COLLABORATIVE GOVERNANCE AT COMPTON COLLEGE

Spring 2020

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Collaborative Governance at Compton College

Definition of Collaborative Governance

Collaborative Governance at Compton College is the cornerstone necessary to achieve the mission, vision, and strategic initiatives of our institution. Decisions at Compton College are the result of the participation and collaboration among all constituent groups, including the Board of Trustees, administration, faculty, staff, and students. Collaborative Governance ensures diverse and creative input, transparency, and accountability so that decisions made will drive student success at Compton College.

Philosophy

The college's Mission, Vision, Values, and Principles of Community guide Collaborative Governance at Compton College. All constituent groups are involved in the recommendation and decision-making process by providing input that makes Compton College an effective institution in supporting student success.

Mission Statement

Compton College is a welcoming and inclusive environment where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

Vision and Values

Compton College will be the leading institution of student learning and success in higher education.

Compton College's values are grounded in the following principles:

- Student Centeredness in the focus of providing students the opportunities for success.
- Excellence as a premier learning institution recognized for outstanding educational programs, services, and facilities.
- Support and Nurture in providing guidance in a professional and caring environment.
- Dedication in our commitment to our diverse community through partnerships with local schools, universities, and businesses.
- Innovation in adapting new ideas, methods, and techniques to further student learning and achievement.
- Fiscal Integrity in the transparent and efficient use of financial resources to support student success.

Principles of Community

Compton College welcomes contributions of the community at large to promote diversity, creativity, accountability, and transparency. Through Collaborative Governance, all constituent groups work

together, in good faith, to make decisions related to policies, procedures, and practices for the benefit of the students and community that we serve.

Diversity
We embrace and uphold the culture, achievements and unique contributions of all stakeholders.

Creativity
Collaborative Governance values creativity, including the perspectives and viewpoints of all constituents at Compton College.

Accountability
Accountability defines roles, responsibilities and timelines, and leads to evidence-based decision making.

Transparency
Collaborative Governance commits to open communication and collaboration amongst all stakeholders in the recommendation and decision-making process.

The aforementioned Principles of Community are reflected in [Board Policy 2510 - Participation in Local Decision Making](), [Board Policy 2520 - Academic Senate](), and [Administrative Regulation 2511 - Council and Committee Structure](), and provide the foundation for decisions made at Compton College. Adherence to the Principles of Community is the obligation of all employees and students. In practicing these principles, Compton College accomplishes our mission with care, consideration, and respect, by appreciating all individuals and the expertise they bring to the Collaborative Governance process.

Organizational Chart

Annually, as part of the planning and budget process, Compton Community College District Human Department updates the organizational chart. The current organizational chart is available [here](#).
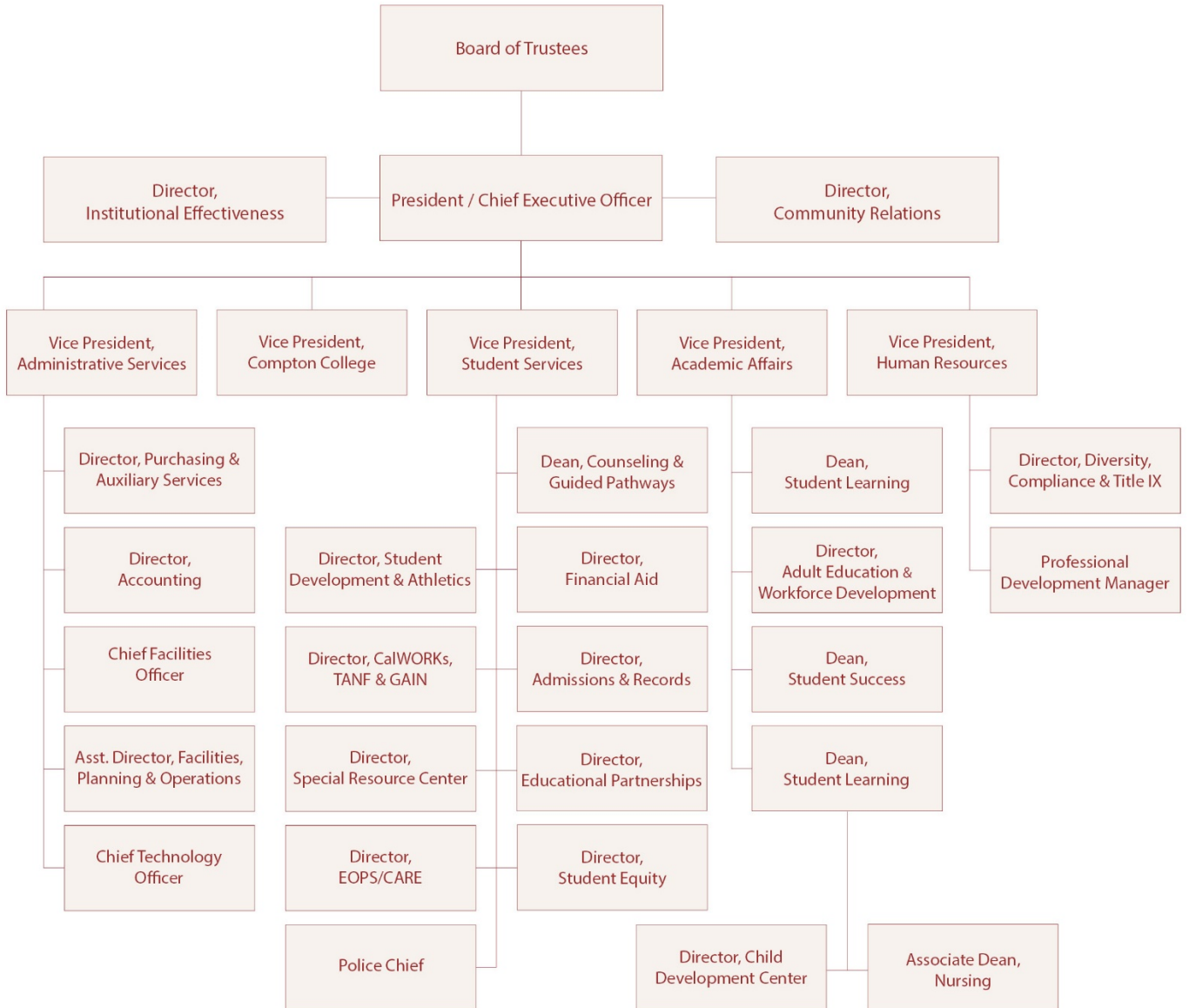
Compton College 2024 – Human Resources Staffing Plan, page 21.

Key Stakeholders

<u>Board of Trustees</u>

The Board of Trustees consists of five (5) members elected by the qualified voters of the District (Board Policy 2010 – Board Membership). The Board is committed to fulfilling its responsibilities including, advocating for and protecting the District and assisting in establishing a climate where high standards are maintained and institutional goals are accomplished (Board Policy 2200 – Board Duties and Responsibilities).

The Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Trustees is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for President/CEO action under which the District is governed and administered. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. (Board Policy 2510 – Participation in Local Decision Making)

<u>President/Chief Executive Officer</u>

The President/CEO is the official designee of the Board of Trustees and reports directly to the Board. The President/CEO is primarily responsible for the quality of the college and assessing institutional effectiveness, by providing strategies and allocating resources to achieve the mission and goals of the college. The official designee ensures compliance with state, federal and mandated educational initiatives and provides professional development opportunities to faculty, classified staff, and students to ensure the success of new initiatives. The President/CEO reserves the right to reject or modify any collaborative governance recommendation. The President/CEO, or designee, informs the individual or committee of the status and/or outcome of the recommendation(s). All constituent groups retain the right to present their concerns with the President/CEO's decision to the Board of Trustees if a common consensus is not achieved.

<u>Community at Large</u>

Collaborative Governance includes all parties interested in the welfare [or "affected by the recommendation or decisions"] of Compton College, such as students, residents, businesses, government agencies, policy-makers, professional societies, local educational districts and institutions that supports Compton Community College District.

<u>Academic Senate</u>

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, and shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement. The "academic and professional matters" means the policy development and implementation matters listed in this policy. The Board of Trustees or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board of Trustees will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

> (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.

According to Title 5 § 53203, the governing board has adopted a policy for appropriate delegation of authority and responsibility to its academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on professional matters. The governing board has elected to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

According to Board Policy 2510 – Participation in Local Decision Making, the Board of Trustees or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Academic Senate is also responsible for selecting faculty representatives for committees. The Academic Senate reviews and responds to proposed changes to college policies and procedures recommended by college groups, committees, and task forces and makes appropriate decisions regarding its internal operation consistent with its approved constitution and bylaws.

Administrators/Managers/Supervisors

As outlined in the definition of Collaborative Governance, Administrators, Managers, and Supervisors lead, organize, plan, supervise, consider the needs of faculty, and value collaborative governance based upon the recommendations made with faculty colleagues. Collegiality is a reciprocal obligation that is central to Compton College's recommendations and decision-making process.

Classified Professionals

According to Title 5 §51023.5, the governing board is required to adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. Staff shall be provided with opportunities to participate in the formulation and development of district policies and regulations that have a significant effect on staff. The opinions and recommendations of the Compton Community College Federation of Employees – Classified Employees will be given every reasonable consideration (Board Policy 2510 – Participation in Local Decision Making).

Associated Student Body of Compton College

The students of Compton College are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Student Body of Compton College. The Associated Student Body organization is recognized as the official voice for the students in District and College decision-making processes. It may conduct other activities as approved by the President/CEO. The Associated Student Body activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees (Board Policy 5400 – Associated Student Body and Board Policy 2510 – Participation in Local Decision Making).

Organizational Groupings and Committees

Organizational Groupings Defined

1. **Compton Community College District Board of Trustees**: consists of five (5) members elected by the qualified voters of the District. The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Trustees is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for President/CEO action under which the District is governed and administered (Board Policy 2010 – Board Membership and Board Policy 2200 – Board Duties and Responsibilities).

2. **Consultative Council**: The Compton Community College District recognizes the Consultative Council as the official body for the joint involvement of the named groups. The structure of the involvement is detailed in the Administrative Regulation - 2511 Council and Committee Structure and Board Policy 2510 – Participation in Local Decision Making.

   President/CEO Cabinet: The President/CEO's direct-reporting employees within an organization that advise the President/CEO on a number of important issues affecting the institution at any given time.

Council and Committees at Compton College

[refer to Administrative Regulation 2511 – Council and Committee Structure]
Committees and committee work are the foundation of all decision-making at Compton College. Committees are the intersection of nearly, if not every constituent group on campus, and is the arena by which ideas are presented, discussed, and acted upon. Additionally, committee work is informed by both the needs of the institution and the accreditation standards and eligibility requirements set forth by the Accrediting Commission for Community and Junior Colleges.

Committees Defined

There are several committee types at Compton College. Committees vary based on a series of factors such as their objective, whether they are permanent (long-term, ongoing) or temporary (created to address, or in response to, new initiatives or issues; may become permanent), and their roles in the recommendation and decision-making process (advisory, policy-making, administrative). Compton College committees are defined as follows:

Council Structure: a permanent part of the institution's structure, these committees perform specific functions that are critical to the operation of the institution. The purpose of the committee and its functions and duties generally do not change (I.E. Consultative Council).

Committees: conduct and monitor much of the work that occurs on campus. They do not act independently of the institution. Instead, they conduct business under the direction and support of an appointed manager or director by the District or an Institutional Standing Committee. All recommendations are made to the committee's corresponding Institutional Standing Committee.

Workgroups: groups established to work on a single defined task, activity, or specific problem. Workgroups are generally short in duration (less than two years) and are specific in focus. Workgroups are ideal for identifying issues, collecting information, reviewing and analyzing the information, and making recommendations to an institutional standing committee.

Operational Guidelines for Committees

Operational guidelines define any processes and procedures that are followed by an individual committee. While some additional operational guidelines may be added by committee, as needed, all Compton College committees shall abide by the following operational guidelines:

1. Establish and write out a short statement of purpose so that the campus community is aware of its role in the advisory and recommendation-making process, as well as its place in the decision-making process.
2. Establish a set of yearly goals that are measurable and that reflect their purpose.
3. Establish a series of norms that define the tone and direction of committee meetings.
4. Create and disseminate agendas.
6. Establish a process by which the committee will communicate any recommendations to the President/CEO.
7. Establish and maintain its campus webpage; house important items such as agendas and minutes on this webpage.
8. Review, quarterly, the Accreditation Standards and Eligibility Requirements that it meets.
9. Publish an annual report that addresses the yearly goals previously established, reflects on any major decisions made, and considers future tasks and ideas for the upcoming academic year.
10. Follow the *Brown Act,* if required by law. Councils and Committees that follow the *Brown Act* include the Board of Trustees, the Academic Senate, and subcommittees of Academic Senate, such as the Curriculum Committee and the Distance Education Advisory Committee.
11. *Robert's Rules of Order* should be observed to support a collegial working environment that encourages the fair exchange of ideas.

Committee Membership

Committee memberships are established in several ways, depending on the committee type.

- **Councils and Committees**
  Per Administrative Regulation 2511 – Council and Committee Structure, all committee memberships are built by the recommendations of the President/CEO, Academic Senate, the Compton Community College Federation of Employees - Certificated, the Compton Community College Federation of Employees – Classified, and the Compton College Associated Student Body. For a complete listing of council and committees, their membership representation, and their purpose descriptions, please refer to Administrative Regulation 2511 – Council and Committee Structure.
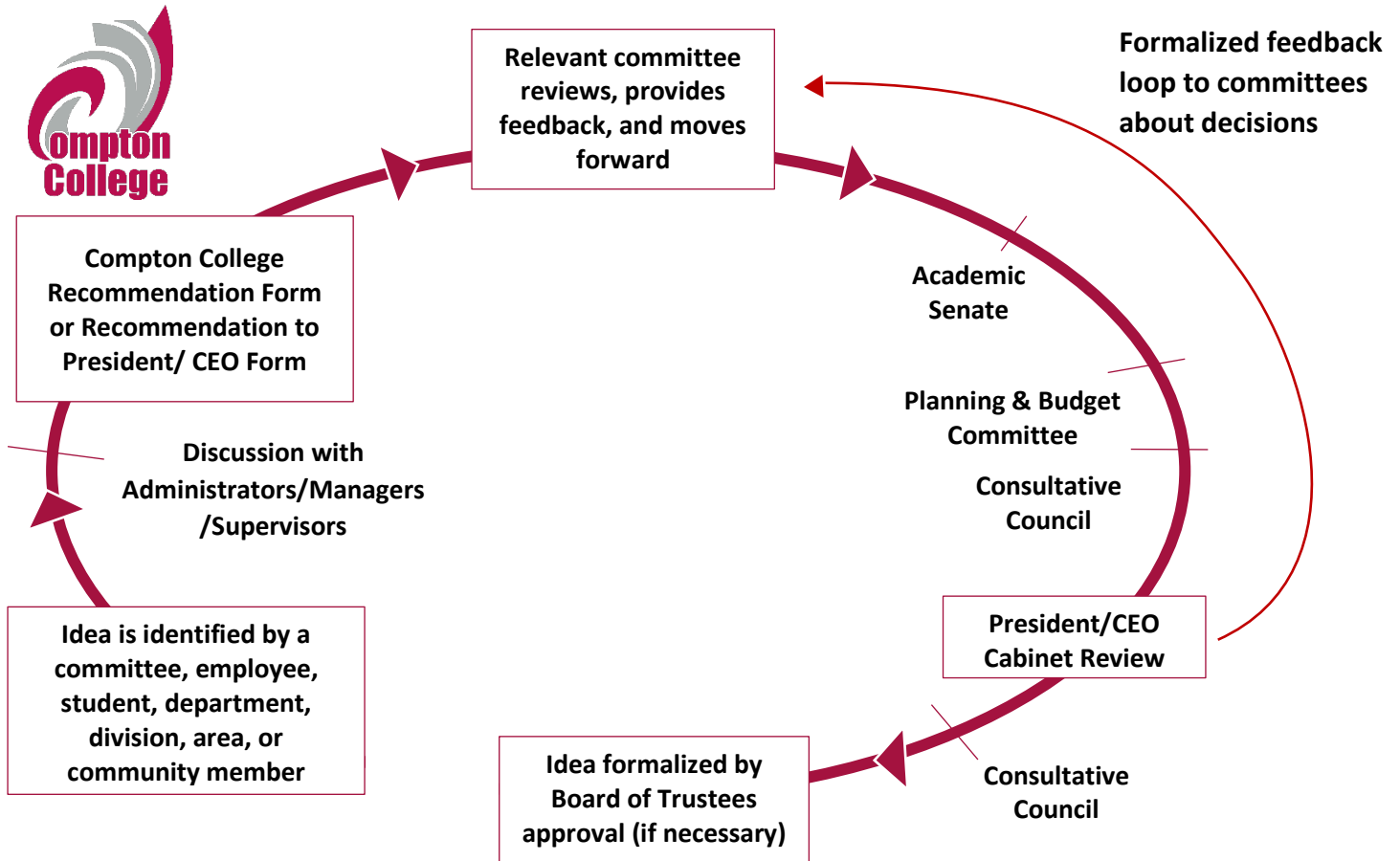
- **Academic Senate Committees**
  Academic Senate Committees are those committees that the Academic Senate of Compton College convenes to either complete minor tasks and/or to lead ongoing faculty-driven processes such as curriculum, faculty professional development, and distance education in order to make recommendations to Compton Community College District related to its 10+1 purview.

- Subcommittees, Workgroups, and Task Forces
  The President/CEO, or designee, can establish a subcommittee, workgroup, task force, or any other type of committee for the purposes of collaboration on any given topic relevant and pertinent to the institution. As a general practice and depending on the topic or matter at hand, the President/CEO shall solicit the feedback and representative assistance of the constituent group(s) that this topic directly affects to ensure collaborative governance and transparency.

Collaborative Governance Flow Chart

Relevant committee reviews, provides feedback, and moves forward

Formalized feedback loop to committees about decisions

Compton College Recommendation Form or Recommendation to President/ CEO Form

Academic Senate

Planning & Budget Committee

Consultative Council

Discussion with Administrators/Managers /Supervisors

President/CEO Cabinet Review

Idea is identified by a committee, employee, student, department, division, area, or community member

Idea formalized by Board of Trustees approval (if necessary)

Consultative Council

An idea can start at any source within our college. A committee, an individual employee, student, community member, or a department may present an idea for change or investment. Sources have several avenues to initiate these ideas. A department may put their ideas in their annual plan, an individual employee, student, community member, or committee may submit their recommendation through the Compton College Recommendation form; a Manager or Supervisor may submit a Recommendation to the President/CEO form, which the President/CEO then submits to the appropriate committee for consideration.

Next, the relevant committee will review and consider the recommendation and then forward their recommendation response to the appropriate governing bodies. For example, if a recommendation falls under the 10+1 purview, it would go to the Compton College Academic Senate for review and consideration

before they make their recommendation to the District. Ideas related to the planning process or budgeting issues would go to the Planning and Budget Committee for review and consideration.

In the next phase of the review, recommendations would go to President/CEO Cabinet, and then recommendations would then be forwarded to the President/CEO. Recommendations that require the Board of Trustees' review and/or approval would be placed on the Board of Trustees' agenda for discussion/information or for recommended approval.

At any point in this process, a recommendation could be modified and/or changed. Therefore, Compton College will provide feedback about the final decision and will communicate this feedback to the initiating committee or individual. It is the responsibility of the committee involved in this process to record their review and provide feedback to the President/CEO in their meeting minutes that are publicly posted for all stakeholders to access.

When Board Policies and Administrative Regulations are developed, reviewed, and/or modified, the policy and/or accompanying regulation will be assigned to the appropriate administrator by the President/CEO. The Board Policy and Administrative Regulation, if needed, shall be reviewed (Change in Administrative Regulation or Board Policy form (PDF) by the appropriate council and committee, and/or the Academic Senate, if it is a 10+1 item, the Compton College Deans and Directors, the President's Cabinet, and Consultative Council.

The President/CEO shall ensure appropriate consultation occurs on Board Policies and Administrative Regulations prior to the Board of Trustees' review and recommended action.

Council and Committee Structure

<u>Consultative Council</u>

Purpose: To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the President/CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis.

Membership: 7
(1) Administrator (appointed by the President/CEO)
(3) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
(1) Classified Staff (appointed by the CCCFE - Classified Employees)
(1) Student (appointed by the Associated Student Body Representative)
(1) Confidential/Supervisory Employee (appointed by the President/CEO)

Committees of the Consultative Council
1. <u>Institutional Effectiveness</u>
    Purpose: To review and provide recommendations about each of the District's Program Reviews in order to strengthen and support programs and program analysis. The Committee will also be responsible for reviewing the following: Compton College Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan, to ensure these plans and all Program Reviews are consistent, aligned, and are current. The Committee will monitor the status of these documents and review the responses to FCMAT recommendations.

    Membership: 9
    (2) Administrator (appointed by the President/CEO)
    (4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
    (2) Classified Staff (appointed by the CCCFE - Classified Employees)
    (1) Student (appointed by the Associated Student Body Representative)

2. <u>Planning and Budget</u>
    Purpose: The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to Compton College's mission statement and strategic initiatives. The PBC makes recommendations with respect to all global Compton College and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

    Membership: 9
    (2) Administrator (appointed by the President/CEO)
    (4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
    (2) Classified Staff (appointed by the CCCFE - Classified Employees)
    (1) Student (appointed by the Associated Student Body Representative)

The Strategic Planning Committee is a workgroup reporting to the Planning and Budget Committee.

Operational Campus Committees

1. Accreditation Steering Committee
   Purpose: To coordinate the Compton College accreditation activities. The Steering Committee will be composed of the President/CEO, Accreditation Liaison Officer, standard team leaders, a representative from Institutional Research and Planning, and other interested individuals. The committee is co-chaired by the Accreditation Liaison Officer and the Accreditation Faculty Coordinator.

2. Tartar Focused & Directed Pathways to Completion Committee
   Purpose: Compton College is focused on improving our overall student completion rates by 2022-2023. Working with the Faculty Council, the Compton College has established the Tartar Focused & Directed Pathways (Guided Pathways Framework) to Completion Committee. The goal of the committee is to develop, implement and monitor the Tartar Focused & Directed Pathways to Completion at Compton College. The committee is tri-chaired by the vice president of Academic Affairs, vice president of Student Services, and a faculty member approved by the Academic Senate.

3. Audit Committee
   Purpose: The Audit Committee will periodically report to the Board the status of previous district audit, special audit, and internal audit recommendations. The Audit Committee is chaired by the President/CEO.

   Membership: 3
   (1) Administrator (appointed by the President/CEO)
   (1) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
   (1) Classified Staff (appointed by the CCCFE - Classified Employees)

4. *Calendar Committee*
   Purpose: The Calendar Committee will develop and maintain a two-year academic calendar cycle for Compton College. The Calendar Committee will develop and recommend to the President/CEO an academic calendar with at least 175 days of instruction and evaluation to qualify for full apportionment from the State School Fund.

   Membership: 9
   (2) Administrator (appointed by the President/CEO)
   (4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
   (2) Classified Staff (appointed by the CCCFE - Classified Employees)
   (1) Student (appointed by the Associated Student Body Representative)

5. Facilities
   Purpose: To coordinate campus-wide capital construction and long-range planning in conjunction with local, state and bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

   Membership: 9
   (2) Administrator (appointed by the President/CEO)
   (4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
   (2) Classified Staff (appointed by the CCCFE - Classified Employees)
   (1) Student (appointed by the Associated Student Body Representative)

6. Health, Safety, & Parking

Purpose: To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

Membership: 10
(2) Administrator (appointed by the President/CEO)
(4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
(2) Classified Staff (appointed by the CCCFE - Classified Employees)
(1) Confidential/Supervisory Employee (appointed by the *President*/CEO)
(1) Student (appointed by the Associated Student Body Representative)

7. Technology
Purpose: To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment which is donated or granted to the District. To coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

Membership: 9
(2) Administrator (appointed by the President/CEO)
(4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
(2) Classified Staff (appointed by the CCCFE - Classified Employees)
(1) Student (appointed by the Associated Student Body Representative)

8. Enrollment Management
Purpose: To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data and to identify trends and project enrollment data for each academic year.

Membership: 9
(2) Administrator (appointed by the President/CEO)
(4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
(2) Classified Staff (appointed by the CCCFE - Classified Employees)
(1) Student (appointed by the Associated Student Body Representative)

9. Student Success
Purpose: To provide a shared framework for the discussion, development, and implementation of processes and programs that integrate Basic Skills, Student Success & Support Programs, AB 86 - Adult Education and Student Equity to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by the California Community College Chancellor's Office, including the Student Equity and Achievement Plan, and AB- 86/ 104 Adult Education. The Committee will reflect a broad representation from faculty, staff, and students.

Membership: 9
(2) Administrator (appointed by the President/CEO)
(4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
(2) Classified Staff (appointed by the CCCFE - Classified Employees)
(1) Student (appointed by the Associated Student Body Representative)

The Basic Skills, Student Success & Support Programs, AB 86/104 - Adult Education, Student Equity, and Strong Workforce workgroups will report to the Student Success Committee.

10. **Professional Development**

    Purpose: To develop an annual Staff Development Plan supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

    Membership: 9
    (2) Administrator (appointed by the President/CEO)
    (4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
    (2) Classified Staff (appointed by the CCCFE - Classified Employees)
    (1) Confidential/Supervisory Employee (appointed by the President/CEO)

11. **Auxiliary Services**

    Purpose: To coordinate the operations of the foodservice, bookstore, and campus-wide vending services and to ensure that comprehensive and cost-effective services are provided to meet the needs of students.

    Membership: 9
    (1) Administrator (appointed by the President/CEO)
    (2) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
    (1) Classified Staff (appointed by the CCCFE - Classified Employees)
    (5) Student (appointed by the Associated Student Body Representative)

12. **Health Benefits**

    Purpose: This committee shall review and may recommend changes to health benefits (including medical, dental, and vision) offered to employees.

    Membership: 9
    (2) Administrator (appointed by the President/CEO)
    (4) Certificated Faculty (appointed by the Academic Senate and CCCFE Certificated Employees)
    (2) Classified Staff (appointed by the CCCFE - Classified Employees)
    (1) Confidential/Supervisory Employee (appointed by the President/CEO)

NOTES:
- One Management Representative and One Faculty Representative shall serve as the co-chair of the committees.
- All committee meeting calendars, agendas and minutes, are to be posted on the designated space on the Compton College website.
- The Consultative Council and Planning and Budget committees are scheduled to meet throughout the 12-month fiscal year. All other committees will meet during the ten academic months.
- The initial committee meeting for the fall semester shall be called by the co-chairs, no later than September 30 of each calendar year.
- Members will be appointed in August for the upcoming academic year.
- Committee meetings should be held during college-hour whenever possible.
- Efforts should be made by the appointing leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.
- Failure to attend two consecutive committee meetings without reasonable excuse may result in a member removal from their committee assignment.

Collaborative Governance Evaluation

Compton College is committed to continuous improvement in its collaborative governance processes. To ensure that we are improving our systems, we will implement an evaluation cycle that includes four main components:

1) committees will establish goals at the beginning of each academic year and then complete an end-of-year reflection that captures the major accomplishments of the previous year and progress towards its goals. The Office of Institutional Effectiveness will review these reflections and summarize the number of proposals created and evaluated through the Collaborative Governance support structure;

2) the Office of Institutional Effectiveness will administer a governance survey to the campus community every two years;

3) the Collaborative Governance Committee will review the Collaborative Governance at Compton College document every two years to determine if it needs revision; and,

4) each fall the Collaborative Governance Committee will meet to review findings from an analysis of the Committee's end-of-year reflections, governance survey findings, and any additional relevant data. This meeting will produce recommendations to the President/CEO about improving collaborative governance at Compton College.

Compton Community College District Planning and Budget Calendar

Month	Activities	Responsible Party	Purpose
July	Tentative Budget for the starting fiscal year is rolled into active status (purchasing can begin) on July 1.	VP Administrative Services	
	Planning and Budget Committee (PBC) reviews revenue and expenditure budget adjustments.	President/CEO	
August	Review and discussion of the final budget assumptions and line items with PBC.	VP Administrative Services	
September	Final Budget submitted to Compton Community College District Board.	President/CEO	Communicate back out to departments the results of funding requests.
	Review and discuss the status of Accreditation Recommendations.	Accreditation Steering Committee, VP of Academic Affairs	Identify areas for focus, additional support (IEPI), and evaluation foci
October	PBC conducts annual self-evaluation, reviews accreditation recommendations relevant to fiscal (e.g., planning agendas), and sets annual goals.	Planning and Budget Committee (PBC)	
	Four trainings for faculty, staff, and administration to complete the planning documentation for the next fiscal year in Nuventive.	Institutional Effectiveness (IE)	Provide guidance about how to complete plans, and link department, division, and VP plans to Tartar Completion by Design, Institutional Set Standards, and strategic initiatives.
November	Review and revise planning priorities. Departments should meet at least once in-person to develop, revise, and finalize the plan for the next academic year. Departments also are encouraged to work with IE staff to finalize measurable goals.	Program faculty, staff, and managers	

	Two open house/support working meetings. Meet with IR staff to complete your plan in one of the college's computer labs.	Institutional Effectiveness	Support with entry in Nuventive.
	Assess the Program Review cycle to make sure program reviews are being completed in a timely manner.	PBC, Institutional Effectiveness Committee (IEC)	
December	Submit prioritized department/ discipline annual plans, budget, and planning for the next fiscal/academic year. **Due December 14**	Program faculty, staff, and managers	Identifies projects/ strategies for the next fiscal/academic year and resources needed. Updates about previously funded projects/strategies/ resources.
January	Determine preliminary revenue estimates for next fiscal/academic year.	VP Administrative Services	
	Begin assessment of key budget issues for the next fiscal/academic year.	PBC	
	Identify budget development assumptions for the next fiscal year.	President/CEO and Cabinet	
	Submit prioritized **Unit Annual Plans** for the next fiscal/academic year. **Due by January 30**	Deans/Directors	Identifies priorities based upon department/ discipline Annual Plans.
February/ March	Determine enrollment targets, sections to be taught, and full- and part-time FTEF.	VP of Academic Affairs	
	President/CEO determines ongoing operational costs including: a. Full-time salaries b. Benefits, utilities, GASB (General Accounting Standards Board) c. Legal and contract obligations	President/CEO and Cabinet	

	Develop Line Item budgets for the next fiscal year.	VP Administrative Services	
	Submit prioritized Area Annual Plan recommendations for the next fiscal year for Cabinet review. **Due by March 15**	President/CEO and Cabinet	Identifies priorities based upon Unit Annual Plans.
April	Initial planning and budget assumptions for the next fiscal year are finalized and College Annual Plan is defined. **Due by April 15**	President/CEO and Cabinet	
	Tentative budget information for the next fiscal year completed for PBC. **Due by April 30**	VP Administrative Services	
May	PBC reviews and provides input about priorities in the College Plan and tentative budget for the next fiscal year. **Due by May 15**	PBC	Identifies priorities based upon Area Annual Plans.
	Final evaluation of the current year goals and objectives are entered into Nuventive (TracDat). **Due by May 15**	Program faculty, staff, and managers	Assess last year's goals.
	Disseminate budget and calendar for the next fiscal year.	Director of Institutional Effectiveness	
June	Finalized College Plan for the next fiscal year is presented to the board. **Due by June 30**	President/CEO	
	Tentative budget for the next fiscal year is presented to the Board. **Due by June 30**	VP Administrative Services	

Compton College Recommendation Form

Employee Name
Title, Program or Department
Date Submitted

Background: Provide an overview and pertinent background information regarding the need for this recommendation. It is very important you provide relevant data to support the recommendation.

[Enter information here…]

Recommendation(s): Please provide your recommendation. How does it connect to the college mission, vision, and strategic initiatives? How does it connect to the Tartar Completion by Design?

Recommendation(s) Categorized by the Completion by Design Framework				
CONNECTION	**ENTRY**	**PROGRESS**	**COMPLETION**	**TRANSITION**

Timeline: What is the timeline for the implementation of the recommendation?

[Enter information here…]

Action Item(s): Prioritize each of the action items associated with the recommendation and who is responsible for each. See below for the format.

    Task: [Enter information here…]

    Person(s) Responsible: [Enter information here…]

    Deadline: [Enter information here…]

    Status: [Enter information here…]

Budget Request: List each proposed expenditure and include the amount of funds requested, as well as the object code and object code description.

Object Code of Expenditure	Object Code Description	Project Funds Requested	Detailed Description of Proposed Expenditure

Submit the completed Recommendation Form to your Administrator, Manager or Supervisor via email

Recommendation(s) to the President/CEO

Employee Name, Title
Program or Department
Date Submitted

Background: Provide an overview and pertinent background information regarding the problem and/or the need for this recommendation. It is very important you provide five years of relevant program, department, division, or community data to support the recommendation. If it is a budget request, five years of applicable budget information is required.

[Enter information here…]

Recommendation(s): Please provide your recommendation. How does it connect to the college mission, vision, and strategic initiatives? How does it connect to the Tartar Completion by Design?

Recommendation(s) Categorized by the Completion by Design Framework				
CONNECTION	**ENTRY**	**PROGRESS**	**COMPLETION**	**TRANSITION**

Timeline: What is the timeline for the implementation of the recommendation?

[Enter information here…]

Action Item(s): Prioritize each of the action items associated with the recommendation and who is responsible for each.

> **Task:** [Enter information here…]
> **Person(s) Responsible:** [Enter information here…]
> **Deadline:** [Enter information here…]
> **Status:** [Enter information here…]

Budget Request: List each proposed expenditure and include the amount of funds requested, as well as the object code and object code description.

Object Code of Expenditure	Object Code Description	Project Funds Requested	Detailed Description of Proposed Expenditure

Submit the completed President/CEO Recommendation Form to kcurry@compton.edu.
Copy your manager/supervisor.

Important Collaborative Governance Weblinks

- [Committee/Meeting Agenda Template](#) (Word doc)
- [Committee/Meeting Minutes Template](#) (Word doc)
- [Recommendation to President/CEO](#) (Word doc)
- [President/CEO Responses to Recommendations](#)
- [Compton College Policy Statements](#)
- [Compton College Statement of Civility and Mutual Respect](#)
- [President/CEO Work Groups and Task Forces](#)
- [CCCD Board Policies and Procedures](#)
- [Change in Administrative Regulation or Board Policy Form](#) (PDF)

NOTES:

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COMPTON COLLEGE
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