

Shared Governance Handbook  
Revised  
Fall 2009

*Monterey Peninsula College's shared governance process involves a number of representational groups. The College Council is the central campus body of the shared governance process for Monterey Peninsula College (MPC). It serves to confirm the institutional support for recommendations brought to the Board by the Superintendent/President and is a key component of MPC's integrated planning and resource allocation processes. College Council is responsible for establishing the institution's direction by developing the institutional mission statement and long-term goals, in concert with the Governing Board. College Council has three subcommittees - the Budget Committee, the Technology Committee, and the Facilities Committee.*

*The College Council also has three advisory groups - Academic Affairs, Administrative Services, and Student Services. The Administrative Services Advisory Group has one subcommittee, the Health and Safety Committee. The President's Office has one shared governance committee, the Policy and Communications Committee (PACC). The Academic Senate represents the faculty in academic and professional matters. One key role of the Academic Senate is to appoint faculty to shared governance committees. The Curriculum Advisory Committee also makes recommendations in the area of academic and professional matters; it makes recommendations on curriculum matters directly to the Governing Board. Following is a description of each committee's membership and set of responsibilities. Meetings are open to anyone wishing to attend.*

## ***College Council***

College Council will:

1. Be responsible for the integrated planning process, with input from all parts of the campus community. Every three years the Council will update the Mission statement and long-term goals.
2. Review the annual component goals produced by Academic Affairs, Student Services, and Administrative Services. CC can recommend changes in accordance with the college mission and institutional goals.
3. Receive and review recommendations from the Budget Committee, and make allocation decisions based on these materials subject to review by the President.
4. Receive accountability reports from Academic Affairs, Student Services, and Administrative Services and discuss their activities related to program review and/or action plans for the previous year's planning cycle.
5. Discuss issues important to the MPC community and assign these issues to the appropriate advisory group or campus committee.
6. Organize open forums for discussion of important or controversial issues.
7. Establish timelines for the flow of information and final recommendations.

8. Review new Board policies or Board policy changes and makes recommendations to the President for presentation to the Board.
9. Review the shared governance process and Board Policy on shared governance as part of the Accreditation Self-Study, and recommend changes as necessary. Changes will be discussed with the entire campus community before implementation.

Other groups (designated **Advisory Groups or Advisory Committees**) will work on specific issues which come under their areas, and make recommendations to the College Council on these issues.

**Voting Members of the College Council:**

**18 Voting Members:**

- Three Vice Presidents
- Two students appointed by ASMPC
- Four classified employees appointed by MPCEA
- Academic Senate President
- One MPCTA representative appointed by MPCTA
- Five faculty members appointed by the MPC Academic Senate
- Two management employees appointed by the Management Team (one MSC and one Dean)

**Non-Voting Members of the College Council:**

- Superintendent/President is an ex-officio member
- One non-voting administrative support person for minute taking and other duties as required

**Terms** for College Council members (except the Vice Presidents, the Academic Senate President, and the Student Representatives) will be three years, and will be staggered.

**Member Responsibilities:**

- All members will be responsible for making regular reports to their constituency groups.
- One of the co-chairs will be responsible for making a brief report at Board meetings.

**Chair:**

The Chair or Co-Chairs of the College Council will be elected every three years.

**Meetings:**

College Council meetings will be open to anyone who wishes to attend. Agendas will be made widely available in advance of meetings, and minutes will be published in a timely manner.

# College Council Sub-Committees

## Budget Committee

### Charge:

The Budget Committee makes recommendations to the College Council regarding the budget development process, budget timelines, budget implementation and available funding for each fiscal year.

### Roles of the Budget Committee:

- Develop initial timeline, basic document and directions to budget managers.
- Make recommendations on available funding to the College Council.
- Review the budget to see that the process was followed.
- Organize the budget process evaluation.
- Review budget adjustments throughout the year.

### Membership: (14 members)

- The Vice President of Administrative Services (Chair)
- The two other Vice Presidents (Academic Affairs and Student Services)
- Two Deans - one Academic Affairs and one Student Services
- The MPCTA President and one MPCTA representative
- The MPCEA President and one MPCEA representative
- The Academic Senate President and one Senate representative
- The ASMPC President and one ASMPC representative
- One representative from MSC
- Controller (Resource Person)
- Budget Analyst (Resource Person)
- Note taker (Resource)

### Budget Committee Activity Timelines:

- Mid November - Budget Committee begins development of budget construction documents.
- Mid December
  1. The Budget Committee receives copy of the actual expenditures from the prior fiscal year for its review. The actual expenditures will be treated as a Study Budget baseline for the following fiscal year.
  2. Budget construction documents are finalized and distributed to the budget areas.
- November -March- The Budget Committee reviews known budget changes, such as lease expenses, board election expenses, and Scheduled Maintenance expenses. The Study Budget includes all foreseen budget accretions known at that point.
- January – March –Budget Packets are distributed by the Fiscal Services Department.
- April - The Budget Committee reviews and updates the Study Budget to include current data regarding retirements, staff turnover, step and column increases, savings, and any requests for mandatory increases.
- Late May - After the release of the state’s May Revise budget, the Budget committee sends the Study Budget to the College Council for review and recommendation to become the Tentative Budget.

- May - The College Council recommends the Tentative Budget to the President.
- Late June - The Tentative Budget goes to the Governing Board.
- Mid August – After the Governor approves the state budget, the Budget Committee reviews adjustments made to the Tentative Budget and submits it to the College Council for review and recommendation to become the District’s Final Budget.
- Late August - The proposed Final Budget goes to the Board for approval.

## **Facilities Committee**

### **Charge:**

The Facilities Committee makes recommendations to the College Council. The committee recommendations will take into consideration the Monterey Peninsula College Comprehensive Master Plan.

### **Duties and Responsibilities:**

- Develop a long range Facilities Master Plan. The Facilities Master Plan should be driven by the college’s Educational Facilities Master Plan, Institutional Goals and Objectives, and Advisory Group Component Goals.
- Review requests for facility changes (remodeling, new construction).
- Prioritize and recommend minor capital improvement projects.
- Review and recommend scheduled maintenance projects.
- Make recommendations on minor capital improvement projects and scheduled maintenance projects will be made after consultation with each of the Advisory Groups.

### **Membership:**

- Vice President of Administrative Services (Chair)
- Vice President of Academic Affairs
- Vice President of Student Services
- Director of Facilities – MSC
- Five Faculty members appointed by the Academic Senate\*
- One classified employee appointed by MPCEA
- One Student appointed by ASMPC
- (additional resource persons attend although unlisted)

\*Faculty membership on the committee shall reflect diverse departmental representation and terms served shall be staggered so that turnover occurs in incremental steps, whenever possible.

Terms will be staggered (except for the Vice Presidents, the Director of Facilities and the Student Representative) with no term being for more than four years in length and initially no term for less than two years.

## **Technology Committee**

### **Charge:**

The Technology Committee is responsible for the development, review, and update of the institutional technology planning for the college. The Technology Committee reports directly to the College Council but may also make recommendations to the college's Academic Affairs Advisory Group, Student Services Advisory Group, and Administrative Services Advisory Group regarding technology-related issues that may pertain to those specific areas. The Technology Committee may also be tasked with evaluation and review of specific equipment, software and/or training which the college requires in order to fulfill its mission as an instructional institution.

### **Duties and Responsibilities:**

- Develop an annual update of the college's technology plan
- Act as recommending resource to the College Council regarding technology issues
- Act as resource to the college's Staff Development Committee regarding technical training
- Recommend specifications for campus technology purchases (ex.: PCs, data projectors, etc.)
- Develop and recommend campus policy regarding use and control of technical property

### **Membership:**

- Dean of Information Technology and Media Services (Chair)
- Two Vice Presidents
- Five Faculty members appointed by the Academic Senate. In order to maintain an institutional perspective, the faculty members include representatives of: 1) the campus library; 2) student services; and 3) other academic affairs divisions.
- Two Classified representatives selected by MPCEA based on their acknowledged technical expertise
- One Student representative from ASMPC
- One MSC member
- Dean of Instructional Planning

# *College Council Advisory Groups*

## **Advisory Groups**

*There are three advisory groups following the current administrative organization - Academic Affairs, Administrative Services and Student Services. Each advisory group is chaired by the vice president of that area and each area advises the vice president on operational matters. It is also each group's responsibility to see that shared governance issues are communicated to all members of that area, input is gathered and considered, followed by a recommendation to College Council for action if necessary. The Advisory Groups in no way substitute for the Academic Senate in those areas which are under Senate purview. All meetings will be open to anyone wishing to attend.*

### **Membership:**

The **Academic Affairs Advisory Group** is composed of:

- The Vice President of Academic Affairs (Chair)
- All division chairs (Creative Arts, Business and Technology, Humanities, Social Sciences, Physical Sciences, Life Sciences, Physical Education, Counseling)
- Academic Affairs Deans
- Director of Nursing
- Director of the Library
- One representative from Student Services instructional faculty
- Dean of Information Technology and Media Services
- One student representative appointed by ASMP
- One classified employee appointed by MPCEA
- One MSC member appointed by the MSC group. (17 members)

The Academic Affairs Vice President and the Dean of Information Technology and Media Services are non-voting members of AAAG.

The **Administrative Services Advisory Group** is composed of:

- The Vice President of Administrative Services (Chair)
- Two faculty members appointed by the Academic Senate
- Two classified employees appointed by MPCEA
- One MSC appointed member
- One student appointed by ASMP
- Evening Campus Supervisor
- The managers in charge of Fiscal, Information Systems, Plant Services, Security, and Human Resources. (13 members)

The **Student Services Advisory Group** is composed of:

- The Vice President of Student Services (Chair)
- Two faculty members appointed by the Academic Senate
- Two classified employees appointed by MPCEA
- Two students appointed by ASMP
- One MSC appointed member

- One representative from Women's programs
- The managers from all the Student Services areas (these include Health Services, Counseling, Financial Aid, Dean of Student Services, Admissions and Records, Athletics, International Student Programs, Matriculation, Children's Center, Supportive Services, and Academic Support Center). (20 members)

**Responsibilities:**

Each Advisory Group will be responsible for:

- Making recommendations on policy and procedures in its own area.
- Making recommendations to College Council about planning and resource allocations.
- Drafting/writing operating procedures (to be approved by the College Council), setting terms, posting agendas and publishing minutes.
- Organizing open forums as needed for discussion of important or controversial issues.
- Communicating with the College Council and with each other regarding current issues being discussed.

## **Administrative Services Advisory Group Sub-Committee**

### **Health and Safety Committee**

#### **Charge:**

Monterey Peninsula College Board Policy has designated the Vice President of Administrative Services as the District's Safety Officer. The Health and Safety Committee's charge is to review safety and health procedures. Recommendations are made by the committee chairperson(s) to the Vice President of Administrative Services who then brings them forward to the Administrative Services Advisory Group.

#### **Duties and Responsibilities:**

- Review safety and health procedures
- Monitor and facilitate feedback on unsafe conditions
- Recommend improvements

#### **Membership:**

The permanent members of the committee include:

- Vice President of Administrative Services (Ex-officio)
- Director of Facilities
- MPC Nurse
- Evening Campus Supervisor
- Security
- Director of Children's Center
- Human Resources Representative
- Two Faculty Members appointed by the Academic Senate
- Two Classified Members appointed by MPCEA
- One MSC Member appointed by the MSC Group
- Two Students appointed by ASMPC

Committee chair(s) are elected on an annual basis.

Representatives from the above areas participate in these meetings when the actual members as listed above are unable to attend.

## *Advisory Committee to the College President*

### **Policy and Communications Committee (PACC)**

#### **Charge:**

The Policy and Communications Committee (PACC) distributes new and revised board policies to the various constituent groups and tracks the progress of these policies to facilitate an efficient shared governance process. In addition, the committee can act as an entry point to promote campus communication with respect to unresolved issues and will promote process resolution.

#### **Duties and Responsibilities:**

- Distribute new and revised board policies to various constituent groups
- Track the progress of these policies to facilitate an efficient shared governance process
- Serve as an entry point to promote campus communication

#### **Membership:**

- Superintendent/President
- Two classified members appointed by MPCEA
- Two faculty members appointed by the Academic Senate
- Two management members appointed by the MSC group

## *Academic Senate*

### **Charge:**

“**The Academic Senate** makes recommendations to the administration of [the] college and to the Governing Board of a district with respect to academic and professional matters.” (MPC Academic Senate Bylaws)

### **Duties and Responsibilities:**

The MPC Academic Senate shall give the faculty a voice in the formation and implementation of district policies on "ACADEMIC AND PROFESSIONAL MATTERS" which include:

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 mutually agreed upon between the Governing Board and the Academic Senate.

### **Membership includes one member from each division:**

- Life Sciences
- Creative Arts
- Social Sciences
- Physical Education
- Nursing
- Library
- Humanities
- Business/Technology
- Physical Sciences
- Student Services
- Supportive Services
- College Readiness/TRiO
- Three At-Large Faculty
- On At-Large Adjunct Faculty
- ASMPC Student representative

## *Curriculum Advisory Committee*

### **Charge:**

The Curriculum Advisory Committee (CAC) reviews and recommends new courses and academic programs. It also reviews curricular revisions and supplements.

### **Duties and Responsibilities:**

- Recommend new curricula to the Governing Board, which gives final approval for courses
- CAC reviews and recommends courses for inclusion in general education patterns (MPC, CSU, and IGETC) and reviews and recommends graduation requirements.

### **Membership includes one faculty member from:**

- Student Services
- Library
- Business and Technology
- Humanities
- Social Science
- Physical Science
- Life Science
- Creative Arts
- Physical Education
- ESL
- Basic Skills
- Nursing

### **Plus:**

- Articulation Officer (standing position)
- One Academic Senate Faculty Representative
- One Administrator (Term: Discretion of office) non-voting
- CurricUNET Specialist – non-voting
- One Student Representative (Term: 1 year)

## *Shared Governance Process*

The shared governance process at Monterey Peninsula College is inclusive and transparent; it relies on the efforts of faculty members, classified staff, students and administrators to participate in and provide leadership for various committees. The specific processes followed by these committees and the relationships between the committees vary by the topic or problem under discussion. For example, for matters of institutional goal setting, defining board policy, planning, or resource allocation, the College Council is the primary, representative group that makes recommendations to the Superintendent/President. In contrast, for matters of academic and professional matters, the Academic Senate and the Curriculum Advisory Committee exert their leadership by making recommendations directly to the Board of Trustees or to the College Council, as dictated by the topic at hand. The shared governance processes and the leadership role of committees are shown on a series of four figures on the following pages. Figures 1 and 2 show the flow of recommendations and ideas for the planning and resource allocation process, where the College Council provides leadership. Figure 3 shows the flow of recommendations and ideas on academic and professional matters, where the Academic Senate and the Curriculum Advisory Committee provide leadership. Figure 4 shows the flow of recommendations and ideas for the review of and revision to board policy.

### **Planning and Resource Allocation.**

The College Council is the principal planning and operational committee at the college. It is responsible for implementing the planning and resource allocation process and making recommendations to the Superintendent/President on planning, resource allocation, board policy and any other institutional issues that should be brought before the Board of Trustees. Goal setting and subsequent evaluation are built into the planning and resource allocation process (Figure 2).

Three committees report to the College Council: the Budget, Facilities, and Technology committees. The three advisory groups (Academic Affairs, Administrative Services and Student Services) also have direct representation at the College Council through the three vice presidents. It is through the advisory groups and participation in the three committees that all faculty and staff have access to the college's primary recommending body for planning and resource allocation. Resource allocation requests or recommendations are delivered to the College Council through one of the three advisory groups, the Facilities Committee or the Technology Committee. The Budget Committee is responsible for identifying sources of available funds within the budget.

Other shared governance groups also communicate and make recommendations to the College Council (Figure 1). During planning efforts such as the development of the mission statement and institutional goals and objectives, for example, other groups, such as the Academic Senate or the Equal Employment Opportunity Advisory Committee, can and do make recommendations to the College Council. When engaged in planning activities that do not involve the allocation of resources, the process is very flexible, because it seeks input from a wide variety of groups and constituencies. This flexibility emphasizes dialogue and shows a variety of committees organized into three clusters: the College Council Group, the President's Group, and the Academic Senate Group. All committees communicate with each other and even collaborate with each other as the need arises and the situation dictates. Communication takes place through representative memberships among the groups, reports and recommendations that flow from one group to another.

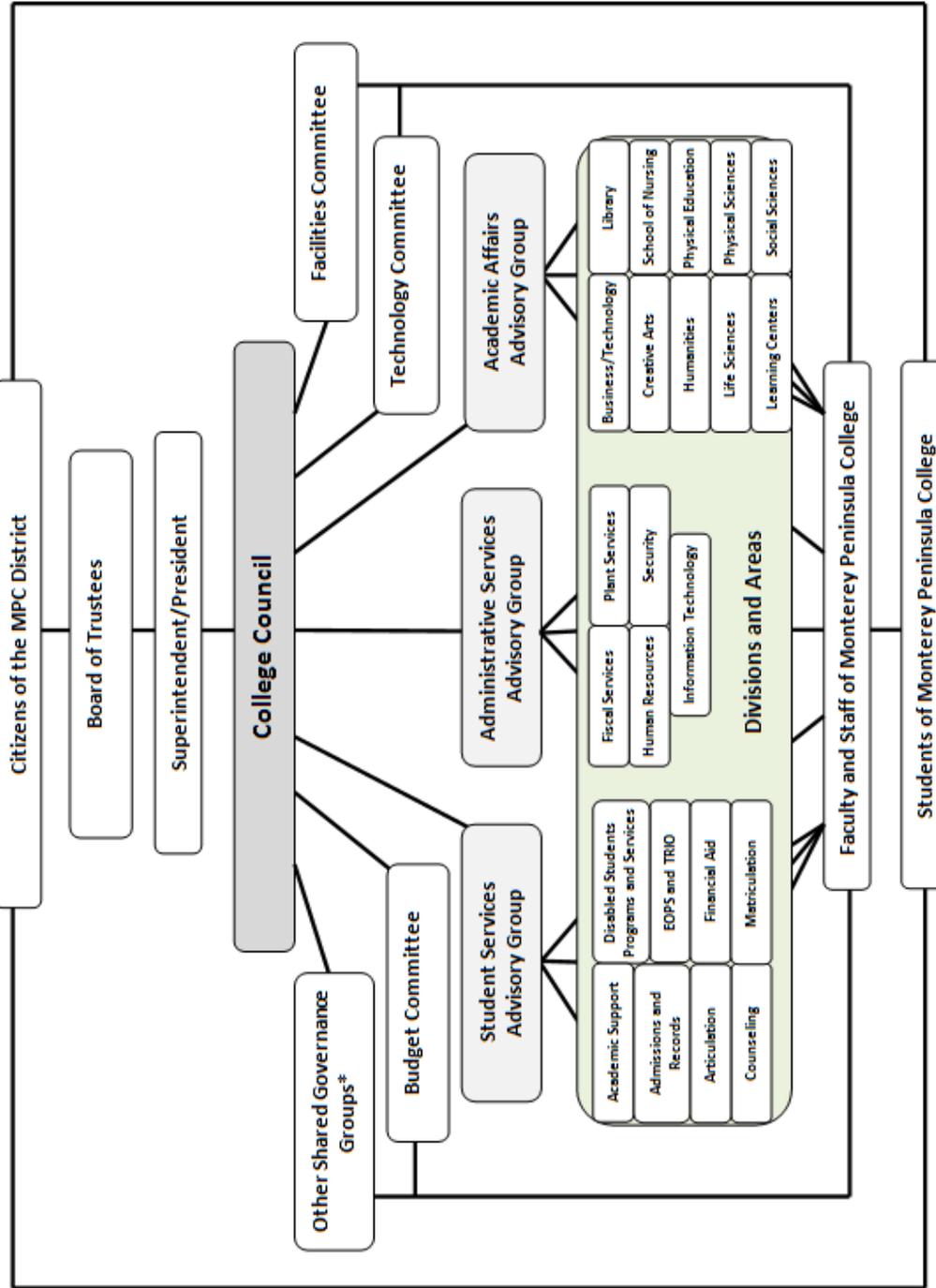
### **Academic and Professional Matters.**

The Academic Senate and the Curriculum Advisory Committee are the primary groups at the college that deal with academic and professional matters (Figure 3). Membership on each of these groups includes a representative from each instructional division, the library, counseling, and the School of Nursing. The Curriculum Advisory Committee forwards its curricular recommendations directly to the Board of Trustees. The Academic Senate is active in board policy development and revision. It makes recommendations to the College Council on issues of institutional importance, but has the right to communicate with and get a written response from the Board of Trustees if it disagrees with institutional decisions on academic and professional matters. As with the College Council, other shared governance committees engage in dialogue with the Academic Senate.

### **Board Policy Review and Revision.**

The structure for board policy review and revision differs from that for planning and resource allocation or academic and professional matters (Figure 4). As with planning and resource allocation, the College Council is the primary group that recommends revision of board policy to the Superintendent/President. In order to assure wide and comprehensive review of potential changes to board policy, an additional group, the Policy and Communications Committee (PACC) monitors the review process as the proposed sections of board policy go to various constituency groups for review. When all constituency groups complete their reviews, the PACC looks at the constituency group comments and decides whether to send the proposed policy on to the College Council for consideration or back to the originating group for revision.

**Flow of Recommendations/Ideas for Planning and Resource Allocation Purposes**



\* Refers to other shared governance groups that may make recommendations to the College Council about institutional goals and objectives, board policy, or other topics of institutional interest. Please see the Illustration of Dialogue.

Figure 2. Planning and Resource Allocation Process

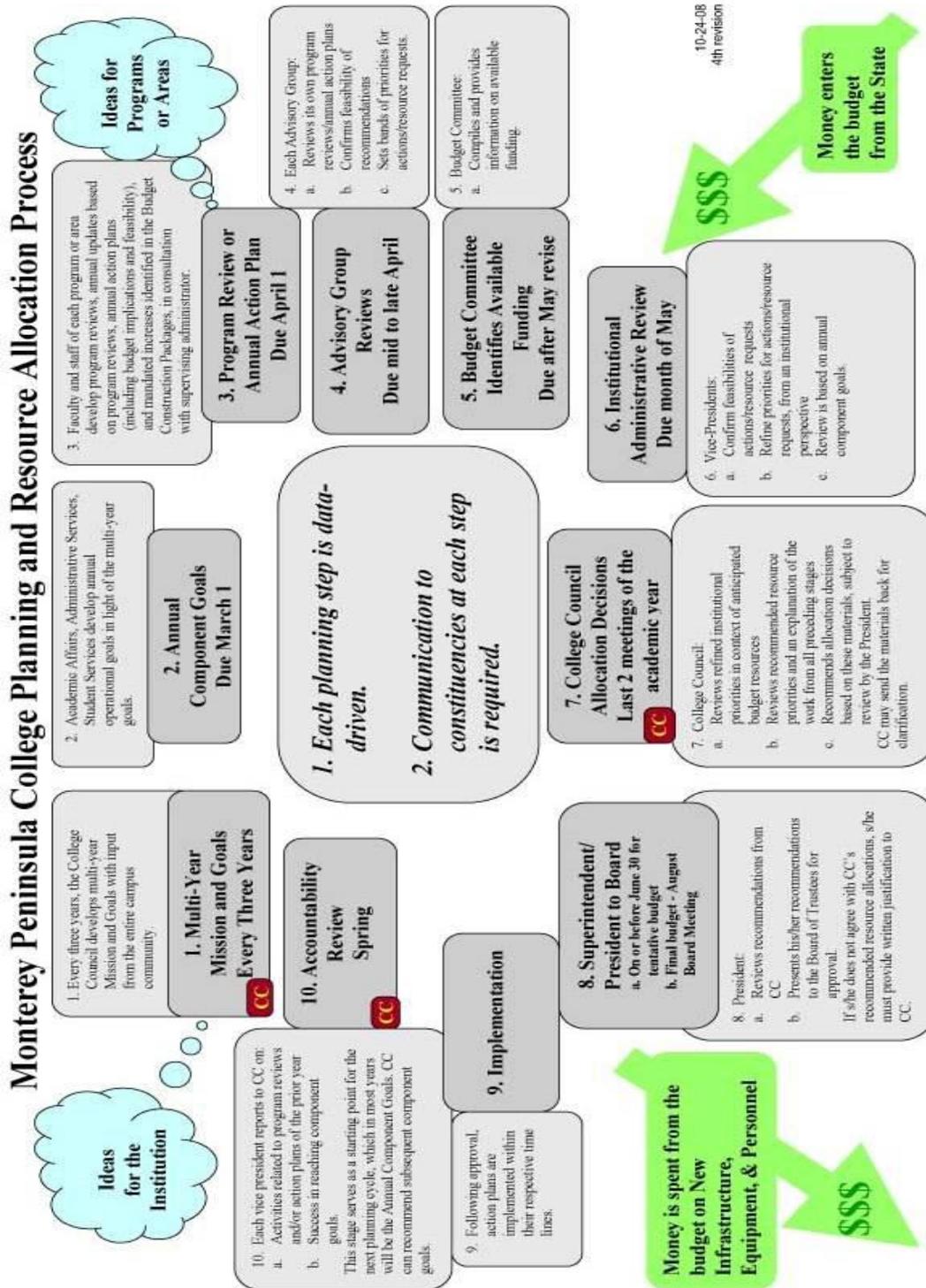
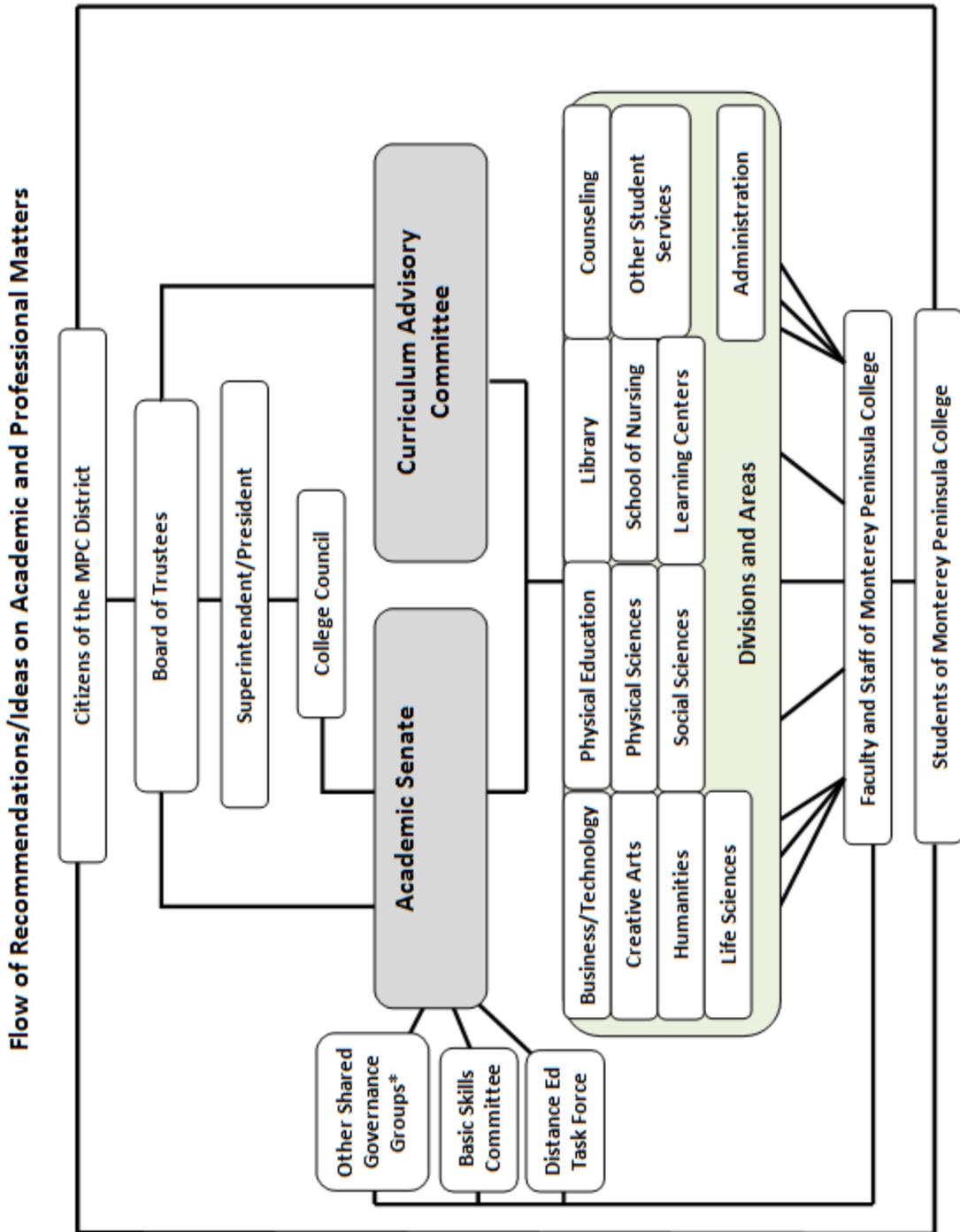


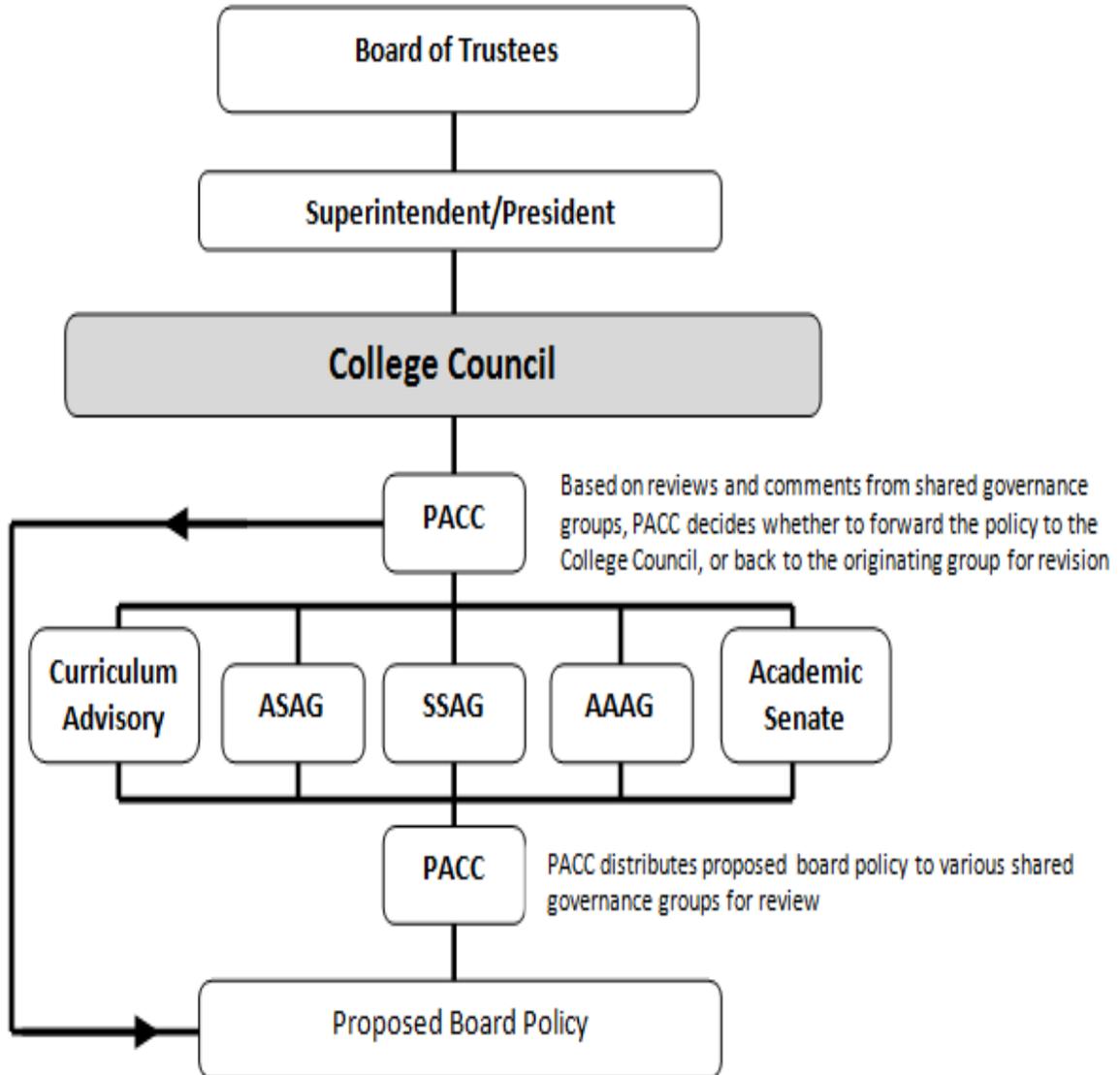
Figure 3. Recommendations and ideas on academic and professional matters, where the Academic Senate and the Curriculum Advisory Committee provide leadership.



\* Refers to other shared governance groups that may make recommendations to or collaborate with the Academic Senate about academic and professional matters or issues of institutional interest.

Figure 4. Process for the review of and revision to board policy.

Figure 4A.4 Flow of Recommendations/Ideas for Development of Board Policy



## *Evaluation Process*

The College Council will be responsible for initiating and organizing a review of the shared governance process. Reviewers will include members of all constituency groups, in large enough numbers to be significant.

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