



PROCEDURE

Policy Name:	College Governance
Policy Number:	2301
Applicable Code/Law:	N/A

Procedural Guidelines

A. Statement of Principles:

1. The following principles shall guide the development of a governance structure for the College and shall apply to all bodies:
 - a. The structure shall provide a means for each constituency (students, faculty, classified staff, community, and administrative/exempt staff) to identify and articulate its views on matters of mutual concern.
 - b. The structure shall provide a process whereby joint effort and consideration by constituencies may be brought to bear on planning and operational issues.
 - c. The structure shall recognize the responsibility and authority of the President's Office and provide for administrative review and consideration of operational and planning decisions and/or recommendations.
 - d. The structure shall provide appropriate channels of communication so that the campus community will be aware of issues under discussion and recommendations being considered, and have opportunity to provide input.
 - e. Above all, the governance structure shall be characterized by a spirit of cooperation and joint effort utilizing the concepts of shared responsibility and decision-making to the greatest extent possible.

B. Board of Trustees:

1. The Board of Trustees is responsible under the laws of the State of Washington for the governance and operation of the College.
2. The Board of Trustees may delegate to the College President responsibility for operating the College.

3. The Board of Trustees shall evaluate continually the overall performance of the College.
4. All College policy must be approved by the Board of Trustees.

C. College President:

1. The College President is the chief executive officer of the College, directly responsible to the Board of Trustees.
2. The College President is responsible for administering the College, directly or by delegation, in accordance with applicable laws and with policies approved and/or sanctioned by the Board of Trustees, except in any case where the College or college policy have expressly delegated responsibility to other members of the campus community.
3. Recognizing that the college can best thrive in an atmosphere of openness and mutual respect, the College President shall exercise his/her authority with due consideration given to the input of the various campus constituencies and acknowledgement of and respect for any rights and freedoms expressly guaranteed in negotiated agreements.

D. Governance Committees:

1. The College Council
 - a. The College Council is the focal point of College governance. It serves as a forum where all members of the College community, either directly or through constituency representatives, can provide input, or can thereby influence college governance, policies, and planning. With balanced representation from all constituencies, the College Council seeks to achieve consensus through the free expression of ideas and a spirit of compromise by all members. While final executive authority may be delegated by the Board of Trustees to the College President, recommendations made through the deliberative processes of the College Council will be given high regard.
 - b. It is the job of the Council to provide that sufficient review by all College constituencies have been undertaken in the development or revision of college policies and procedures. The College Council shall establish and monitor channels of communication between and among members of the campus community, so that all individuals will be empowered in the operation and success of the College.
 - c. Official action by the College Council shall be taken only in a quorum as defined in the Council bylaws.
 - d. The Shoreline College Council shall be comprised of five members from each constituency. Two of the faculty members will be the Senate Chair and the Federation President. If two faculty members are from the same division or department, then an additional appointment could be made in the interest of departmental diversity with a maximum of seven faculty members. One of the classified members will be the Chief Shop Steward of the Classified Union. The Student Body President will serve in addition

to up to four other students. Classified staff, administration, and students will have the option to add members to equal those of the faculty.

2. The Strategic Planning Committee
 - a. The Strategic Planning Committee is charged with developing and updating the College's Strategic Plan, advising the President on processes for implementing the plan, reviewing college budget priorities for congruence with the plan, and reviewing the College's progress toward achieving the goals of the plan.
 - b. Membership is to be broadly representative of the campus community. Members will be recommended to the College President by heads of the college constituencies: faculty (4), classified staff (4), administrative/exempt (4), and students (4). A community member is appointed by the College President.

E. Campus-wide Committees:

1. Campus-wide committees shall exist to address specific types of issues and decisions. Some of these bodies may be permanent, on-going committees and others may exist to make recommendations about a specific decision or policy and then disband once their work has been accomplished. Campus-wide committees shall be advisory to the appropriate Vice President or directly to the College President.
2. Representatives to the various campus-wide committees and governance bodies shall be recommended to the College President by their constituency heads. The College President shall review constituency recommendations to ascertain that committee appointments reflect the rich diversity of our campus community. The President shall appoint the individuals who are recommended unless such appointments would result in a committee that lacks diversity and balance, in which case the College President shall hold discussions with the constituency head to secure different recommendations to establish a diverse and balanced committee.
3. The College Council, in conjunction with the President, shall determine if new committees are necessary and will determine their makeup.
4. On an exception basis, as determined by the College President, representatives to certain governance bodies/campus-wide committees may instead be elected by their constituencies. For example, faculty members of the Curriculum Committee are elected by vote of the faculty in the division.

F. Representative Bodies:

1. Representative bodies are specific to certain constituencies, for example, Faculty Senate, Faculty Federation, Classified Union, Student Senate.
2. Membership is determined by procedures within each group.