note:</u> Each member should serve a three-year term except for the Chair Two of the five members should have training in research methods. | Once each semester except when a "full panel review" is required. <u>Location</u> College Center <u>Chair</u> Jorge Sanchez 241-6338 <u>Committee Support</u> VACANT |

Ad Hoc Panels

PARKING ADJUDICATION PANEL

| Mandate | Members (8) | 2012-13 | Meeting Schedule, etc. |
|---|---|---------|---|
| To provide an opportunity for students to protest parking citations, as required by the Education Code. | Classified Senate Rep. (Shirley Spencer) Classified Senate Rep. (VACANT) Classified Senate Rep. (VACANT) Dean, Counseling & Matriculation (Christine Leon) Director, Fiscal Services (Helen Rothgeb) Director, Maintenance & Operations *(Dave Cant) Faculty (Senate) (Marilyn Fry) VP, Administrative Services (Christine Nguyen) | | Meet on an as needed basis. 2nd & 4th Thursdays 2 p.m. <u>Location</u> College Center <u>Chair</u> Dave Cant 241-6224 <u>Committee Support</u> Kathy McKindley 241-6350 |
| | *Trained Adjudicator | | |

PROBATION & DISQUALIFICATION PANEL

| Mandate | Members (7) | 2012-13 | Meeting Schedule, etc. |
|---|--|---------|--|
| *To evaluate and review current probation/disqualification practices; develop appropriate procedures and processes. *Bill to review policies and procedures. | Counselor (VACANT) Counselor (VACANT) Dean, Counseling & Matriculation (Christine Leon) Faculty (General Education) (VACANT) Faculty (CTE) (VACANT) Faculty (Ken Leighton) Student Success Center Coordinator (Danny Pittaway) | | Once a semester <u>Location</u> College Center <u>Chair</u> Christine Leon 241-6257 <u>Committee Support</u> Thien Vu 241-6343 |

STUDENT DISCIPLINE PANEL

| Mandate | Members (3) | 2012-13 | Meeting Schedule, etc. |
|--|---|---------|--|
| To review Student appeal of sanctions imposed by the College Disciplinary Officer if requested by Student, and to make recommendations on whether long-term suspension or expulsion is warranted based upon allegations and evidence in support thereof. | Classified Pool: Faculty Pool: Sandra Basabe, James Cemo, Linda Krampe, Anita Preciado, Randall Warwick Student Pool: Juan Valenzuela, Margarita Estrada, RJ Watters, Amanda Nguyen | | Meet on an as needed basis. <u>Location</u> College Center <u>Chair</u> Christine Leon 241-6257 <u>Committee Support</u> Thien Vu 241-6343 |

STUDENT GRIEVANCE PANEL

| Mandate | Members (3) | 2012-13 | Meeting Schedule, etc. |
|--|---|---------|---|
| To review each Student Formal Grievance Petition, to evaluate the merit to grievance, and to determine appropriate action to be taken. | Classified Pool: Faculty Pool: Sandra Basabe, James Cemo, Linda Krampe, Anita Preciado, Randall Warwick Student Pool: Juan Valenzuela, Margarita Estrada, RJ Watters, Amanda Nguyen | | As Needed <u>Location</u> College Center <u>Chair</u> Lois Wilkerson 241-6160 <u>Committee Support</u> Carol Spoja 241-6218 |

Constituency Groups

ACADEMIC SENATE

| Mandate | Members (28) 2012-13 | Meeting Schedule, etc. |
|---|---|--|
| To participate in formulating District and College policy on academic and professional matters. | Stephen Barnes (2013) Gayle Berggren (2015) Cheryl Chapman (2015) Robert Covert (2014) Fred Feldon (2014) Marilyn Fry (2015) Pedro Gutierrez (2014) Ann Holliday (2013) Dan Johnson (2015) Noha Kabaji (2013) Linda Kuntzman (2013) Lisa Lee (2014) Ken Leighton (2014) Rick Lockwood (2013) Margaret Lovig (2013) Ted Marcus (2015) Helen McClure (2014) Ailene Nguyen (2013) Christy Nguyen (2015) Jeanne Oelstrom (2015) Catherine Palmer (2013) Celeste Ryan (2015) Richard Shiring (2014) Cheryl Stewart (2014) Lynn Torrini (2014) Chau D. Tran (2014) Michael Warner (2015) Stephen Whitson (2014) VP, Instruction & Student Services (Vince Rodriguez) AFT Local 1911 Representative (VACANT) Classified Senate Representative (Isaiah Aguirre) Student (ASG) (VACANT) | September – December/ February – May 1 st & 3 rd Tuesdays 12:30 - 2:30 p.m. <u>Location</u> College Center <u>Chair</u> Pedro Gutiérrez 241-6156 <u>Executive Board</u> Pedro Gutiérrez - President Rick Lockwood – Vice President, Committees Michael Warner - Vice President, Legislative Issues Marilyn Fry - Recording Secretary Ken Leighton – Corresponding Secretary Ann Holliday - Treasurer Cheryl Stewart – Parliamentarian <u>Committee Support</u> Laila Rusamiprasert 241-6157 |

ASSOCIATED STUDENT GOVERNMENT

| Mandate | Members 2012-13 | Meeting Schedule, etc. |
|--|------------------------------|---|
| To participate and effectively represent the student body in the participatory governance process. | All registered CCC Students. | September – December/ February – May 2 nd & 4 th Tuesday 1 – 3 p.m. <u>Location</u> Le Jao Center, Room 201 <u>Executive Board</u> Juan Valenzuela, President Margarita Estrada, Vice President VACANT, Secretary RJ Watters, Treasurer Amanda Nguyen, Public Relations |

Constituency Groups

BLUE RIBBON MANAGEMENT TEAM

| Mandate | Members (31) | 2012-13 | Meeting Schedule, etc. |
|---|--|---|---|
| To review and improve College operations and management through sharing information, discussion, and staff development. | Lori Adrian Evelyn Bell Ted Boehler Dave Cant Rozanne Capoccia-White Lynn Dahnke Judy Garvey Nate Harrison Dan Jones Nancy Jones Janell Keough Bill Kerwin Mariam Khosravani Mai Le Christine Leon Vinicio López Academic Senate President (Pedro Gutierrez) Classified Senate President (Ann French) Student (ASG) (RJ Watters) | Michelle Ma Anthony Maciel Peter Maharaj Jennifer McDonald Laurie Melby Bob Nash Christine Nguyen Cynthia Pienkowski Vince Rodriguez Helen Rothgeb Sallie Salinas Jorge Sanchez Gary Stromlund Dave Thompson Lois Wilkerson | August – June 1 st Tuesdays 9 – 11 a.m. <u>Location</u> College Center <u>Chair</u> Lori Adrian 241-6152 <u>Committee Support</u> Laurie Swancutt 241-6153 |

CLASSIFIED SENATE

| Mandate | Members (All Classified) | 2012-13 | Meeting Schedule, etc. |
|---|---|---------|---|
| To participate in the decision-making process within the College on operational and professional matters. | Council meetings are open to all Classified Personnel. Faculty (Marilyn Fry) Student (ASG) (VACANT) | | August-November/January-June 3 rd Thursdays 10 a.m. – Noon <u>Location</u> College Center <u>Executive Board</u> Ann French, President Liz Caluag, Vice President Stephani Rogers, Vice President of Fundraising and Event Planning Dorothy McCollom, Vice President of Finance Mark Worden, Senate Recorder Cristina Arellano, Immediate Past President (Ex-Officio) |

Work Groups

CAREER & TECHNICAL EDUCATION DEVELOPMENT WORK GROUP

| Mandate | Members (11) 2012-13 | Meeting Schedule, etc. |
|---|---|--|
| To bring faculty, staff, and community representatives together to develop recommendations for promoting, strengthening and expanding Career and Technical Education programs and services. | Business & Industry Representative (VACANT) Business & Industry Representative (VACANT) Business & Industry Representative (VACANT) Business & Industry Representative (VACANT) Classified (One-Stop Rep.)(Anthony Hou) Dean, Career & Technical Education (Nancy Jones) Faculty (Senate) (Hal Bouley) Faculty (Senate) (Cheryl Chapman) Faculty (Senate) (Rick Lockwood) Faculty (Senate) (Stephen Whitson) Student (ASG) (VACANT) CTE Student (ASG) (VACANT) | September – December/ February – May 1 st Mondays 2 - 4 p.m. <u>Location</u> Garden Grove Center <u>Co-chairs</u> Nancy Jones (714) 241-6209 x 17301 Co-chair to be elected at the first meeting <u>Committee Support</u> Carolyn Clausen 241-6209 x17306 |

CLASSIFIED STAFF RECOGNITION WORK GROUP

| Mandate | Members (6) 2012-13 | Meeting Schedule, etc. |
|---|--|---|
| To recommend and oversee process of classified staff recognition. | Classified Senate Designee (Cristina Arellano) Classified Senate Rep. (Marie Vaughn) Classified Senate Rep. (Diana Agag) Faculty (Senate) (Ken Leighton) Faculty (Sandra Basabe) Faculty (Jody Hollinden) | As needed during the Spring semester <u>Location</u> College Center <u>Chair</u> Cristina Arellano 241-6427 <u>Committee Support</u> Stephani Rogers 241-6233 |

Work Groups

DIVERSITY, INTERNATIONAL & INTERCULTURAL WORK GROUP

(Sub-Committee of College Professional Development & Leadership Committee)

| Mandate | Members (7) 2012-13 | Meeting Schedule, etc. |
|--|--|--|
| To promote the development and implementation of practices which will enhance understanding and competence about our responsibilities as local and global citizens while creating a supportive environment for students, faculty, and staff. | Academic Senate Designee (Linda Krampe) Classified Senate Rep. (VACANT) Classified Senate Rep. (VACANT) Equal Employment Officer (EEO Team) (VACANT) Faculty (Anita Preciado) Manager (Cynthia Pienkowski) Student (ASG) (Amanda Nguyen) | September – December/ February – May 1 st Mondays 3 - 5 p.m. <u>Location</u> College Center <u>Convener</u> Cheryl Stewart (1 st Meeting) <u>Co-chairs</u> Co-chairs to be elected at the first meeting <u>Committee Support</u> VACANT |

GRADUATION WORK GROUP

| Mandate | Members (9) 2012-13 | Meeting Schedule, etc. |
|---------------------|--|---|
| To plan graduation. | Classified Senate Rep. (Stephani Rogers) Dean, Enrollment Services (Lois Wilkerson) Director, Admissions & Records (Jennifer McDonald) Director, Maintenance & Operations (Dave Cant) Director, Marketing & Public Relations (Michelle Ma) Faculty (Senate) (VACANT) Graduation Technician (Rachel Cervantes) Military Contract Education (VACANT) Student (ASG) (Juan Valenzuela, Margarita Estrada, RJ Watters, Amanda Nguyen) (as needed) | As needed during the Spring semester <u>Location</u> College Center <u>Chair</u> Lois Wilkerson 241-6160 <u>Committee Support</u> Carol Spoja 241-6218 |

Work Groups

MyCCC/VOYAGER IMPLEMENTATION & INTEGRATION WORK GROUP

| Mandate | Members (14) | 2012-13 | Meeting Schedule, etc. |
|--|--|---------|--|
| To coordinate implementation and integration of MyCCC (Banner, Luminis, Presidium, Seaport and related CCC web) initiatives. Recommend, coordinate and facilitate training for new MyCCC initiatives. Identify/ review and recommend solutions to MyCCC programs (hardware, software, training, communication, etc.). Coordinate development and release of information regarding MyCCC initiatives and/or problems. | Classified Senate Rep. (Sylvia Amito'elau) Classified Senate Rep. (Debe Tetnowski) Dean, Instruction (Ted Boehler) Associate Dean, Distance Learning (Bob Nash) Director (Jennifer McDonald) Director (Rozanne Capoccia-White) Distance Learning (Helen Quach) Executive Dean, OLIT (Dan Jones) Faculty (Senate) (David Devine) Faculty (Senate) (Meri Rogoff) Information Technology (Anthony Maciel) OLIT Rep. (Dave Thompson) Librarian (Cheryl Stewart) Military Contract Education (Nate Harrison) Military Contract Education (Janelle Keough) Webmaster (VACANT) | | Meet on an as needed basis. 1 st Thursday 2:30 – 4 p.m. <u>Location</u> College Center <u>Co-chairs</u> Dan Jones 241-6221 Anthony Maciel 241-6225 <u>Committee Support</u> Marie Vaughan 241-6232 x17513 |

SCHOLARSHIP SELECTION WORK GROUP

| Mandate | Members (11) | 2012-13 | Meeting Schedule, etc. |
|---|---|---------|---|
| To coordinate College scholarship awards activities including: recommending donation solicitation, seeking scholarship applications, selecting recipients, promoting and conducting the annual Scholarship Awards Reception, and coordinate activities with the Coastline Foundation. | Classified Senate Rep. (EOPS) (VACANT) Classified Senate Rep. (Rachelle Lopez) Classified Senate Rep. (Helen Ward) Classified (Military Rep) (Pamela Drennen) Faculty (Senate) (Celeste Ryan) Faculty (Senate) (Chau D. Tran) Faculty (Senate) (Katherine Ozbirn) Foundation Board Member (VACANT) Foundation Board Member (VACANT) Foundation Rep. (Ashley Lopez) Manager (Cynthia Pienkowski) | | September – December/ February – May 1 st Wednesdays 8:30 - 10 a.m. <u>Location</u> College Center <u>Chair</u> Celeste Ryan 241-6214 ext. 17217 Lois Wilkerson 241-6160 <u>Committee Support</u> Ashley Lopez 241-6154 |

Work Groups

STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS) TEAM WORK GROUP (to be merged)

| Mandate | Members (15) 2012-13 | Meeting Schedule, etc. |
|--|--|--|
| To further the District's emergency response efforts and meet SEMS requirements. | Academic Senate President or Designee (VACANT) Campus Operations Director (VACANT) Classified Senate President or Designee (Elizabeth Caluag) Dean, Instruction (VACANT) Dean, Instruction (VACANT) Associate Dean, Distance Learning (Bob Nash) Director, Fiscal Services (Helen Rothgeb) Incident Commander (VACANT) Information Technology (VACANT) Operations (VACANT) Planning and Intelligence (VACANT) Public Information Officer (Michelle Ma) Student (ASG) (VACANT) Safety Officer/Liaison Officer (VACANT) VP, Instruction & Student Services (Vince Rodriguez) Faculty (Jennifer Giancarlo) | Once per semester and as needed during the year. <u>Location</u> College Center <u>Convener</u> Dave Cant 241-6224 Christine Nguyen 241-6144 <u>Support</u> Shirley Spencer 241-6145 |

SAFETY, HEALTH & DISASTER PREPAREDNESS (to be merged with SEMS)

| Mandate | Members (8) 2012-13 | Meeting Schedule, etc. |
|---|--|---|
| To review and recommend procedures and practices to ensure maximum levels of safety, health, and disaster preparedness for all College operations including ADA compliance. | Classified (Area Facilitator) (Janice DeBattista) Classified Senate Rep. (Kathy Bledsoe) Faculty (DSP&S) (Kim Peterson) Faculty (Senate) (Scott Davis) Manager (Vinicio Lopez) Security Coordinator (Gary Stromlund) Student (ASG) (Juan Valenzuela) District EOC Rep. (VACANT) | September – December/ February – May 4 th Tuesdays 2 – 4 p.m. <u>Location</u> College Center <u>Chair</u> Gary Stromlund 241-6360 <u>Committee Support</u> Kathy McKindley 241-6350 |

STUDENT OUTREACH WORK GROUP

| Mandate | Members (14) 2012-13 | Meeting Schedule, etc. |
|---|--|--|
| To develop a comprehensive and strategic student outreach plan to serve the recruitment needs of the college. | Assessment Rep. (VACANT) Classified Senate Rep. (VACANT) Counselor (VACANT) Dean, CTE (Nancy Jones) Dean, Counseling & Matriculation (Christine Leon) Director, A&R (Jennifer McDonald) Director, Financial Aid (Cynthia Pienkowski) EOPS/CARE Outreach Technician (Cristina Arellano) Faculty (CTE) (VACANT) Faculty (Transfer) (Son Kim Vo) Faculty (ESL) (VACANT) Faculty (Special Programs) (VACANT) Manager, Military (Peter Maharaj) Marketing Director (Michelle Ma) | TBD <u>Location</u> College Center <u>Chair</u> Christine Leon 241-6257 <u>Support</u> Thien Vu 241-6343 |

Participatory Governance Philosophy and Procedures

Appendix C: AB1725

COMMUNITY REFORM ACT OF 1988 (AB 1725)
SHARED GOVERNANCE AND LOCAL GOVERNING
BOARDS

Prepared by
Robert Gabriner, Director
Office of Institutional Development, Research and Planning
For the Board of Trustees Meeting
October 26, 1995

[This report is comprised of experts from a monograph entitled “Evolving Community College Shared Governance To Better Serve the Public Interest” written by Tom Nussbaum, Vice Chancellor and General Counsel, California Community Colleges. Tom was one of the architects of AB 1725]

1. The Governance Issue As Addressed by AB 1725

In 1988, the Legislative enacted the Community College Reform Act (chapter 973, Status of 1988), popularly known as AB 1725, a reform measure which profoundly affected the direction of shared governance in the community colleges.

At issue for the Legislative was how to frame responsibilities of local boards as well as the Board of Governors in implementing mechanisms for shared governance at the local and state level. The Board of Governors as well as most trustee and administrative groups argued that a traditional approach of collegially in higher education ought to be applied. Under this approach, the Legislative would remain relatively silent on the particular shared governance mechanisms, and would simply direct the local boards and the Board of Governors to implement policies that provide for the participation of faculty, staff and students. The Academic Senate (the system wide body representing local senates) and other faculty groups argued that the traditional collegial approach was not enough in itself. They argued that many governing boards and administrators had been ignoring their academic senates—rejecting their work and recommendations at whim. Other districts were not allowing senates to fulfill policy making roles that were appropriate for higher education faculty.

After much debate and controversy, most of the community college organizations and interests working on AB 1725 compromised for a policy which provided for the traditional collegial approach in general, but which had specific directives regarding the role of the academic senates. In a few instances, the Legislative created shared governance roles for the academic senate that borrowed from and were parallel to those provided in the collective bargaining process. Here the Legislative went beyond the traditional collegial approach and required governing boards and academic senates to jointly agree on certain policies before they could be adopted by the governing board (see page 2).

2. The Collegial Governance Mandate in AB 1725

The Legislative required the Board of Governors to adopt:

“[m]inimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level, and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards,” (Education Code Section 70901(b)(1)(E))

Other provisions of AB 1725 aim at strengthening the role of local academic senates by empowering them in a manner similar to the collective bargaining approach where joint agreement is necessary for the policies to be adopted. In these instances, governing boards essentially cannot act on these policies without the agreement of their local senates (see Education Code 70902(b)(7)). These areas include,

- hiring criteria for new faculty
- retreat rights for administrators
- equivalency processes for determining instructor qualifications.

3. The Role of the Academic Senate

To provide the Board of Governors additional direction regarding the overall thrust to strengthen the role of the academic senates, the Legislative also directed the Board, by January 1, 1990, to:

“Develop policies and guidelines for strengthening the role of the academic senate with regard to the determination and administration of academic and professional standards course approval and curriculum, and other academic matters.” (see Section 61 of AB 1725)

In 1990, the Board of Governors adopted a set of regulations (see Title 5 of the California Code Regulations, Section 53200-53204) that require district governing boards to adopt policies for the appropriate delegation of authority to its college and/or district academic senate. A key issue in the development of these regulations was whether the Board's regulations should reflect the more traditional collegial approach, or whether the regulations should reflect the statutes which specifically empowered the academic senate and others. After much controversy, the end result was a blend of both approaches, a blend which more strongly reflects the statutory empowerment model.

Among other matters, the Board regulations require that the governing board or its designees will “**consult collegially**” with the academic senate when adopting policies and procedures on “academic and professional matters.” In terms of “consulting collegially”, the regulations requires that governing board choose either or both of the following, according to its own discretion:

- (1) Rely primarily on the advice and judgment of the academic senate, or
- (2) Reach mutual agreement with the academic senate

As to what constitutes “**academic and professional matters**” the regulation (Section 53200) provides:

“Academic and professional matters means the following policy development and implementation of matters:

1. Curriculum, including established 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 the accreditation processes, including self study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

4. The Role of Students

In response to the student and “staff” aspects of the Legislature’s mandate to establish procedures for participation in governance, the Board of Governors adopted regulations in 1991. In general, these regulations implement a traditional collegial approach rather than a bilateral empowerment model.

District governing boards are essentially obligated to provide these constituencies an opportunity for participation and involvement, and are generally prohibited from acting unless there has been such an opportunity; however, there is no obligation to reach mutual agreement before a governing board can act. Specifically, Section 51023.7 of Title 5 essentially requires a governing boards to provide students with the opportunity to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students.” Absent unforeseeable emergency conditions, governing boards cannot take action on a matter having a significant effect on students until it has provided the students with an opportunity to participate in the formulation of the policy.

The regulation lists the kinds of matters that will have a significant effect on students, including: grading policies, codes of student conduct, academic disciplinary policies, curriculum development, courses or programs which should be initiated or discontinued, student fees etc.

5. The Role of the Staff

Section 51023.5 of Title 5 essentially requires governing boards to define the categories of “staff” (other than faculty) that exists in the district, and to develop participation structures for each of these categories of staff. In general, staff must be provided with an opportunity to participate in the formulation and development of district and college policies and procedures that have a significant effect on staff. Absent emergency conditions, governing boards cannot take action on a matter having significant effect on staff until it has provided the staff an opportunity to participate in the formulation of policy.

Participatory Governance Philosophy and Procedures

Appendix D: Board Policies (5411, 5404, 7310, 3901)

Coast Community College District
BOARD POLICY
Chapter 3
Educational Programs and Student Relationships

BP 5411 Student Clubs and Organizations

Education Code 32050, 32051, and 76035

The District encourages the formation of special-interest student clubs and organizations for educational and social benefits. The District shall staff advisors for such student groups, and may grant these groups official District recognition and campus privileges (meeting places, use of the District's internal mail system, listing on District activity schedules, etc.).

The District shall not sponsor, and shall not grant official recognition or campus privileges to any student club, fraternity, sorority, or other student organization that maintains secrecy about its purpose, organization, or membership, or that engages in hazing or that proclaims and subscribes to a purpose inimical to District fulfillment of responsibilities assigned to the District by the Education Code.

Each student club or organization shall comply with District rules established by the Chancellor concerning application for District recognition, and concerning the conduct of club and organization affairs.

Adopted October 7, 1987
Replaces CCCD Policy 030-6-1, Fall 2010

Coast Community College District
BOARD POLICY
Chapter 3
Educational Programs and Student Relationships

BP 5404 Student Advisory Council – Coastline Community College

The Student Advisory Council at Coastline Community College has been formed to act in an advisory capacity to the college in regard to various programs, procedures, processes, and services.

STUDENT BODY ASSOCIATION - (Coastline Community College)

The Board of Trustees encourages the establishment of a student body association at Coastline Community College for the purpose of conducting activities in behalf of student with the counsel and approval of College administrators under guidelines established by the Chancellor.

The student association shall establish an office in College facilities without charge for such occupancy and shall be held responsible and accountable for a proper conduct and administration of student body affairs under its sponsorship and control.

With approval of the Board of Trustees, a student organization shall be permitted to conduct fund raising activities on campus to finance organization expenses.

Adopted March 5, 1996
Replaces CCCD Policy 030-6-5, Fall 2010

Coast Community College District
BOARD POLICY
Chapter 5
Personnel Policies and Human Resources

BP 7310 Nepotism

Legal References: Government code Section 12920 et seq., 1090 et seq.

The Coast Community College District (“District”) prohibits the practice of nepotism.

For the purpose of this Policy, nepotism is broadly defined as the practice of an employee or Trustee using his/her personal power or influence to aid or hinder another in the employment setting where there is a current or past immediate family relationship, or any other current or past relationship by blood, adoption, marriage, cohabitation, or domestic partnership (as defined in Section 297 of the California Family Code.) Examples of relationships covered by this Policy include, but are not limited to, the following:

- spouses
- registered domestic partners
- parents and grandparents
- siblings
- children and grandchildren
- in-laws and/or any relative living in the employee’s home

This Policy is established to ensure that no employee or Trustee shall use his or her position or authority to influence hiring, compensation, tenure, retention, transfers, promotions, performance evaluation, disciplinary action, supervision, work assignments, or any other aspect of the District’s day-to-day operations based on relationships defined in this Policy. Employment actions shall be conducted in a manner which prevents partiality, preferential treatment, improper influence, conflict of interest, or the appearance thereof. This Policy applies to all types of employment, including but not limited to full-time, part-time, temporary, student assistants, professional experts, and independent contractors.

This Policy does not prohibit the employment of relatives or registered domestic partners within the District. However, District employees shall not participate in making recommendations or decisions affecting any aspect of employment based on relationships as defined above.

The District administration will exercise due diligence in ensuring compliance with this Policy.

It is recognized that current assignments may conflict with this Policy. When existing assignments, based on relationships as defined in this Policy, have a verified adverse impact on supervision, safety, security, or involve other conflicts of interest, or the appearance thereof, the District retains the right to determine, within the limitations of the District collective bargaining agreements, reasonable practical solutions. Such solutions may include, but are not limited to, reassignment, transfer or refusal to place related persons in the same department, division, or facility.

The District shall establish procedures, using a participatory governance model, to ensure compliance with this Policy.

Adopted February 5, 2003

Revised August 18, 2010

Replaces CCCD Policy 050-1-1.9, Spring 2011

Coast Community College District
BOARD POLICY
Chapter 3
Educational Programs and Student Relationships

BP 3901 Student Role in Governance

Title 5, Section 51023.7

The Board of Trustees of the Coast Community College District recognizes the Associated Student Organizations as the representatives of the students in the formulation and development of District and College policies and procedures that have or will have a “significant effect on students.” The District is committed to shared governance and views its students as a valued, integral community whose views and ideas are imperative in developing policy and procedure. The Board views the Associated Students’ input as essential in the development of policies and procedures that have or will have a “significant effect on students”; in this regard, students shall have the right to participate in processes for jointly developing recommendations to the Board regarding such policies and procedures. Policies and procedures that have or will have a “significant effect on students” include those dealing with the following areas:

1. Grading
2. Codes of student conduct
3. Student discipline
4. Curriculum development
5. Courses or programs to be initiated or discontinued
6. Institutional planning and budget development
7. Student preparation and success
8. Student services planning and development
9. Student fees
10. Participation on hiring committees
11. Any other district and college policy, procedure, or related matter that the Board determines will have a significant effect on students

The Board also shall give reasonable consideration to the recommendations and positions developed by students regarding District and College policies pertaining to the hiring and evaluation of faculty, administration, and classified staff.

Except in unforeseeable, emergency situations, the Board shall not take action on a matter having a “significant effect on students” until it has provided students with the opportunity to participate in the formulation of the policy or procedure, or in the joint development of recommendations to the Board.

Each College shall develop procedures to implement this Policy. At both the College and District levels, recommendations and positions developed by the Associated Students on matters having a “significant effect on students” are to be given every reasonable consideration.

Adopted May 20, 1998
Revised September 1, 2010
Replaces CCCD Policy 030-9-1, Fall 2010

Participatory Governance Philosophy and Procedures

Appendix E: AACJC Accreditation Standard IV, August 2012

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

1. Institutional leaders create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.
2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.
 - a. Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.
 - b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.
3. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies.
4. The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission Standards, policies, and guidelines, and Commission requirements for public disclosure, self study and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.
5. The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The

institution widely communicates the results of these evaluations and uses them as the basis for improvement.

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.
 - a. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.
 - b. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.
 - c. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.
 - d. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.
 - e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.
 - f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.
 - g. The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.
 - h. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.
 - i. The governing board is informed about and involved in the accreditation process.
 - j. The governing board has the responsibility for selecting and evaluating the district/ system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.

In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

2. The president has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.
 - a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.
 - b. The president guides institutional improvement of the teaching and learning environment by the following:
 - Establishing a collegial process that sets values, goals, and priorities.
 - Ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions.
 - Ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes.
 - Establishing procedures to evaluate overall institutional planning and implementation efforts.
 - c. The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.
 - d. The president effectively controls budget and expenditures.
 - e. The president works and communicates effectively with the communities served by the institution.
3. In multi-college districts or systems, the district/system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district/system and acts as the liaison between the colleges and the governing board.⁶
 - a. The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.
 - b. The district/system provides effective services that support the colleges in their missions and functions.
 - c. The district/system provides fair distribution of resources that are adequate to support the effective operations of the colleges.
 - d. The district/system effectively controls its expenditures.
 - e. The chancellor gives full responsibility and authority to the presidents of the colleges to implement and administer delegated district/system policies without his/her interference and holds them accountable for the operation of the colleges.

-
- f. The district/system acts as the liaison between the colleges and the governing board. The district/system and the colleges use effective methods of communication, and they exchange information in a timely manner.
 - g. The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

Participatory Governance Philosophy and Procedures

Appendix F: Academic Senate Constitution and Bylaws

April 1993

CONSTITUTION OF THE ACADEMIC SENATE
OF
COASTLINE COMMUNITY COLLEGE

PREAMBLE

We, the Faculty of Coastline Community College, in order to promote the effective exercise of our rights, duties, and privileges; to discharge fully the responsibilities placed upon us by our profession, society, and State; to promote a formal and effective procedure for participating in the formation of college and district policies on academic and professional matters; and to develop faculty participation in the formulation of college and district policies, and a clearly defined organizational structure for such participation, do hereby establish, subject to the limitations set forth by the Coast Community College District Board of Trustees and the Legislature of California, this Constitution.

ARTICLE I
NAME

The name of the representative body herein established shall be the Academic Senate, herein called the **Senate**.

ARTICLE II
MEMBERSHIP

All faculty employed at Coastline Community College are members of the constituency of the Senate, herein referred to as **Members**.

For purposes of this article, faculty are considered to be Members during a given school year in which the Member is employed or for whom an agreement exists to teach. The official records of Coastline Community College shall be the basis for establishing qualifications of Members.

Failure to meet the above conditions of membership results in automatic disqualification from any act of membership.

The Senate shall be comprised of Senators who are elected by the Members pursuant to By-Laws and rules and regulations promulgated by the Senate.

ARTICLE III
PURPOSE

The Senate shall be the representative body of the Members, established to work in partnership with the Administration and the District Board of Trustees in the formulation of district institutional and college policy with respect to academic and professional matters and to perpetuate standards of academic excellence.

ARTICLE IV
SPECIAL OBJECTIVES

In addition to Article III, special objectives of the Senate are:

To promote a system of communication among ALL segments of Coastline Community College.

To promote a system for faculty improvement.

To promote "community" and a system of interaction among faculty.

To promote a program of interaction between faculty and the community.

To promote the development of academic resources and teaching materials.

To promote intradistrict cooperation.

To promote participation of all faculty in shared governance.

To develop college policies and procedures within the guidelines of the District Shared Governance Agreement.

To serve as a resource to the college in matters which are determined to be appropriate, in consultation with the college President.

ARTICLE V
RESPONSIBILITIES OF THE SENATE

The Senate shall concern itself with those areas of responsibility that it deems essential in the formulation of policy recommendations as stated in the constitution. The Senate shall consider in good faith any recommendation submitted by its Members, or members of the District Board of Trustees, sister college senates, Administration, Classified Staff, students, or community members.

ARTICLE VI
AFFILIATION

The Senate shall not engage in collective bargaining activities nor affiliate with any professional association, organization, or group, except associations of other Senates; however, nothing in this constitution shall be construed to discourage members of the faculty from freely associating in other groups and organizations and through such association independently expressing their views to the Administration and Board of Trustees.

ARTICLE VII
AMENDMENTS

SECTION 1 - Proposal of Amendments:

Proposed amendments of this Constitution may be initiated upon written petition of at least 25 percent of the Members and may be presented at any regularly scheduled Senate meeting; or

Proposed amendments may be initiated by two-thirds of the membership of the Senate and may be presented at any regularly scheduled Senate meeting.

ARTICLE VII, (contd.)

SECTION II - Ratification of Amendments:

Upon receipt of a proposed amendment in writing, the Senate shall call for a special election of the Members to be held by written secret ballot to be completed within 60 calendar days from the date of the meeting described in Section I of this Article VII.

Written notice of a proposed amendment and a ballot shall be distributed to the Members within five instructional days after initiation of the proposed amendment.

Ballots must be returned to the polls by the 30th calendar day following the Senate meeting at which the proposed amendment election was initiated.

The proposed amendment shall pass if it is approved by two-thirds of those voting.

Amendments must be proposed by six weeks before the end of school year, and the election process must be completed by the end of the school year.

The term "school year" as used herein shall be defined as the period commencing on July 1 and terminating on June 30.

BY-LAWS
of
THE ACADEMIC SENATE
of
COASTLINE COMMUNITY COLLEGE

Article I
MEMBERSHIP

1.1 The Membership. The membership of the constituency of the Senate shall consist of faculty as defined in Article II of the Coastline Community College Constitution.

1.2 Senator. A Senator is a member of the Senate elected by the Members as provided in Article I. There will be a total of thirty Senators. The Curriculum Committee Faculty Co-Chair will be elected by the Curriculum Committee, but will be a Senator.

1.3 Term of Office. One-third of the Senators shall be elected each year, and each elected Senator shall serve for a term of three years.

1.4 Senator Elections. Voting shall be by mail ballot. Senators shall be seated in the order of popular vote received.

1.5 Election Procedures. Elections and election procedures shall be determined by those rules and regulations of the elections committee, which shall be finalized in writing, approved by the Senate, and shall be on file at the office of the Senate. The names of candidates shall be listed on the ballots in alphabetical order; each candidate's curriculum area (or discipline) and employee status shall be shown after his/her name. Those wishing to be re-elected can run for re-election only during the last year of their term.

1.6 Senate Vacancies. The President shall declare vacant the seat of any Senator who (1) becomes ineligible to serve as an elected Senator, or (2) is unable to complete his/her term of office, or (3) is absent for three consecutive regularly scheduled meetings without prior notification to the President or Recording Secretary of the Senate or Senate Secretary.

Notification to this Senator that the seat is now vacant shall first be attempted, if possible, by personal communication or telephone and, subsequently, in writing. Vacancies shall be filled as provided in Section 1.9 hereof. The President shall advise the Senate of all excused absences.

1.7 Censure of Senators. Any Senator may be removed by a two-thirds vote of the Senate. In the event of an appeal, the Executive Committee shall review and recommend appropriate action. Vacancies that occur shall be filled as part of the regular election process in accordance with Section 1.9.

1.8 Recall of Senators. A Senator may be recalled by the following process: After a recall is initiated by a majority of eligible elected Senators or five percent of the Members, the recall action will be voted on by the Members. The recall will be decided by a majority of the votes cast.

1.9 Senator Vacancies. Senator vacancies that occur shall be filled by the Senate in compliance with the following procedures in order: (1) from the list of unseated Senator nominees at the next regular meeting of the Senate, or (2) by special appointment by the Senate President, in consultation with the Executive

Article I *Membership*, contd.

Committee, as taken from a list of interested faculty. The incumbent Senators so determined must stand for upcoming spring elections to complete the terms of office of said vacancies.

1.10 Alternate for Senator On Leave or Sabbatical. A Senator may submit a written request for an alternate. An alternate may be appointed to replace a Senator for a maximum of two semesters. The Alternate shall assume all privileges and responsibilities of that duly elected Senator. The Alternate shall be chosen in accordance with Section 1.9.

1.11 Delegates. For purposes of promoting communication, seeking diversity of opinion, and sharing in college governance, the Senate shall seek delegates from each of the following constituencies: Student Advisory Council, Administration, and Classified Staff. Each constituent group shall select its own representative who, upon approval of the Senate, shall be conferred the title of Delegate. Delegates may not vote or hold office but may participate in debate and may serve on Senate committees as appropriate and with the approval of the Senate.

Article II **OFFICERS AND DUTIES**

2.1 Executive Committee. The Executive Committee shall be composed of the elected officers.

2.2 Officers of the Senate. The officers shall consist of President, Vice President of Committees, Vice President of Legislation, Treasurer, Recording Secretary, Corresponding Secretary, and such other officers as may be deemed necessary. The presidential nominees must have participated actively in the Academic Senate in the year immediately prior to nomination.

2.3 President. The President shall be the chief representative officer of the Senate and shall perform all the duties commonly pertinent to that office and shall preside at all meetings of the Senate. The President shall report to the Senate at each regular meeting any pertinent information from college and district meetings attended. The President shall be the Senate representative to the following meetings: District Board of Trustees; college Mission, Plan and Budget; College Council; and Blue Ribbon Management Team. No person shall be eligible for a third consecutive term as President.

2.4 Vice President of Committees. The Vice President shall assume and perform the duties of the President in the absence or disability of the President or whenever the office of President is vacant and shall perform such other duties and have such other powers as the Senate or the President shall designate from time to time. In addition, the Vice President of Committees shall follow up on all committee assignments and tasks, both Senate and college, to insure that the business of the Senate is completed in a timely manner.

2.5 Vice President of Legislation. The Vice President shall assume and perform the duties of the President in the absence or disability of the President or whenever the office of President is vacant if the Vice President of Committees is unable to assume or perform those duties. This Vice President shall bring local, state, and federal legislation that pertain to community colleges, and faculty in particular, to the attention of the Senate.

2.5 Recording Secretary. The Recording Secretary shall keep the minutes of all proceedings of meetings of the Senate and bring approved minutes of the current year to each meeting; shall promptly distribute copies of all approved minutes to the President of the College, to all Senators, and to other Members upon request; and shall perform such other duties as are pertinent to that office or as are assigned to the Secretary by the Senate or by the President.

2.6 Corresponding Secretary. The Corresponding Secretary shall serve as chairperson of the Article II *Officers and Duties*, contd.

Communications Committee and Editor of the Academic Senate Newsletter and shall perform such other communication duties as are assigned by the Senate or by the President.

2.7 Treasurer. The Treasurer shall receive and have custody of all funds and securities of the Senate, shall keep adequate and correct accounts of the Senate's properties and business transactions, shall establish or maintain an account or accounts with a bank in which to deposit all such funds, shall maintain and keep records of the receipts and expenditures of such funds, shall provide a written monthly report to the Senate, and shall perform such other duties as may be required by the Senate or the President. The Treasurer shall serve as chairperson of the Budget and Finance Committee.

2.9 Curriculum Committee Faculty Co-Chair. The Faculty Curriculum Committee Co-Chair shall automatically be a member of the Senate Executive Committee, thereby making that Member a Senator.

2.8 Parliamentarian. The Parliamentarian shall be appointed by the President and shall rule on parliamentary procedures as prescribed in *Robert's Rules of Order* or such other rules or procedures as may be adopted by the Senate.

2.9 Immediate Past President. The Immediate Past President shall assist and advise the Senate as called upon from time to time by the incumbent President.

2.10 Temporary Officers. Temporary officers may be elected at regular meetings of the Senate, subject to the approval of the body.

2.11 Officers and Duties. An officer of the Executive Committee may be removed by a two-thirds vote of the elected Senate membership.

Article III **MEETINGS AND SENATE POLICY**

3.1 Regular Meetings. Regular meetings of the Senate shall be held during the academic year at a time and place designated by the Senate in accordance with the academic calendar.

3.2 Senators-elect. Newly elected Senators shall be invited to participate in all Senate meetings between the time of their election and the beginning of their terms of office. They shall have no vote until their terms begin.

3.3 Special Meetings. Special meetings of the Senate or of the Members may be called at any time by the President or, if he/she is absent or unable or refuses to act, by one of the Vice Presidents, or upon written petition signed by three Senators. Upon receipt of said written petition, the President shall call a special meeting of the Senate to be held within one week after receipt of such petition. Written notice of the special meeting, stating the time and in general terms the purpose or purposes thereof, shall be given to all Members and Senators at least two days prior to the date of special meeting.

3.4 Quorum. One-half plus one of the total number of Senators shall be necessary to constitute a quorum for the transaction of Senate business, except to adjourn as hereinafter provided. Every act and decision done or made by a majority of the Senators present shall be regarded as the act of the Senate.

3.5 Participation at Meetings. All members of the college community, faculty, administrators, delegates, and other resource personnel may participate without the right of vote in open meetings of the Senate. The

President may put the Senate into executive session as prescribed in *Robert's Rules of Order*.

Article III *Meetings and Senate Policy*, contd.

3.6 Absences. Absence from three regular, consecutive Senate meetings during the academic year without prior notification to the Senate office, and so recorded by the Recording Secretary, shall be construed as a resignation. The Senator shall be notified in writing of the policy regarding absences and will be requested to respond in writing whether he/she wishes to resign from the Senate or take a leave of absence. See Article 1, Section 1.6.

3.7 Adjournment. A quorum of the Senators may adjourn any Senate meeting to meet again in any stated day and hour. Absent Senators shall be given notice stating the time and place of any future meeting. In the absence of a quorum, a majority of the Senators present at any Senate meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Senate.

3.8 Conduct of Meetings. The President, Vice Presidents, or in their absence any Senator selected by the Senators present shall preside at meetings of the Senate. The Recording Secretary of the Senate or, if absent, any person appointed by the presiding officer shall act as Recording Secretary of the Senate meeting. Except as otherwise provided, *Robert's Rules of Order* shall govern the conduct of all meetings.

3.9 Agenda of Meetings. The agenda for all meetings shall be prepared by the President and distributed and posted by the Recording Secretary at least 72 hours prior to all regular meetings of the Senate. The Agenda may be amended in case of an emergency only by a two-thirds vote of Senators present

3.10 Member Referrals. Faculty members may refer inquiries and recommendations to the Senate through any Senator or through any officer of the Senate, and any such referrals shall come before the Senate, shall be acted upon, and shall result in a report by the Senate to the referring Member.

3.11 Referenda. Any recommendation referred to the Senate that is approved by a majority of those voting shall become official policy of the Senate and shall be forwarded to the appropriate groups, including the college Administration and/or the Board of Trustees, as the recommendation of the Senate.

3.12 Communication with the Board of Trustees. Any findings, views, recommendations, and policies of the Senate shall be presented to the Board of Trustees through regularly established channels. The Senate shall be able to relate directly with the Board of Trustees on all policies related to academic and professional matters as stated in Board Policy #060-1-10.

Article IV **RECORDS AND REPORTS**

4.1 Inspection of Books and Records. All books and records shall be open to inspection by the Senators and the Members at reasonable hours at the office of the Senate.

Article V **COMMITTEES**

5.1 Chairperson Appointment. Any Member may serve on an Academic Senate Committee. The chairperson of all Senate committees must be an active Senator.

5.2 Committee Appointments. The newly elected President shall send out requests for participation on District, College, and Senate committees for the next academic year. The President, in consultation with the Executive Committee, shall make all appointments to all committees, except as provided for in Article II and

Article V *Committees*, contd

Article VI, 6.1, subject to confirmation by the Senate. The President and Vice President of Committees shall be notified of all meetings and shall have the right to attend said meetings and to take part in discussions. The President shall be an ex-officio voting member of all committees except the Elections Committee.

5.3 Removal. The Senate may recall or terminate any committee person so appointed with a two-thirds vote of the Senate.

5.4 Size. Standing Senate Committees shall consist of no less than three Senators and/or Members as the President may determine and shall be appointed for a term of one year. The President shall create all standing committees by the end of the spring semester.

5.5 Reports. All committees shall, unless otherwise directed, make regular written reports to the Senate, and shall give verbal reports to the Senate when action is required. Notice should be given to the Executive Committee in a timely manner so as to be included in upcoming agendas. All information gathered and compiled by committees using the services and facilities of the Senate or any reports of committees sponsored by the Senate shall be the property of the Senate.

5.6 Attendance. Committees may meet by electronic methods or face-to-face. Absence from three consecutive committee meetings without approval of the chairperson, so recorded by the committee, shall be construed as a resignation from the committee. The absentee shall be notified by mail.

5.7 Committee Quorum. A committee quorum shall consist of the majority of the persons appointed to serve on any committee.

5.8 Notice. Due notice of each committee meeting shall be given by the chairperson to each member of the committee and to the Senate President and Vice President of Committees.

5.9 Task Forces. Special task forces may be appointed from time to time by the President or, upon his/her refusal to act or absence from office, by a majority vote at any Senate meeting.

Article VI
Standing Committees

6.1 Executive Committee. The Executive Committee shall be composed of the elected officers. It will be responsible for planning and organizing to ensure efficient operation of the Senate, including planning the agenda and implementing policies adopted by the Senate. In addition, it will transact business and act on behalf of the Senate in the period between meetings and perform other functions consistent with the intent, purposes, and provisions of the Academic Senate. All such business shall be reported to the Academic Senate at its next meeting.

6.2 Academic Rank. This committee shall request applications for academic rank and shall review those applications according to the guidelines approved by the Academic Senate (see appendix). As appropriate, this committee may request that the Senate approve changes in the guidelines for Academic Rank.

6.3 Academic Standards. This committee shall review and recommend possible changes or additions to college policies, programs, courses, and services in order to promote academic excellence and professionalism.

6.4 Budget and Finance Committee. It shall be the duty of the Budget and Finance Committee to supervise

the finances of the Senate, to prepare an annual budget, to direct expenditures, to study and recommend major budget shifts and sources of income, and to cause to be published a monthly written report to the Senate. The Article VI *Senate Committees*, contd

Budget and Finance Committee shall present a proposed budget for the next academic year before the last Academic Senate meeting of each academic year.

6.5 Communications Committee. This committee shall develop, review, and recommend assistance of communication within the Senate and within Coastline Community College, its Members and other community college groups. It shall initiate and maintain liaison with all existing communications systems within Coastline Community College and with its Public Information Officer and shall publish a monthly newsletter during the academic year.

6.6 Curriculum Subcommittee. This committee shall review all curriculum, both credit and non-credit for inclusion in the college curriculum. All committee members shall receive training in Title 5 guidelines for curriculum approval (including co- and prerequisites.) Membership, policies, and procedures are outlined in Appendix A, Curriculum Procedures, and shall be approved by the Academic Senate.

6.7 Department Chairs. Every other year during the spring semester, the Department Chair Committee shall identify and recommend to the Vice President of Instruction those disciplines to be served by Department Chairs for the following academic year. The committee shall also work with the Vice President of Instruction to ensure that faculty and administrators participate in the nomination of candidates for Department Chair. (See the section on Department Chairs in the most recent contract negotiated by the American Federation of Teachers.)

6.8 Elections Committee. This committee shall determine and declare such rules and regulations as may be necessary to provide for the orderly conduct of elections and the proper method of voting and shall supervise all elections.

6.9 Faculty Recognition Committee. This committee shall request applications and select nominations for the following awards and others as required: Hayward Award, NISOD Award, Orange County Teacher of the Year Nominee, Coastline Adjunct Teaching Excellence Award, and Wall of Recognition for Retired and Deceased Coastline Faculty.

6.10 Participatory Governance. This committee shall develop and implement mechanisms for securing greater faculty participation in participatory governance and other college activities.

6.11 Policy and Procedures Committee. This committee shall serve to develop and review all objectives, policies, and procedural activities of all committees and shall serve as a forum for questioning of Senate procedure by a Member or Members.

6.12 Social Committee. This committee shall provide activities for creating, determining, and implementing areas of informal socializing among the college community and shall plan and implement any entertainment or events that may be requested by the Members.

6.13 Faculty Training & Development Committee. This committee shall arrange workshops and seminars for all faculty on topics necessary and/or important to faculty development. This shall include, but not be limited to workshops on equivalency, curriculum, and college and district budgets.

Article VII
AMENDMENT OF BY-LAWS

7.1 Amendment of By-Laws. The By-Laws and every part thereof may from time to time and at any time be amended, altered, or repealed, and any new or additional By-Laws may be adopted as follows:

Article VII *Amendment of By-laws*, contd

By a two-thirds vote of the Senators present at any regular meeting of the Senate at which a quorum is present or by a two-thirds vote of the Members present at any meeting called for such purpose or by a two-thirds vote of the returned written ballots issued to the Members for such purposes.

All Senators shall be notified in writing at least two (2) weeks prior to a proposed amendment of the By-Laws.

DATED: November 18, 2008

Participatory Governance Philosophy and Procedures

Appendix G: Classified Senate Bylaws



Classified Senate Bylaws

Background

The Classified Senate is an assembly of classified professionals non-management personnel formed to participate in the decision-making process within the College on operational and professional matters. The Classified Council was established in October 1994, after passage of California State Assembly Bill 1725, which granted some constituencies the right to participate in participatory/shared governance, and negotiations between the Coast Community College District and the United Federation of Classified Employees now known as the Coast Federation of Classified Employees.

Since 1994, the Classified Council has provided a voice for Coastline's classified professionals in the planning and growth of the College. The Classified Council led special events and workshops that have benefitted classified personnel, faculty, management and students. Between YR 2005 to 2008, the Classified Council undertook a structure change to reflect the needs and evolution of shared participatory governance. With the approval of the Classified body, the Classified Council went from a facilitator-led body to a formal organization with an executive board consisting of President, Vice-President, Vice President of Fundraising and Event Planning, Vice President of Finance and Recorder. The Bylaws were changed to reflect the responsibilities and governance in parity with other representative groups within the College. To complete this procession, the Classified Council voted to rename itself as the Classified Senate on January 19, 2012. The Classified Senate continues to be the platform for classified professionals to participate in the decision-making process at Coastline.

Classified Executive Board Officers

President
Vice President
Vice President of Fundraising and Event Planning
Vice President of Finance
Senate Recorder

Ex-Officio: Immediate Past President

Duly elected, permanent classified employees must fill the Classified Executive Board Officer positions.

Coastline Community College's Classified Senate Bylaws

Article I – Name

The name of this constituent organization at Coastline Community College shall be the Classified Senate.

Article II – Purpose

The purpose of this organization is to:

- Participate in the College governance structures.
- Coordinate with the Classified Union, CFCE AFT Local 4794, in the selection of representatives to serve on College/District governance committees, task forces, and ad-hoc committees.
- Participate in the development and shaping of institutional planning.
- Collaborate in budget planning and development.
- Review regulations and procedures and make recommendations relating to physical safety.
- Recommend and help create staff development activities.
- Enhance relations with students, faculty and management.
- Participate in areas of College operations and performance that impact classified personnel.
- Lead College-wide campaigns that contribute to student success and institutional effectiveness.
- Contribute to discussions on academic and professional matters.

Article III – Membership

- 3.1. Membership to the Classified Senate is open to all classified employees who share interest and enthusiasm for shared/participatory governance and whose focus is on students. All Classified Senate meetings are open to management, faculty, students, trustees, and hourly employees of the Coast Community College District.
- 3.2. In the spirit of shared/participatory governance, the Classified Senate encourages faculty and student representation. Faculty representation shall consist of one faculty representative appointed by the Academic Senate. Student representation shall consist of one student representative appointed by the Associated Student Government (ASG).

Article IV – Officers (No person may hold the post of president and vice president concurrently.)

The Classified Executive Board consisting of a President, Vice President, Vice President of Fundraising and Event Planning, Vice President of Finance, and Senate Recorder shall govern Coastline Community College's Classified Senate.

Article V – Officer Elections

- 5.1. Offices: President, Vice Presidents (3), and Senate Recorder.
- 5.2. Terms: 1 Year Term starting July 1 to June 30 per fiscal year. Elections will be held for each position each fiscal year.
- 5.3. Voting Procedure: Completion of nomination application submitted two weeks prior to the meeting. Once nomination application is submitted and accepted, candidate's name will be placed on the ballot.
- 5.4. Australian "secret" ballot; Ballots will be handed out at the Classified Senate Meeting to a simple majority of all classified members attending the meeting at which the election is held; or by absentee ballot (e-mail ballot).
- 5.5. An Election Task Force will be created consisting of the Academic Senate representative, the ASG representative, and two classified employees, who will create the ballots that will be distributed and will be responsible for counting all of the ballots for each elected position.

Article VI – Office Responsibilities

6.1 *President – General Office Responsibilities*

- schedule and call meetings
- set meeting agenda (in consultation with executive board members and Classified Senate body)
- moderate/facilitate business meetings
- assign/recruit volunteers for various tasks and offices
- monitor work of other offices; make sure tasks are completed
- be responsible for creating and submitting all Board items, as needed, for all events
- arrange for meetings with the College President

6.2 *Vice President*

- create publications to promote membership growth and communication throughout the College
- advertise Classified Senate-sponsored events
- be liaison to answer questions from constituencies and college community
- work with the President and serve as President pro tempore in the event of the President's absence.

6.3 *Vice President of Fundraising and Event Planning*

- gather and create new ideas for fundraisers, events and activities
- plan and coordinate event logistics (e.g. rooms, food, AV equipment, furniture, speakers, videos and reading materials)
- recruit volunteers to help with Senate events
- work with the Vice President and President to advertise events
- coordinate fundraising events with the Vice President of Finance (revenues and expenses)

6.4 ***Vice President of Finance***

- be responsible for purchasing senate-related goods and services
- participate with Executive Board in budget development
- provide and present financial reports at each Classified Senate meeting
- ensure all request for funds are placed on the agenda

6.5 ***Senate Recorder***

- attend all Classified Senate meetings (*arrange for a secretary pro tempore in case of absence*)
- record minutes at each meeting
- distribute minutes of each meeting
- revise minutes based on member comments
- print revised minutes for circulation at the next Senate-meeting
- archive all PR materials, electronically if possible (1 copy per poster)
- set up webcasting and teleconferencing of meetings

6.6 **Immediate Past President Ex-officio**

The immediate past president is an ex-officio member of the Executive Board. The ex-officio attends executive board meetings, has a voice in executive board matters and may bring business matters for discussion at executive board meetings. The ex-officio will be excluded from voting on business matters and items discussed by the executive board. The ex-officio retains voting rights and privileges as a classified member within Senate meetings.

Article VII – Business Meeting Procedures, Guidelines and Use of Technology

7.1 ***Basic Meeting Structure***

- Meeting is called to order by the President
- Minutes from previous meeting are accepted or revised
- Written agenda is followed
- Motions are debated and passed according to Parliamentary Procedure
- New business is allowed at scheduled time
- Meetings shall not exceed two hours with the exception of vote by the Classified Senate-membership
- present to extend the meeting
- Meeting is adjourned by the President

7.2 ***Established Meetings***

The Classified Senate meets monthly for a two-hour period except for July and December. The Senate may choose to have an 'End-of-Year' meeting in May or June. Meetings are held at one of the college sites on a rotating basis. Meeting location changes will be announced at least two weeks in advance. Additional meetings may be called as needed by the Classified Senate President and Executive Board to address College-wide topics and participatory governance matters.

The Executive Board may meet periodically with the College President or his/her designee (as requested by the College President). Meetings between the Classified Senate Executive Board and invitees will jointly meet with the college president as determined by the Classified Senate President and College President.

7.3 ***Committees***

All classified staff that are appointed to serve on committees, or attend conferences funded by the Classified, Senate are expected to present a verbal or written report at the Classified Senate next meeting.

7.4 **Decision-Making**

- A quorum is required to pass any binding procedural change
- A quorum shall be 2/3 of Classified Senate members who are classified staff at Coastline Community College and present at the meeting.
- Votes shall be taken and counted: via emails prior to the meeting and shared with the members present, via teleconference, and via webcast when available.
- A motion may be passed by a simple majority of classified members present; except for officer removal, which requires 2/3 vote of the classified staff at Coastline Community College.

7.5 **Attendance**

All Classified Senate-members are encouraged to attend business and social meetings of the Classified Senate and College. All Classified Senate meetings are open to management, faculty, students, trustees, and hourly employees of the Coast Community College District.

An officer of the Classified Executive Board automatically forfeits his or her position if he/she misses fifty percent (50%) or more of the Classified Senate's scheduled meetings during the fiscal year or misses more than two consecutive meetings; unless the absences are officially excused by the president. In the event of an absence, every attempt should be made to notify the president before the meeting and to make sure that one's official responsibilities are covered by an executive board member(s).

7.6 **Use of Technology**

The Classified Senate strives to keep all classified staff at Coastline Community College informed and engaged. The Classified Senate may utilize the latest communications technology available through the College/California Community College System to make Classified Senate meetings accessible. The use of technology may include, but not limited to, teleconference (telephone conference), webcasts, Facebook, and Twitter. If technology is used to broadcast a meeting and/or record a meeting, notification will be written on the agenda and indicated in an email message on meeting announcements.

Article VIII – Task Forces

The Classified Senate President will convene a task force to provide guidance and assistance on Senate activities and governance. The convened task force shall be called the Classified Senate Task Force and consist of classified personnel who have expressed interest and can bring expertise to issues, governance and issues related to the Senate missions and goals.

The Classified President shall initiate meetings of the Classified Task Force and hold a minimum of two (2) meetings per semester.

Article IX – Budget

9.1 The fiscal year of the Classified Senate shall be from July 1st to June 30. The annual budget and balance of the Classified Senate shall be discussed and approved at the first meeting of the fiscal year that the budget covers. The annual budget may be amended during the fiscal year with a unanimous consent of the classified staff present at the Senate meeting where the vote is taken.

9.2 **Expenditures**

The Executive Board of the Classified Senate may approve expenditures up to the amount of \$100 and those expenditures must be placed on the agenda at the following Senate meeting. The requestor of the expense must submit a receipt(s) to the Vice President of Finance to be reimbursed for an amount of \$100 or less. Expenditures in the amount over \$100 must be placed on the Classified Senate agenda for discussion. After discussion, a vote will be taken by the Classified Senate body to approve or deny. No monetary action for the amount over \$100 may be expended prior to the vote by the Classified Senate body.

Article X – Amendments

Amendments or issues not specifically addressed in this bylaw may be decided with a 2/3 vote of the classified membership present at a senate meeting with a minimum of three weeks' notice to the classified membership that such item and vote will be

taken. Votes will be accepted by email prior to the meeting date and a copy of email will be shared with the Classified Senate membership present at the meeting. Votes may also be taken via teleconference or via webcast during the meeting when available.

NOTE:

Bylaws adopted on March 18, 2010

Bylaws adopted on February 16, 2012

Bylaws adopted on April 10, 2012

Participatory Governance Philosophy and Procedures

Appendix H: Associated Student Government Bylaws

Coastline Community College Associated Student Government (ASG) Bylaws

Preamble

We, the student members of Coastline Community College, hereby establish these Bylaws for the Associated Student Government (ASG) of Coastline Community College (CCC). Coastline Community College Associated Student Government (CCC ASG) is recognized as the official student governing Coastline body and serves as the student voice within the participatory governance process.

Article I: Name

The name of this co-curricular organization shall be the Coastline Community College Associated Student Government commonly referred to as (CCC ASG). The group's former name of Student Advisory Council (SAC) may be used in conjunction with (CCC ASG) may also, from time to time, be referred to by other names such as, but not limited to: ASG or Student Government. References in these bylaws to "Student Government or CCC ASG" refer to the Associated Student Government as a whole.

Article II: Purpose

The purpose of this student government organization shall be to:

- A. Effectively represent Student Body in the participatory governance process.
- B. To serve as a communication link between students and Coastline Community College (California Education Code Sections 70901 (1)(E), 70902 (b)(7), 76060-76067 and Title V of the California Administrative Code 51023.7);
- C. To advocate for the best interest of the CCC student.
- D. Promote student rights; students responsibilities.
- E. Research issues of concern affecting CCC students
- F. Identify and provide ASG sponsored services
- G. Build and maintain vital and thriving student life at Coastline Community College;
- H. Effectively participate in College and District policy decision-making (District Board Policy 030-6-2);
- I. Serve in a consultative capacity on college-proposed programs, procedures, processes, and services further multicultural, social, and educated growth of CCC Students;
- J. Encourage student responsibility and development of leadership skills;
- K. Recognize outstanding achievement by CCC students, faculty and staff;
- L. Foster collaborative relationships with Coastline administration, faculty, and staff for the purpose of promoting CCC students success.

Article III:- Membership and Eligibility

Section 1

All registered Coastline Community College (CCC) students shall be considered members of the CCC ASG and shall be subject to these bylaws. The CCC ASG shall have a minimum of three (3) executive board members.

Section 2

CCC students may serve in CCC ASG Council provided they meet the following criteria: The CCC ASG may temporarily appoint an existing ASG member to a vacant Executive position pending an election or permanent appointment consistent with these bylaws.

- A. Continuously enrolled in Coastline Community College for at least five (5) credit units during the fall and spring semesters (CA Ed Code 76061 (a)(b);
- B. Be of good academic standing with a minimum cumulative 2.0 GPA earned while attending Coastline Community College (CA Education Code Section 76061 (a) (b) and Coast Community College District Policy 030-4-5);
- C. Be of good standing in the District and at Coastline College with no disciplinary record with the District; convicted of any felony or of a crime involving Moral turpitude. (good standing in the community is one who supports the purpose history of good moral standing, ethical integrity, good reputation- maybe definition)
- D. Be able to commit hours per ASG position duties, and time for College and ASG events per semester. Generally, the amount of time should be approximately that for a three-unit (3.0) academic class; and
- E. Have a strong interest in student advocacy and a willingness to serve fellow students of Coastline.
- F. No student will have voting rights in ASG during any term in which that student's relative, either in ASG by blood or marriage including legally adopted relationships or domestic partnership is serving on ASG and holding voting rights. ASG expressly incorporates the Coast Community College District's Board Policy # 7310 attached here Nepotism, into these Bylaws by reference.

Section 3

No student shall be barred from participation on the Council on the basis of any of the following:

- Race;
- Color;
- Gender or;
- Age;
- Sexual orientation;
- National origin/citizenship;
- Political or religious affiliation;
- Disability; and/or
- Military or veteran status

Section 4

The CCC ASG Board may place and/or remove a Board member on probation/or seek removal of the member following the procedures set forth herein provided two-thirds (2/3) of the serving membership vote in the affirmative for such censure or seek removal.

Section 5

The CCC ASG Board, at its discretion, may award honorary or emeritus membership to individuals who have provided valuable service to the organization. These shall be ceremonial non-voting memberships and such membership shall not accrue for membership.

Article IV: Organization

There are five (5) Executive Board Positions

Section 1

The ASG positions of President, Vice President, Secretary, Treasurer, and Commissioner of Public Relations (aka PR Commissioner) shall comprise the Executive Board of ASG. The Executive Board is responsible for the orderly conduct of all ASG meetings and ASG activities.

Section 2

The positions of District Student Council (DSC) (ASG President and two (2) student representatives), Student Area Representatives (for Costa Mesa/Newport Beach, Garden Grove Center, Le-Jao Center locations, Distance Learning, Military Area Rep. and any other as deemed necessary by the organization), shall be known as Officers of ASG. Minimum of five (5).

Section 3

All potential members should have attended Coastline Community College for one full semester before consideration for a position within ASG. This is to ensure members have a familiarity with Coastline and its Student Body. Additionally, candidates should have attended a minimum of two meetings of the ASG before they have submitted an application. The ASG Board has the right to waive these requirements at its discretion.

Section 4

The CCC Student Government positions shall be duly elected by the Student Body during the spring semester election time frame April 1 to April 30 of each year. Should any position remain and/or become vacant ASG Officers will be appointed by the CCC ASG at-large.

Section 5

Each Executive Board member and all officers shall serve for a term of no more than one (1) year in that position; (2) two years consecutive or (3) three years lifetime maximum as part of CCC ASG in any position. In no event shall any student serve in more than three (3) years total of service or portion thereof (i.e. any portion of service less than 1 year shall be considered as a full year). Time of service begins after the last meeting of the spring semester (or upon appointment) and ending the last meeting of the following spring semester or until such time as a replacement is elected or appointed. A year is defined as commencing at the last meeting of spring semester to the last meeting of the following spring semester. Members serving only on as

an ASG committee representative the membership does not count against term limits is not a voting member and does not count towards quorum.

Section 6

Any currently enrolled Coastline student interested in being considered for a CCC ASG Board position must declare intent of candidacy for an Executive Board position. A current CCC ASG member must declare intent of candidacy for an Executive Board position by the first week in March or declare open. CCC ASG positions are then open to the CCC student body.

- A. Ballots for Student Government positions shall be process via “Survey Monkey” or similar process which shall be distributed to currently enrolled Coastline students. The winner shall be determined by the number of votes.
- B. In no event shall a student vote be counted more than once. Only votes with an individual CCC ID number will be included.

Section 7

The college shall provide at least 1 advisor to the CCC ASG. Upon the consensus or a majority of CCC ASG Board members regarding conduct of the CCC ASG advisor, a representative of CCC ASG may petition the Vice President of Instruction and Student Services or designee for redress.

Section 8

The CCC ASG shall establish a budget to cover costs of secretarial services/support for the CCC ASG if the college provided such support. The Office of Student Services may provide backup clerical support for the Council.

Section 9

The CCC ASG officers will participate openly in the Coastline Community College’s shared governance (AB1725) process by understanding its role as a college stakeholder and shall act responsibly in fulfilling their obligations.

Section 10

The Standing Rules of CCC ASG, which may be amended from time to time on a 2/3 vote are incorporated as part of these Bylaws by reference herein.

Section 11

Any officer or member who fails to fulfill their role as listed above may be censured by CCC Student Government or other discipline.

Article V: Executive Board of ASG Duties and Descriptions

Section 1 – President

Typical duties and responsibilities for position of ASG President include the following:

- A. Oversees operations of the Associated Student Government subject to the authority of the membership and abides by and supports the ASG Bylaws;
- B. Approves all Student Government meeting agendas and assures posting in compliance with College policies and State Law;
- C. Serves as the primary student official and spokesperson for ASG and the Student Body at College committee meetings, District meetings, College and ASG events, as scheduled or sends a representative;
- D. Will serve as the Student Senate for California Community College (SSCCC) Region VIII representative/Delegate or designated a substitute; and
- E. Works collaboratively with the Advisor on ASG operations.
- F. Acts as chair for all ASG meetings and has priority and authority to control content for agendas, meeting, meeting lengths and scheduling.

ASG President is eligible for a stipend payment at the end of every month, fall and spring, when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 business days and accepted by the ASG Board as per Standing Rules.

Section 2 - Vice President

Typical duties and responsibilities for position of ASG Vice President include the following:

- A. Serves as the Acting ASG President when the President is absent or the position becomes vacant and abides by and supports the Associated Student Government Bylaws;
- B. Generally assists the ASG President with the operations of ASG and may be asked to represent the ASG President at College and/or District committees and/or meetings;
- C. Reports vacancies on ASG;
- D. Conducts an application and review process for representatives to serve on committees, task forces, or groups;
- E. In collaboration with the ASG President and Advisor prepares all Board of Trustee approval items for Board meetings, including travel approval;
- F. Other duties as assigned.

ASG Vice President is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG Vice President shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Section 3 – Secretary

Typical duties and responsibilities for position of ASG Secretary include the following:

- A. Prepares the ASG Agenda per direction and approval of ASG President; Ensures the agenda is available for distribution in accordance with District policy and State law;
- B. In collaboration with the ASG President assures that all ASG meeting agenda are posted at a designated College location in accordance to State law and College policy;
- C. Records and types the ASG meeting minutes of all regular Council meetings, executive Board meetings, and special meetings and files the minutes appropriately. Prepares the meeting minutes no later than five (5) business days following each meeting, and distributes upon approval from the Council;
- D. Is responsible for official correspondence requested from the ASG President;
- E. Is responsible for maintaining all records of the ASG in the ASG office;
- F. Shall serve on a minimum of one (1) College governance committee; and
- G. Other duties as assigned.

ASG Secretary is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG Secretary shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Section 4 - Treasurer

Typical duties and responsibilities for position of ASG Treasurer include the following:

- A. Oversees finances and process allocations and moneys approved by the ASG;
- B. Is responsible for making recommendations on the expenditure of ASG funds;
- C. Gives monthly reports to the ASG on current status of the budget and expenditures;
- D. Signs all requisitions for ASG funds. In the absence of the Treasurer, the President and Vice President has the authority to sign the purchase orders;
- E. Utilizes and is knowledgeable of accounting practices;
- F. Attends the Mission, Plan and Budget and District Budget Committee meetings as scheduled, or sends a representative;
- G. Meets with Administrative Services Office, as necessary, to provide an accurate monthly financial report; and
- H. Other duties as assigned.

ASG Treasurer is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG Treasurer shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Section 5 - Commissioner of Public Relations

Typical duties and responsibilities for position of ASG Commissioner of Public Relations (aka PR Commissioner) include the following:

- A. Publishes all ASG newsletters with the input from the Dean of Student Services or Advisor and council members;
- B. Promotes ASG and recruits for membership (procedures manual);
- C. Serves as the chair for the Elections Committee Chair by preparing all election materials under the guidelines of the Elections Code;
- D. Prepares all promotional and informational materials to be distributed College- and District-wide (i.e. Items for bulletin board, brochures, electronic info to Distance Learners, emails to Student Body...etc.);
- E. Coordinates publicity and press releases with the Public Information Office (PIO);
- F. Serves as chair of the Fundraising Committee;
- G. Attends the Marketing and Recruitment Committee meetings as scheduled, or sends a representative; and
- H. Other duties as assigned.

ASG Commissioner of Public Relations (aka PR Commissioner) is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG Commissioner of Public Relations shall be determined and set by Standing Rules. No stipend payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Article VI: ASG Officer Duties and Descriptions

Section 1 - Student Area Representatives (4)

Coastline Community College is comprised of several decentralized learning campuses, and Distance Learning. To ensure student representation, ASG Student Area Representatives are to oversee the areas of Costa Mesa/Newport Beach, Garden Grove, Le-Jao Center (Westminster), and students in both Distance Learning and Military programs, and in any other area deemed appropriate by the Student Government. Area Representatives are the primary representatives and advocates for assigned area and shall have an equal vote with other members within ASG. However, the Executive Board may, by majority vote of executives, amend, limit, or modify the issues raised by Area Representatives.

Typical duties and responsibilities for position of ASG Student Area Representative include the following:

- A. Serves as a liaison between ASG and the Office of Student Services to the Coastline learning campus staff, students and community;
- B. Communicates on a regular basis with the facilitator and/or learning campus dean;
- C. Distributes information with the learning campus area and/or Distance Learning Department on ASG activities, advocacy, recruitment and events;
- D. Ensures that the learning campus or Distance Learning Department has ASG correspondence and materials; and

- E. May serve on College and/or District Committee/meeting as appropriate to represent ASG.

ASG Student Area Representatives is eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG Area Representatives shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Section 2 - District Student Council (aka DSC) Representatives (3)

Ideally duties and responsibilities for position of ASG District Student Council Representative (ASG President or designee and two Student Representatives) duties include the following:

- A. Attend District Student Council meetings and functions;
- B. Serve as liaison between Coastline ASG and the District on issues, advocacy, and interests of Coastline's Student Body;
- C. Participate in Lobby Day. In the event ASG does not have three (3) District Student Council representatives, the ASG Executive Board will be given priority to attend Lobby Day; and
- D. Review applications and make recommendations as a member on the Selection Committee for the Student Trustee position for the Coast Community College District.

ASG District Student Council Representatives are eligible for a stipend payment at the end of every month when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG District Student Council Representatives shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Article VII: Student Representatives on College and/or District Committees

Once all Executive Board and ASG Officers have chosen one or more College or District committees on which to serve, a "Request to Serve on College Committees" Notice will be distributed to the Student Body to solicit students enrolled in a minimum of five (5) units at Coastline Community College to apply and serve as a representative on College committees. Student Representatives on College and/or District Committees will complete an appointment application. All student representatives on College and/or District Committees will be appointed and approved by a majority vote of ASG members.

Typical duties and responsibilities for position of ASG Student Representatives on College and/or District Committees include the following:

- A. Is available to ASG members to receive input and feedback to serve as ASG's liaison to the College and/or District Committee;
- B. Attends all meetings of the committee on which he/she represents students;
- C. Receives all agendas, minutes, and other communications of that committee and share these with ASG in a timely manner at a regularly scheduled meeting; and
- D. Prepares a brief summary report of Committee action and pertinent information to ASG.
- E. DSC representatives shall be given \$50 stipend if they are an area representative or unassigned member
- F. Executive board members do not receive the \$50 DSC representative stipend

ASG Student Representatives on College and/or District Committee position are eligible for a stipend payment at the end of each semester when he/she faithfully and responsibly executes and fulfills obligations of the office as listed above. Stipend amount for the ASG Student Representatives on College and/or District Committees shall be determined and set by Standing Rules. No stipends payments shall be made unless all reports are submitted within 10 days and accepted by the ASG Board as per Standing Rules.

Article VII: In-Term Appointments and Vacancies

Section 1

Vacancies for any position in the Associated Student Government organization will be filled from a list of candidates meeting the requirements articulated in Article III and Article IV of these Bylaws.

Section 2

At the beginning of the Spring semester, the Commissioner of Public Relations shall diligently use all available resources (including, but not limited to, online resources, printing resources, video-DVD-movie resources, and telephone resources), to publicize the specific positions and the number of vacancies that exist. All interested students shall be directed to visit the ASG website or ASG office to complete an application and establish their eligibility to serve.

Section 3

Students who have completed the application for a vacant position and are determined to be eligible to serve, are encouraged to attend a meeting of the ASG where they will be asked to introduce themselves to the currently serving members of ASG. There will be an agenda item for "information" purposes only to provide an opportunity for seated members of the ASG Board members to interview the applicant(s).

Section 4

At the next regularly scheduled or special meeting of the ASG (if called for the purpose of ratifying appointments) the agenda will be prepared to allow for a vote by the ASG Board to approve the appointment of the candidate(s). Such appointment shall be approved if the candidate(s) receives a majority vote in favor.

Section 5

The appointed ASG member shall assume his/her position immediately upon receiving a majority vote in favor of such appointment.

Article IIX: Meetings

Section 1 - Time and Day

Meetings shall be scheduled by the ASG President after consultation with ASG members and the Advisor during the fall and spring semesters on a day and time to be determined. The ASG meeting schedule shall be determined and announced within the first three weeks of the fall semester and the first three weeks of the spring semester. The ASG President has authority to change the meeting time as deemed appropriate in consultation with the Advisor and ASG members. Special Meetings may be scheduled during the fall or spring semesters, during school breaks, or intersession, in accordance with College policy and State law. The ASG President or any Executive Board Member can call a special meeting, with a concurrence of the majority of the ASG membership, in accordance with College policy and State law.

Section 2 - Presiding Officer and Chair pro tem

The ASG President will preside over all ASG meetings. Per President's discretion, he/she may designate another ASG member to chair, and/or any eligible ASG members shall request permission to chair. Additional details regarding Chair pro tem may be outlined in Standing Rules.

Section 3 – Quorum

The required quorum for conducting official meetings shall be one-third (33 1/3) of the ASG membership (Executive Board and ASG Officers) currently serving.

Section 4 - Parliamentary Authority

The current edition of Robert's Rules of Order, small group internal process, shall be used as a guide to conduct and govern ASG meetings.

Article IX: Committees

Section 1 - Standing Committees

The Standing Committees of the ASG shall be:

- A. Finance Committee, chaired by the ASG Treasurer;
- B. Public Relations Committee, chaired by the Commissioner of Public Relations; and
- C. Bylaws Committee, chaired by the ASG Vice President.
- D. Other committees which may be established, as set forth in the Standing Rules, as amended from time to time.

Section 2 - Other Temporary Committees

Other temporary committees such as Ad Hoc or Advisory Committees may be created, as deemed appropriate, by action of the Associated Student Government or by the ASG President.

Article X: Finances

Section 1

The ASG shall establish an annual budget during the month of May of each year prior to the installation of new officers, which shall then be presented to the College President and the Board of Trustees at the end of the spring semester.

Section 2

The ASG shall develop its budget based on funds collected from the voluntary College Service Fee and other funding sources as stated by College and District policies.

Section 3

Additional fundraising events may be organized and conducted by ASG and its Standing and/or Ad-Hoc Committees in coordination with the Advisor.

Section 4

The ASG Executive Board shall be responsible for determining stipend amount for all ASG positions in Standing Rules and approved with Advisor.

Section 5

An affirmative majority (50 +1) vote of those present and voting at a regularly scheduled meeting shall be required to approve all expenditures of funds and shall be documented by written minutes of the meeting in which the vote was taken.

Article XI: Due Process and Disciplinary Action

Any officer or member of the Associated Student Government who fails to execute the duties of their position fully and faithfully may be considered for formal disciplinary action or removal upon action of the other members of the ASG. No formal action shall be entertained or undertaken without full consideration of due process guarantees and every alternative means must be considered and attempted informally prior to proposing or considering formal disciplinary proceedings.

- A. Any member who believes that another member has failed to execute the duties of their position fully and faithfully following informal attempts to correct the inappropriate behavior, may ask the President of ASG to place “disciplinary action” on the agenda of the next regular meeting of the ASG. Said request must be seconded by another member. No discussion or debate on the issue shall be considered or allowed and no vote is necessary.
- B. The President of ASG shall place the “disciplinary action” item on the agenda of the next regularly scheduled meeting, and provide written Notice to person facing disciplinary action- no less than 10 days prior to the meeting. The member who requested the agenda item will move the item to action. The motion must receive a second to be considered. Following a second, the member requesting such action will be allowed to speak to the issue and allowed sufficient time to address specific charges which may include but are not limited to: excessive absences or tardiness, failure to attend committee meetings of the ASG and/or of the College, failure to execute the duties of their individual office, abuse of other members, misuse of ASG or college property, or failure to follow the policies, procedures, or rules of the ASG or the College. The maker of the motion must also detail the informal measures that were attempted in an effort to correct the inappropriate actions or behavior as referenced in the Student Code of Conduct.
- C. The accused member may address the accusations in defense of themselves and will be afforded sufficient time in their response to present evidence or witnesses in that defense. Such defense may include comments related to a lack of informal measures or opportunity to correct any deficiencies or inappropriate behavior and/or actions.
- D. Following the comments of the maker of the motion and the accused, other members of ASG will be given the opportunity to speak to the issue. The Chair must alternate between those in favor of disciplinary action and those opposed. No more than two speeches in a row will be allowed on any one side of the issue. When there is no one else who desires to speak to the issue on the alternate side following two successive speeches on one side of the issue, the Chair will call for a vote.
- E. The members may either vote to dismiss the accused officer or member or they may vote to censure. A majority of the members voting in the affirmative is required to take disciplinary action. First consideration will be given to dismissal of the member. If the vote in favor of dismissal fails to receive a majority the Chair will entertain a vote for censure. A majority vote in favor of censure will require the accused officer or member to do all of the following:
 1. Forfeit the role of chair of any committee they may hold,
 2. Relinquish any stipend for which they would otherwise be eligible,

3. Refrain from speaking or voting on any item before ASG for four meetings, and
 4. Be ineligible to hold any executive office in the ASG for a period of one full year following the semester for which they faced disciplinary action. May participate as a member of the public.
- F. Disciplinary action may be reconsidered by the Student Government at any future meeting of the ASG following properly placing the item on the agenda. Letters of resignation may be accepted prior to a disciplinary action taken by ASG.

Article XII: Amendments

Section 1

Amendments to these Bylaws may be proposed when seconded, upon the motion of any ASG member. Further, an affirmative two-thirds (2/3) vote of the ASG members present and voting at a regular or special meeting called for purpose of consideration of such amendments must be received for passage.

Section 2

As part of the participatory governance process, the amendment shall be presented to the Vice President of Student Services, and the College President who may desire to share with the College Council.

Section 3

Comments and/or recommendations, if any, in response to a review of the Bylaw amendment(s) received from the College President or designee will be considered by the Associated Student Government. The members of the Associated Student Government recognize they exist under charter of the Governing Board of the District and will make every attempt to cooperate in the spirit of collegiality in all matters, including the development and modification to their governing documents.

Article XIII: Enacting Clause

Upon completion of consideration, review and adoption of proposed amendment(s) it (they) the bylaws, as amended, shall become effective at the time of adjournment of the Associated Student Government meeting following the consideration of comments, if any, from the College President. The President of the Associated Student Government shall place the item on the agenda as information under the heading "Enactment of Amended Bylaws."

Article XIV: Assessments

There shall be no assessments levied against members of the Associated Student Government (formerly known as the Student Advisory Council).

Approved by Coastline Community College Council Tentative June 26, 2012

Amended and ratified by ASG on May 10, 2012

Distributed and posted on ASG website for Coastline Student Body on [DATE] [YEAR]

Shared and distributed at College Council on [DATE] [YEAR]