

GROUP ROLES IN DECISION MAKING

Role of Chancellor's Administrative Council in Decision Making

- i. The Chancellor's Administrative Council is chaired by the Chancellor, and includes: General Counsel, CFO, CIO, and the Vice Chancellors of Human Resources and Educational Services, all of whom report directly to the Chancellor.
- ii. This Council meets regularly upon the call of the Chancellor to consider the implementation of policies and procedures, the prioritization of tasks, and problems that relate to the assignments of the Vice Chancellors. The Chancellor sets the agenda for this Council, which can be far-ranging in considering issues that relate to the administration of the District, both internal and external, and which frequently lead to decisions regarding internal issues.
- iii. Issues brought to this Council by the Chancellor may be settled there, or referred to the Chancellor's Cabinet or District-wide Committees (*see subsection c, following page*) for further consideration, referral, or action. With respect to important issues facing the District, the Council provides a forum for an initial examination of these matters.

Role of Chancellor's Cabinet in Decision Making

- i. The Chancellor's Cabinet is the clearing house for the consideration of all proposals for creation of or amendments to Board Policies and Procedures as well as considering other issues that may require decisions. This body has a broader representation than the Chancellor's Administrative Council including the College Presidents, CFO, CIO, the Vice Chancellors, Associate Vice Chancellors, and the college Vice Presidents. The Cabinet, after due research and consideration makes its recommendations to the Chancellor.
- ii. The Chancellor may refer the proposed changes in policy or procedures recommended by the Cabinet to the District Consultation Council for further consideration, and for recommendations from that body. The Chancellor, in the consideration of proposals takes into account whether the subject under consideration is governed by a union agreement by "reliance primarily on the advice and judgment of the Academic Senate", or by the "obligation to reach mutual agreement" with the Academic Senate. The Board of Trustees may decide which of these two options will be used in the decision making process according to its own discretion, or as is cited in existing Board Policy.

- iii. With respect to Board Policies, following District Consultation Council considerations and recommendations, the Chancellor may recommend the proposed changes to the Board of Trustees for adoption. Once adopted, these Policies are incorporated into the Board Policies and Procedures Manual.
- iv. With respect to Procedures, it is the Chancellor's responsibility to seek the advice and recommendations of the Chancellor's Cabinet and District Consultation Council, if deemed appropriate, and to give final approval to these procedures prior to incorporation into the Board Policies and Procedures Manual.

Role of the District Consultation Council in Decision Making

- i. The District Consultation Council is a collegial consultative body designed to serve the good of the District. The group strives to facilitate timely, factual, and clear communication between constituents and the Chancellor as a means to help make informed District-wide decisions.
- ii. The members of the Council includes the Chancellor, the Vice Chancellors, College Presidents, Academic Senate Presidents, CCA President, CSEA Presidents, Management Association representative, and student representatives from each campus.
- iii. The members of the Council are the primary and most visible representative of their constituent groups. They strive to set the standard for civility, candor, and accuracy in collegial discussion, within Council meetings and in their interactions with others in the college communities. Members are conduits of information to and from their respective groups. They should strive to understand and accept diverse points of view while attempting to reach a consensus to best serve the District as a whole.

Role of Academic Senates in Decision Making

- i. The role of Academic Senates in the District's decision making process is governed by Title 5, Sections 53200-53204. These Sections relate to requiring the Board of Trustees through the Chancellor, to consult "collegially" with Academic Senates in the development of Board Policies and Procedures that relate to academic and professional matters. With respect to this requirement, the Board of Trustees may use either or both of the following methods at its own discretion:
 - a. Relying primarily upon the advice and judgment of the academic senate; or
 - b. To reach mutual agreement with the Senate by written resolution, regulation, or policy of the Board of Trustees effectuating such recommendations.

- ii. The Academic Senate Presidents serve on the District Consultation Council.
- iii. Title 5, Section 53200 provides the definitions that are required in implementing the relationship between academic senates and the Board of Trustees.
- iv. It is through the Consultation Council that the academic senates and the administration “consult collegially” in the development of recommendations related to policies and procedures. This consultation provides time for Senates on the campuses to review the matter under consideration before a final recommendation is made to the Chancellor for Board of Trustees decision.

Role of District-wide Committees in Decision Making

- i. There are currently three (3) District-wide Committees that the Chancellor depends on for advice and recommendations in the governance process in addition to nine (9) standing managerial groups. Some committees, sub-committees and taskforce are created on an as need basis to address specific needs of the District and colleges. The history, purposes, composition, and frequency of meetings of these three committees are a matter of record in the Chancellor’s Office and Human Resources. The Chancellor designates the Chair of these Committees. Membership on the Committees is described under composition, and in all instances includes representations from the Colleges and the District.
- ii. With respect to decisions having District-wide application, the District-wide Committees channel their suggestions and/or recommendations to the Chancellor for consideration and disposition.
- iii. There are four (4) Board of Trustees committees that lead to the end of the decision making cycle to evaluate: accreditation, finance and auditing, legislation, and the Board itself and the Chancellor.

Role of Collective Bargaining Agreement in Decision Making

- i. Collective Bargaining agreements concluded through negotiations with the respective recognized employee groups are governed by statutes and memoranda of agreement. These agreements, once concluded, are taken to the Board of Trustees for approval. These agreements must be within the scope of collective bargaining as determined by State statutes, and once adopted by the Board of Trustees are binding as they relate to conditions of work.

Summary

- a. The participatory governance commitment is reflected in the decision making process described above.
- f. The Chancellor of the Kern Community College District participates actively in the decision making process described above, and in doing so is fully conversant with the recommendations that are forwarded to the Chancellor level for decisions to be made in a timely manner.
- g. There is wide participation District-wide in the collegial consultation process and the process provides adequate time for referral to participating groups and for their study and recommendations.
- h. Adequate documentation at the various levels provides a paper/electronic trail of recommendations that move to the Chancellor level, and with respect to policy to the Board of Trustees for approval.