

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: CITY COLLEGE OF SAN FRANCISCO DISTRICT ADMINISTRATIVE PROCEDURE ON PARTICIPATORY GOVERNANCE	Number: AP 2.07
Legal Authority: California Education Code Section 70902; Title 5, CCR, Sections 51023.5, 51023.7, and 53203	

A. The Participatory Governance Council (PGC)

1. The PGC's purpose is to provide recommendations directly to the Chancellor on matters pertaining to institutional priorities, policies, procedures, planning and budget development.
2. Recommendations from the PGC are advisory. If the Chancellor does not accept the recommendation of the PGC, or if there is a minority opinion, the Chancellor or designee will acknowledge that disagreement and explain why the recommendation is not being forwarded to the Board. The recommendation of the PGC will be included in the materials presented to the Board of Trustees as the items are presented.
3. PGC agendas, minutes, handouts and supporting materials will be posted on the Participatory Governance webpage at <http://www.ccsf.edu/en/about-city-college/pgc>
4. Providing opportunity for increased participation and leadership by more constituents is encouraged.

B. Structure of the Participatory Governance Council

1. Members of the PGC will consist of four (4) appointed members of each of the following college constituent groups: students, classified staff, faculty and administrators.
2. The Chancellor will appoint a Chair of the PGC from the PGC membership.
3. Members on the PGC will be appointed by their respective constituent organization except for administrators who will be appointed by the Chancellor after consulting with the administrators' organization.
4. Each constituency may designate up to 4 alternate members. The primary role of an alternate is to serve in place of a member at a meeting when a member is not able to be present. Alternates should attend all meetings. When seated in place of a member, the alternate is eligible to vote. Alternates may serve on subcommittees, workgroups, and task forces of the PGC.

C. Meetings

1. Meetings shall be held on the first and third Thursday of each month. Meetings will generally begin at 3:30 PM and end at 5:30 PM. The meeting dates and times may be changed by the Chair after consultation with the PGC. Meetings of the PGC are subject to the Brown Act.

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D. Process for building agendas

1. The Chair of the PGC will set the meeting agenda in consultation with the Agenda Review Workgroup.
2. Agenda items should relate to the area and responsibilities of the PGC, however there may occasionally be exceptions.
3. PGC agendas should be distributed in a timely manner. Agendas and all supporting materials will be posted on the CCSF Participatory Governance webpage and distributed to members no later than 72 hours in advance of the meeting.
4. PGC members may request that agenda items be placed on the PGC agenda. Requests can be submitted online from the PGC webpage. Constituent leaders and other college community members may suggest agenda items for placement on the PGC agenda through their representatives on the Council. The Chair must place an item on the agenda within 3 Council meetings at the request of any two Council members on receipt of a signed, written request to the Chair.
5. Where time is of the essence, the Chancellor or PGC Chair shall so advise the PGC and set an appropriate timeline and opportunity for consideration by the PGC. If a recommendation is not presented within the timeline, the Chancellor or Chair may proceed without a recommendation.
6. Urgent, critical concerns may be brought directly to the Chancellor as deemed necessary by a committee chair or constituent group leadership.

E. Participatory Governance Council Evaluation Workgroup

1. Annually, a workgroup of PGC members representing each constituent group will evaluate PGC's operations and policies for continuous quality improvement.

F. Annual orientation

1. The PGC will conduct an annual orientation session early in the fall semester. The focus of the orientation will be how to effectively participate as a PGC member. Topics will include authority, responsibility and accountability of PGC members.
2. All members and alternates will receive the following as part of their orientation:

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- Board Policy and Administrative Procedure 2.07
- Title 5 section 53200 et seq., Title 5 section 51023.5 and Title 5 section 51023.7
- Training and materials on academic and professional (10+1) matters.
- Website information (e.g., calendar, agendas, notes)
- Committee structure and templates (goals, purpose, composition)
- Contact information for committee members
- College organization chart, mission, planning and budget cycle.

G. Standing committees

1. The Chancellor is authorized to establish committees. The Chancellor shall explain to the PGC why a committee is being established or terminated. Each committee shall work with the Chancellor to develop a purpose statement for the committee. The following standing committees have been established by the Chancellor:
 - Accreditation
 - Diversity
 - Enrollment Management
 - Facilities
 - Information Technology
 - Planning
2. Standing Committees provide the opportunity and responsibility to ensure that the institution achieves its mission by engaging diverse stakeholders from college constituencies (i.e. student, faculty, classified staff, and administrators). The responsibilities of committees include identifying, studying, and reviewing issues and proposing recommendations. Standing committees shall report to the PGC on committee activities and recommendations
3. Committee recommendations must go through the PGC prior to being forwarded to the Chancellor. Committees shall include appropriate representation of faculty, administration, classified staff, and students when matters being considered are within their purview. The Chancellor shall appoint the chair of each committee. Committees may elect a co-chair if desired.
4. The PGC and all standing committees will utilize the Roles and Responsibilities (RRP) Handbook for decision making purposes. The RRP handbook codifies the College's the decision making and resource allocation processes related to:
 - Program Review
 - Planning and development of college wide plans*

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- Planning and development of college wide initiatives*, Board policies, and administrative procedures
- Resource allocation of supplemental General funds
- Resource allocation of categorical funds

*Note: within the scope of this document, “college wide committees” are those that make recommendations through the PGC to the Chancellor and have representation from all constituency groups (including students, where appropriate). “College wide plans” or “college wide initiatives” involve input from all constituency groups (including students, where appropriate) and are recommended through the PGC to the Chancellor; college wide plans and initiatives represent the overall direction of the College and involve collaborations across divisions.

5. Academic and professional matters require the recommendation of the Academic Senate. When a committee, workgroup, task force, or other group serving under the auspices of the Participatory Governance Council, are considering matters that fall under the 10+1, the principles and steps outlined in BP and AP 2.08 Collegial Governance shall be followed.
6. Standing committees shall not be subject to the Brown Act or other state open meeting laws. However, committees shall comply with the District Public Access Sunshine Policy (BP 1.16). Agendas and all supporting materials shall be posted on the appropriate webpage at least 72 hours prior to the meetings.
7. When appointments are made, notification is sent to the person appointed, to the chair(s) of the committee, and to the Chancellor. Appointed members may serve until they are reappointed or replaced.

H. The following provisions shall apply to both the PGC and Standing Committees:

1. Process for conducting meetings:
 - a. The Chair or designee will facilitate meetings insuring open discussion and completion of agenda items within a reasonable amount of time, and assist in keeping the focus of the committee on the development of recommendations.
 - b. Unfinished business from the prior meeting will be carried over to the beginning of the next meeting.
 - c. New business will may be considered at the end of the meeting or placed on the

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agenda of the following meeting.

- d. Discussion will follow presentation of the agenda item.
- e. Seated members will have the opportunity to provide their input and comments on the issues at hand prior to taking comments or questions from audience members.
- f. Standard meeting protocols such as, Roberts Rules of Order may be used, as determined by the Committee.
- g. The Chair will vote only in the event of a tie vote.
- h. All exclusive Academic and Professional (10+1 per Title 5) items will be presented at PGC as information items only after following appropriate Academic Senate review procedures including, if necessary, collegial consultation according to BP 2.08.

2. Record Keeping and Minutes

- a. Minutes shall be taken for each meeting. Minutes shall include the wording of all resolutions passed and record the vote of each member. Minutes shall also summarize briefly the actions taken for each agenda item and appropriate future action, if applicable. Materials distributed at the meeting will remain available on-line. Minutes should be focused on actions or on major ideas raised during deliberation, a sufficient level of detail shared with PGC members shall be included in order to capture key points raised. Data used to inform to recommendations and decisions should be noted in the minutes.
- b. Draft minutes will be shared with PGC members as soon as possible after the meeting and will be reviewed and approved at the subsequent meeting.
- c. Minutes may be approved by a vote at a subsequent meeting and posted on the appropriate website. Notes from previous meetings will be finalized and corrected (if needed) at the subsequent meeting.

3. Committee calendar

- a. During the first meeting of each academic year, a meeting calendar shall be established for the year. The calendar shall be subject to change if circumstances

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warrant.

4. Attendance at meetings
 - a. Members and alternates of committees are expected to attend all meetings. If a member or alternate misses more than three consecutive meetings without an excused leave of absence, the chair(s) should contact the missing member or alternate and report to the appointing body and Chancellor for possible replacement of that member.
5. Public Participation
 - a. Unless its purpose and goals require the examination of student records, any member of the City College community may attend committee meetings. The committee chair should provide opportunity to attendees who are not members of the committee to speak to items on the agenda after committee members have had a chance to make comments.
6. Quorum
 - a. A quorum shall be a simple majority of the voting members, not including resource members and members currently on leave of absence. If a quorum is not present, no action will be taken, but, the meeting may proceed with information items.
7. Appointment of committee chair (s)
 - a. The Chancellor may choose to appoint a chair or co-chairs.
8. Responsibilities of committee chair(s)
 - a. Maintain records on the membership and alternates of the committee.
 - b. Contact newly appointed committee members and alternates and provide them with information about the committee.
 - c. Call meetings as required in the description and purpose and arrange for a meeting room.
 - d. Notify all committee members and alternates of meetings in accordance with the Sunshine Policy.

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- e. In advance of each meeting, set an agenda that advances the purpose and goals of the committee.
 - f. Ensure that time-sensitive matters are agendized as soon as feasible
 - g. Arrange for the creation of minutes or another form of brief written record for each meeting and arrange for the submission of those records to the appropriate channel for posting online.
 - h. Work to manage the flow of the meeting so that it maximizes productivity while beginning and ending on time. If necessary, impose time limits on speakers, applying them fairly and consistently.
 - i. Contact members and alternates who have missed two consecutive meetings to encourage participation.
 - j. With the members and alternates of the committee, support a campus climate that fosters institutional excellence and continuous quality improvement by using data informed decision making.
 - k. Lead the committee in an annual evaluation of its effectiveness.
 - l. Submit a written report to PGC after each meeting and give a brief oral report at PGC meetings.
9. Responsibilities of all committee members and alternates
- a. Attend meetings.
 - b. Be familiar with the purpose and goals of the committee.
 - c. Assist in keeping the focus of the committee on developing proposals or recommendations.
 - d. Share the floor by being willing to speak up at meetings and providing other members with an opportunity to speak.
 - e. Empower participatory processes that assure effective discussion, planning and

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implementation of college wide improvements and development of policies.

- f. Contribute to the work of the committee – at meetings and by sharing work that is needed between meeting times.
- g. Participate with the committee in an annual self-evaluation of its effectiveness.

10. Workgroups (include subcommittee, task forces, work groups, etc.)

The PGC and committees may form work groups. Work groups shall generally be established for a specific purpose and for a limited time period. Work groups shall address special issues, complete specified tasks, or develop proposals for recommendations within the general charge of the committee. Work groups may include both members of the PGC or the committee and other persons as appropriate. Work groups members who are not current members of the respective committee are appointed according to the guidelines of the constituent groups. Work groups take direction from the respective committee, and report findings to other persons or groups through their parent committee.

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