

COLLEGE OF THE SISKIYOU

Local Decision-Making Handbook

Board Approved April 19, 2022

Participatory Governance Process Updates

At least once every two years, the Local Decision Making handbook shall be reviewed with an opportunity to provide revisions where needed. During the term in which the review takes place, all councils shall be required to gather feedback for potential changes. An invitation to provide feedback shall also be extended for the constituency senates and the associated student board (ASB). When all responses have been gathered, a task force composed of the Superintendent/President of College of the Siskiyous (hereafter referred to as the college president), the constituency senate presidents, the associated student board president, and the association presidents shall deliberate and compose a list of recommendations for College Council to consider. These recommendations will become enacted in the following academic year upon a positive recommendation by a majority of College Council representatives and subsequent approval from the Board of Trustees.

At any time prior to a scheduled review, a member of the college community may present a proposed revision of the handbook to College Council for consideration at a regular meeting. College Council shall then vote whether to advance the proposal as submitted to the constituency senates for review. Upon a successful vote, an invitation to provide feedback shall be extended to the senates in a timely manner. College Council shall evaluate this feedback, propose stylistic or substantive edits as desired, and vote on recommendation. This recommendation shall be considered by the Board of Trustees and, pending approval, the revision shall be enacted in the subsequent academic term.

Constituency Senates

All permanent employees at College of the Siskiyous, with the exception of contract administrators, belong to one of the three following constituencies represented by a senate body. Up-to-date links for the constitutions and bylaws of each Senate and the ASB are provided in Appendix A of this document; further information may be obtained from officers of the respective senates. Each senate has been asked to provide a brief statement highlighting their perspective on their unique contribution to participatory governance at College of the Siskiyous. The responses may be read below.

College of the Siskiyous Academic Senate

The College of the Siskiyous Academic Senate functions locally as a part of the state-wide Academic Senate for California Community Colleges (ASCCC.) Below are the Mission and Vision Statements of ASCCC.

MISSION

As the official voice of California community college faculty in academic and professional matters, the Academic Senate for California Community Colleges (ASCCC) is committed to equity, student learning and student success. The Academic Senate for California Community Colleges acts to:

- Empower faculty to engage in local and statewide dialog and take action for continued improvement of teaching, learning, and faculty participation in governance
- Lead and advocate proactively for the development of policies, processes, and practices
- Include diverse faculty, perspectives, and experiences that represent our student populations

- Develop faculty as local and statewide leaders through personal and professional development
- Engage faculty and system partners through collegial consultation

VISION

Faculty leading change, serving students, and embracing inclusion

The specifics regarding the role/purpose of the College of the Siskiyou Academic Senate are found in its local Constitution, as articulated below:

The purposes of the College of the Siskiyou Academic Senate shall be to facilitate participation of the electorate in the formulation and implementation of district policies on academic and professional matters, including but not limited to the following:

A. Policies on Academic Matters.

- (1) curriculum, including establishing 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 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 are mutually agreed upon between the governing board and the Academic Senate.

Items 1-11 are from Ed Code Title 5 Article 2. Section 53200

- (12) philosophy of education and instruction
- (13) facilities and services related to instruction
- (14) student relations
- (15) faculty responsibilities for participation in committee matters and other professional matters.
- (16) administration – selection and evaluation
- (17) setting the academic calendar

B. Professional personnel policies. The Academic Senate will consult with the bargaining unit on the following issues:

- (1) academic freedom
- (2) ethical standards
- (3) faculty evaluation, retention, tenure
- (4) policies that have produced grievances
- (5) sabbatical leave policies
- (6) leaves and absences.

College of the Siskiyou Classified Senate

The Classified Senate represents the needs, concerns and viewpoints of the classified staff with respect to the District Participatory Governance Agreement. Our members are often the most direct contact

with our students outside of the classroom, giving us a unique perspective in understanding how the college vision affects the lives of our constituency, as well as our students.

As Classified Senate, our goals include supporting, promoting and clarifying the roles rights and responsibilities of participatory governance by:

- Being a voice for classified staff members
- Fostering communication understanding and mutual support among classified staff
- Provide a means of communication between classified staff and the college community
- To promote the professionalism and values of classified staff

Administrative Support/Management (ASM) Senate

The ASM Senate represents the voice for middle management and select other support staff in the participatory governance structure at College of the Siskiyous. Our members frequently play a critical role in enacting and supervising the work necessary to bring to life the overall vision established by school administration across every department on campus. From this vantage point, the ASM Senate is able to offer a perspective on college decision-making unique from other constituency groups.

In addition to standard tasks of providing this distinct perspective on hiring committees and participatory governance bodies, the ASM Senate is proud of our annual work in providing assistance to students in need during the holiday season as well as continued support over the years for an annual student scholarship. Though we are the youngest constituency senate on the campus, we share with our fellow senates a passion for contributing to student success through direct efforts as well as meaningful deliberation on matters of importance to the campus community. The ASM Senate looks forward to continuing to support the College's vision of transforming student lives through lifelong learning and success.

Associated Student Board

All students at College of the Siskiyous are represented by the Associated Student Board (ASB). To that end, the ASB shall be entitled all rights and responsibilities afforded to the constituency senates in this handbook. A statement by the ASB is included below highlighting their perspective on their unique contribution to participatory governance at College of the Siskiyous.

The ASB at College of the Siskiyous has recently undergone significant changes in leadership and challenges in maintaining membership during the COVID pandemic. While the ASB was unable to provide a statement by review time, a brief overview of their history and goals may be found at the link below.

<https://www.siskiyous.edu/organizations/asb/philgoals.htm>

Distinguishing the Participatory Governance Bodies

While individual governance bodies may take any *name* desired by the majority of members, each body shall fall into one of the following *classifications*. As a related note, the Academic Senate maintains several standing bodies responsible for work directly connected to the execution of their “10+1” duties. The Academic Senate is responsible for the maintenance and output of these bodies, and further details on these bodies may be found in their bylaws.

- **Councils** represent the principal recommending bodies of the participatory governance framework at College of the Siskiyou. While specific charges and authority are presented on each council’s respective page, all councils adhere to the following guidelines:
 - The primary responsibilities of council representatives are deliberation and exchange of information on behalf of their constituency senates. While representatives are always invited to share information and perspectives developed through work performed in their positions, no representative shall be *required* to act in that capacity at council meetings.
 - Recommendations by a council on a given proposal must be acknowledged and considered by any committee or council that later takes up that proposal. At the same time, a negative recommendation shall not prohibit a proposal from being taken up by another committee or council. The college president shall provide a public written response to the Board of Trustees explaining any action taken which was opposed by any councils.
 - Each council shall have full authority to designate its own subcommittees, but only the full council shall possess recommending authority.
 - No new council shall be formed without the approval of all constituency senates and the college president.
- **Committees** represent the principal advising bodies of the participatory governance framework at College of the Siskiyou. While specific charges and authority are presented on each committee’s respective page, all committees adhere to the following guidelines:
 - The primary responsibilities of committee representatives are discussion and implementation of projects that will advance the mission of said committee. While representatives are always invited to share information and perspectives gained from dialogue with their respective constituency senates, they are urged to share information and perspectives developed through work performed in their positions.
 - No council shall reject an update from a committee on a topic relevant to the council’s mission. Councils are encouraged to maintain such updates as standing agenda items where appropriate.
 - Each committee shall have full authority to designate its own subcommittees, but only the full committee shall be able to approve updates to councils or other committees.
 - A new committee may be formed with the approval of College Council, one additional council or committee, and the college president.
- **Taskforces** represent “working” bodies of the participatory governance framework at College of the Siskiyou. While these bodies do not maintain permanent standing, all workgroups still adhere to the following guidelines:
 - Each taskforce shall have a narrowly-defined mission and timeframe, with oversight provided by College Council or whichever council it shall designate.
 - A new taskforce may be formed with the approval of College Council, one additional council or committee, and the college president. Any new taskforce must extend an invitation to all constituency senates as well as contract administrators.

- At the conclusion of the taskforce's objectives, a brief summary shall be provided to College Council for review and recording.

Council and Committee Membership

Membership Types

- Representatives: permanent voting members of a council or committee.
- *Ex-officio* members: permanent members of councils and committees by virtue of the office they hold. Such members may be voting or nonvoting members.
- Resources: permanent nonvoting members of a council or committee. Resource members are selected for their position or expertise with the expectation that their perspectives are relevant to the work performed by the council or committee in a majority of meetings.
- Guests: unless otherwise noted, council and committee meetings are open to the public, with the council/committee chair responsible for overseeing the process by which guests may contribute. Additionally, a council or committee may request a presentation or update from a member of the campus community at any time with the expectation of a good faith effort by the individual to attend, send a designee, or submit a written report.

Individual Responsibilities

- Chairs/Co-Chairs: While the council/committee charge for each body may lay out specific responsibilities, the following list represents general responsibilities in the participatory governance process:
 - Creation of meeting agendas through a process that enables and empowers voting members to propose items for upcoming meetings.
 - Management of regular and special meetings, with attention to their timeliness, content, documentation, and follow-up.
 - In the case of co-chairs, no substantive inclusion or adjustment of an agenda item shall occur without a good faith effort to inform all co-chairs prior to the start of the meeting.
- Voting members: While constituency senate and ASB bylaws and processes shall be the final authority for the responsibilities and expectations of their representatives, the following list represents generally accepted best practices for such members:
 - Consistent attendance and participation at regular and special meetings, having performed an initial review of all documentation distributed in advance of the meeting.
 - Sufficiently detailed reports back to the constituent bodies concerning the nature of the council/committee's work as well as the representative's perceptions as to what this means or may mean for the body.
 - Timely presentation at council/committee meetings of any dialogue or requests that have originated from the constituent senates.
- Resource members: While the council/committee charge for each body shall inform the nature of the resource members' work, the following list represents general responsibilities in the participatory governance process:
 - Consistent attendance at regular and special meetings, having performed a careful review of all documentation distributed in advance of the meeting.
 - Preparation of unsolicited but potentially relevant material as determined by a careful review of the meeting agenda.

- An appropriate balance in meetings between immediately providing a sufficient answer and requesting the opportunity to present a more detailed answer at a future meeting.

General Provisions for Councils and Committees

Where membership on a council or committee requires a set number of representatives from different constituencies, the respective senates shall make these appointments in consultation with the college president. This consultation shall be assumed to be waived unless the president requests it in a timely manner after the nomination or selection of candidates. The manner of the appointments and the terms of the members' service shall be in accordance with the respective senate bylaws. Designated council or committee positions for contract administrators shall be filled at the discretion of the president/superintendent, or designee.

Council and committee chairpersons shall be expected to maintain decorum at their respective meetings while working to ensure unhindered and constructive dialogue. At the same time, no speech or conduct shall be tolerated that violates the anti-discrimination policies of the District in compliance with state and federal laws.

Membership Rosters/Recommendations/Requests

College Council, as the highest recommending body in the participatory governance structure, shall always maintain equal membership of the constituency senates and contract administrators. The composition of College Council shall not be changed without unanimous support from the constituency senate presidents, the ASB president, and the COS president.

All other councils and committees shall be tasked with maintaining a roster of voting members that balances the determined needs of the committee with a commitment to constituency representation. This roster shall be available to the constituency bodies by May 1st to allow for sufficient time in selecting candidates. To that end, all councils and committees shall make every reasonable effort to ensure there is at least one representative from each constituency. Final approval of initial or revised council/committee membership requires approval by at least two-thirds of College Council.

Council and committee chairs may provide nonbinding recommendations that senates consider specific positions or areas of expertise in making their appointments. Similarly, leadership of recognized collective bargaining representatives may make a nonbinding request to the council/committee chair or related constituency senate for inclusion on specific councils or committees. In neither case shall the recommendation or request change the designated number of representatives for a given constituency senate nor the process by which said representatives are appointed.

Procedures for Meetings

- Quorum for the purposes of addressing action items on councils and committees shall be no less than "50% + 1" of all voting members. Councils and committees may establish higher quorums for some or all of their meetings.

- Councils and committees shall honor the process for member replacement and proxy voting established in the bylaws of the respective constituency Senates.
- When a representative misses three consecutive meetings without notifying the chair, the chair shall make a written request to the appropriate constituency senate (or the college president) that they consider a replacement member. While the senates hold the sole right of replacement, the member shall no longer be counted when deciding quorum.
- A request to end discussion on an agenda item (“calling the question”) shall automatically be honored unless a representative directly requests a roll call vote on that action.
- Robert’s Rules of Order shall be used as the standard for resolving procedural questions that may be introduced by one or more members in council or committee meetings.
- At the beginning of each academic year, councils and committees shall determine their own guidelines for the voting/motion powers of the chair(s) and ex-officio member(s).
- No action may be taken at a special meeting of a council or committee without at least one member from each constituency present unless a failure to act places the District in clear legal or fiscal jeopardy. In such cases, all future reports concerning that action shall acknowledge which constituency was absent from the decision.
- For items considered by a governance body that require board approval, the board report shall include a voting record of each recommendation made by councils or committees on the given item. Where the recommendation was negative, the board report shall include a response to the issues raised within the dialogue that culminated in such a recommendation.

Evaluation of Councils/Committees

- Prior to the conclusion of the spring semester, each council and committee shall use the “Council/Committee Evaluation” form (Appendix B) to review their accomplishments, challenges, and future goals. While each council and committee may determine the method of completion, the whole body must approve the final document.
- While constituency senates are invited to follow this process, senate bylaws, compliant with relevant ACCJC accreditation standards, shall determine evaluation procedures.

BP/AP Evaluation and Approval Process

- Per BP/AP 2410, College of the Siskiyous shall maintain a regular review schedule for all board policies and administrative procedures. The college president shall oversee and maintain this schedule in consultation with College Council.
- Before starting review by the relevant council, the chair(s), or designee, shall ensure that the board policies or administrative procedures under review are free of typographical, spelling, or grammatical errors, comply with Title 5 and Education Code regulations, and address changes recommended by the Community College League of California (CCLC). Where such efforts require coordination with individuals who do not serve on the council, they shall be invited to all related discussion and action items.
- After a successful motion to approve a board policy or administrative procedure, the council must consider all proposed changes, additions, or deletions and may propose edits as friendly amendments strictly for matters of clarity and tone. New substantive edits may also be proposed, but shall require tabling the motion until the preparer has been granted sufficient time to evaluate whether such edits align with existing policies, procedures, and regulations.
- Upon approval at the initial council, the Social Justice, Equity, Diversity, and Inclusion (SJEDI) Committee shall be offered an opportunity to review the policy or procedure in light of the institution’s commitment to equity and inclusion. Any recommendations arising from this review

shall be acknowledged and addressed by all future participatory governance bodies that consider the policy or procedure.

- Upon approval at the initial council, and after consideration by the SJEDI Committee where applicable, the College Council chair shall set the policy or procedure as an action item for the Council to consider. The chair of the lower council, or designee, shall be expected to be present for all related discussion and action items.
- College Council may advance one of two motions concerning the policy or procedure: approval and recommendation of the draft to the college president, or return of the draft to the lower council for consideration of such feedback as College Council shall provide. Friendly amendments to the draft shall be considered only in cases of typographical, spelling, or grammatical errors.

CSEA Employee Release Time

- The participatory governance process shall be fully compliant with Article 5.3.6 of the collective bargaining agreement between the District and the CSEA concerning the ability of covered members to participate as representatives through appointment by the Classified Senate.

Procedures for Addressing Alleged Handbook Violations

- A perceived violation of the participatory governance process as outlined in this handbook may either be addressed directly between the parties or brought to the attention of the college president or one of the constituency senate presidents. In the latter case, it shall be their responsibility to address the council/committee chair or administrator most connected to the complaint. All efforts shall be made to allow for timely correction if the issue is deemed valid.
- If the relief provided at the first level is deemed insufficient, the senate president or college president shall have the option to present the concern to the Board of Trustees at their next regular meeting with a proposed correction for the Board to consider. As the “ultimate decision-maker” in participatory governance decisions per BP 2510, their judgment in such cases is final.

Appendix A: Senate and ASB Constitutions/Bylaws

College of the Siskiyous Academic Senate Constitution and Bylaws:

<https://www.siskiyous.edu/academicsenate/documents/constitution.pdf>

College of the Siskiyous Classified Senate Constitution:

https://www.siskiyous.edu/committees/classifiedsenate/documents/senate_constitution.pdf

College of the Siskiyous Classified Senate Bylaws:

https://www.siskiyous.edu/committees/classifiedsenate/documents/senate_bylaws.pdf

College of the Siskiyous ASM Senate Constitution:

<https://www.siskiyous.edu//organizations/asm/documents/ASMConstitution.pdf>

College of the Siskiyous ASM Bylaws:

<https://www.siskiyous.edu//organizations/asm/documents/ASMBylaws.pdf>

College of the Siskiyous Associated Student Board Constitution:

<https://www.siskiyous.edu/organizations/asb/documents/Constitution.pdf>

College of the Siskiyous Associated Student Board Bylaws:

<https://www.siskiyous.edu/organizations/asb/documents/ByLaws.pdf>

Appendix B: Council/Committee Evaluation Form

**College of the Siskiyou
Campus-Wide Standing Committee
Annual Report**

Committee Name					
Committee Members					
Committee Charge (Summary)					
For Academic Year:				Date of Annual Report:	
Month	Mtg Date	# Members Present	Date Agenda Sent	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting.
Avg Attendance					
Major Accomplishments or Achievements in Past Year					
Major Obstacles or Problems with Committee					

Recommendations for Improving Process or Efficiency	

Committee's Goals and Institutional Goals and were expectations met.	
Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	
Chair Signature	
Date Approved by Action of Committee/Council:	

College of the Siskiyous Institutional Goals
Goal #1: Promote and support educational goal completion for all students.
Goal #2: Sustain institutional health and vitality to meet the needs of the community.
Goal #3: Evaluate institutional effectiveness for continuous improvement.

College of the Siskiyous Mission
<i>We are a comprehensive community college serving the economic, educational, lifelong learning, and workforce needs of Siskiyou County and the other communities our programs reach. We understand the transformative power of higher education and seek to inspire students by offering inclusive and practical learning experiences that are relevant in today's global economy and environment. We strive to prepare our students to align their newly-gained skills and experiences with those best suited to the work they wish to pursue and the lives they wish to lead. At the same time, we aim to inspire our students to engage actively, question deeply, reason critically, think boldly, communicate effectively, act innovatively, work collaboratively, and live ethically.</i>