

# PERALTA COMMUNITY COLLEGE DISTRICT



## Shared Governance Handbook

Approved by PBC on October 18, 2024



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## Mission

The Peralta Community College District is a collaborative of colleges advancing social and economic transformation for students and the community through quality education, rooted in equity, social justice, environmental sustainability, and partnerships.

## Shared Governance That Ignites Passion, Purpose, and Possibilities

The purpose of shared governance is to foster a collaborative and inclusive decision-making process that engages students, faculty, classified professionals, and administrators in shaping the policies, priorities, and strategic direction of our district. By promoting shared governance, we aim to enhance transparency, accountability, and responsiveness to the needs of our diverse community. This model ensures that everyone has a voice in the governance of the district contributing their unique perspectives and expertise to advance our mission.

## Key Objectives

- **Inclusive Decision-Making:** To create an environment where diverse voices are heard and valued, ensuring that decisions reflect the collective interests of the entire district community.
- **Transparency and Accountability:** To maintain open communication and clear processes that build trust and accountability among all members of the district community.
- **Responsiveness to Community Needs:** To develop policies and initiatives that are responsive to the evolving needs of students, faculty, and staff, enhancing the overall educational experience.
- **Promotion of Academic Excellence:** To support a culture of academic rigor and ongoing assessment, aligning governance practices with the district's educational goals and standards.
- **Equity and Inclusion:** To advance equity and inclusion within the district, addressing systemic barriers and promoting diverse representation in governance structures.
- **Sustainable Development:** To ensure the long-term sustainability of the district by integrating strategic planning and resource management into governance practices.

## Why We Participate: Centering Students

Through shared governance, our purpose is to give back to our community and pay it forward in service to our students, supporting them in discovering and realizing their educational potential. We aim to provide representation to students who feel unheard, ensuring every voice is valued. By reporting facts as they are, not as they seem to be, we empower students and strengthen our society. We believe in the transformative power of education, which offers the greatest opportunity to change one's worldview, material circumstances, and self-image. We are committed to achieving equality and justice through education, making it accessible to all demographics.

We aim to transcend traditional governance models by fostering an environment that reflects the inclusive and empowering nature of our classrooms. Our objective is to collaborate meaningfully, shifting from individual efforts to collective understanding and actions. By building a governance structure grounded in shared values and community commitments, we enable collective action marked by urgency and hope. This approach strengthens our district community, rooted in the support of education and the empowerment of students, employees, and the broader community.

## Inquiry & Decision-Making Model

Our mission, vision, values, and strategic plan guide our topics, discussions, and recommendations. We are committed to an active and appreciative engagement model that ensures everyone can participate equally in each committee and discussion. Using an appreciative engagement framework, we will operationalize inquiry questions throughout the academic year that serve to guide each committee and its members in considering and recommending ideas for the adopted area of focus for the year, in addition to committee work.



## Inquiry & Decision-Making Model by Academic Year

Month	Appreciative Engagement	Activities	Planning & Budget Committee
JUL			
AUG	DEFINE	Orientation/Onboarding	Recommend Adopted Budget
		Districtwide Summit: identify collective goals	
SEP		Committees develop action plans for inquiry	Review of Student Success, Equity, & Enrollment Goals
OCT	DISCOVER	Committee identify information needed and begin answering inquiry questions	Adopt Districtwide Enrollment Targets
NOV			Faculty & Classified Prioritization
DEC	DREAM	Committees incorporate discoveries into possibilities	
JAN			
FEB	DESIGN	Districtwide Summit: Share discoveries and dreams across committees	Adopt Budget Assumptions
MAR		Committees develop ideas and solicit feedback	Resource Presentation: District Service Center
APR	DECIDE/ DELIVER	Committees develop formal recommendation with background, considerations, and timeline	Resource Presentation: Colleges
MAY	DEFINE	Committee appointments for next academic year. Collect feedback and recommendations on areas of focus for next academic year.	Recommend Tentative Budget & Review Annual Goals
JUN			Present Tentative Budget

# Operating Principles

## Goals

1. Strengthening Everyone's Understanding of a Topic or Situation
2. Providing Space for Generating Ideas and Potential Solutions
3. Providing Clear Next Steps (prioritization, resolution/decision, communication)
4. Effectively Using Everyone's Time

## Community Commitments

- **Open-mindedness:** Embrace diverse perspectives with an open mind.
- **Active Collaboration:** Engage in active participation and come together to achieve common goals.
- **Strategic Vision:** Focus on long-term planning and sustainability.
- **Transparency:** Uphold honesty and openness in all our actions and communications.
- **Withholding Judgment:** Reserve judgment to foster understanding and empathy, allowing for critical thought and evaluation of ideas and recommendations.
- **Positive Intent:** Offer grace and assume positive intentions behind others' actions and words.
- **Student-Centered Focus:** Prioritize students in every decision and action we take.
- **Respectful Space:** Provide an opportunity for everyone to speak out.
- **Inclusivity:** Actively seek and value input from all individuals.

## Decision-Making by Gradients of Agreement

As we aim to be a contributing member of the committee, active participation, and avenues for feedback on decision-making is key to building trust. Before we make a final decision or recommendation, we use gradients of agreement (1-5) system to ensure we are evaluating all options, have a similar understanding, and are moving forward with a sense of shared purpose.

1. I'm all for this!
2. I'm for this and my reservations are... **[comments needed]**
3. I could go either way, no opinion.
4. I don't agree because... **[comments needed]**, but I'll go with the group.
5. I seriously disagree because... **[comments needed]**

## Meeting Attendance & Participation

Given our commitment to an active and appreciative engagement model that promotes trust and shared learning, committee representatives understand the value of attending and participating in each meeting. Service on governance committees shall be the term of one academic year, with no term limits. Quorum constitutes 50% of membership and members should have no more than two (2) absences annually. If a committee member cannot participate, proxies will not be allowed. If a member reaches two absences, the committee chairs will notify the appointing body to determine if they want to replace the member. Committee appointments should be made by May each year for the subsequent year.

### Committee members commit to:

1. Uphold the Goals and Community Commitments for Peralta's Shared Governance.
2. Become familiarized with the committee's charge and intended outcomes.
3. Attend and participate in committee meetings. If unable to attend, contact tri-chairs in a timely manner.
4. Review materials and minutes in advance of meetings.
5. Present opinions, ask questions and make informed recommendations while considering districtwide needs.
6. Participate in the committee's inquiry action plan and annual self-assessment.
7. Participate in activities between committee meetings to finalize the committee's action plan in a timely manner
8. Seek input from and regularly communicate the committee's actions, updates, reports, and outcomes to their constituent group members.
9. Use Gradients of Agreement to represent the viewpoints of the constituency they serve (voting members).
10. Offer specialized expertise and provide critical insights into the committee's decision-making processes ensuring that decisions align with pertinent areas of knowledge (non-voting members).

## Tri-Chair Role and Responsibilities

We use a tri-chair model (classified, faculty, administrator) for all shared governance committees to support collaboration and collegiality. Chairs shall be appointed by the District Senate Presidents and the Chancellor or, when no appointment is made, chosen by the committee membership from their list of voting members.

### Tri-Chairs shall be responsible to:

1. Work collaboratively with constituent group leadership to recruit committee members
2. Plan how the agendas will be established and what roles each tri-chair may take (e.g., who will facilitate meetings, etc.).
3. Set the agenda for each meeting and post the agenda on BoardDocs.
4. Collect and distribute all supplemental materials before being presented at a meeting. All materials required for meetings shall be distributed and posted on BoardDocs for public access at least 72 hours before each meeting.
5. Serve as facilitator for committee discussions, ensuring our *Community Commitments* are upheld.
6. Complete the beginning-of-the-year inquiry action plan and provide a mid-year update, and the annual end-of-the year report, including an assessment of the committee's progress and its adherence to governance Goals and *Community Commitments*.
7. Assure that minutes are written, approved, and uploaded to BoardDocs. Record the results of any actions taken during each meeting. Chairs shall have a vote on all actions taken.
8. Serve as a mentor to new committee members, including student members, who may be unfamiliar with the committee and its charge.
9. Report any actions taken to Planning and Budget Committee (PBC). All actions endorsed by a shared governance committee shall be presented to PBC for final discussion and action before being sent to the Chancellor and Board of Trustees.

## Meeting Agendas

All meeting agendas will be posted 72 hours before the meeting (minutes, supporting documents, etc.) in BoardDocs. When we place an item on the agenda, we consider the following questions in the context of the overarching goal for the meetings.

### 1. What is the topic?

### 2. What is the desired outcome?

- a. Informational update or discussion topic: provide handouts/information in advance of the meeting.
- b. Decision or Action: provide relevant information necessary to decide in advance of the meeting.

### 3. Is this something that can be discussed or addressed in another manner?

### 4. Is your topic/request time-sensitive?

### 5. How much time for your topic?

- a. Note the amount of time the item should take and prepare accordingly.



## Planning and Budget Committee (PBC)

The Planning and Budget Committee (PBC) serves as the primary districtwide advisory review body pertaining to major shared governance issues affecting the Peralta Community College District and will assure the broad dissemination of information to constituent groups. All District Shared Governance Committees report to the Planning and Budget Committee.

### Specifically, the District Planning and Budget Committee serves to:

1. Advise the Chancellor on matters referred by the respective Colleges and/or other standing Councils or Committees.
2. Advise the Chancellor on matters relating to the development or revision of Board Policies and Administrative Procedures.
3. Review and make recommendations regarding the ongoing implementation and assessment of the District's Strategic Goals and Institutional Objectives.
4. Advise the Chancellor on districtwide operational targets and goals to achieve the District's Strategic Goals and Institutional Objectives.
5. Recommend structures and procedures for budget planning and fund allocations that are consistent with agreed upon institutional priorities.
6. Monitor the District budget planning procedures and fund allocations.
7. Assure collaboration among the colleges to address and maintain Accreditation Standards.
8. Identify district-wide issues for discussion and follow-up and make referrals to other shared governance committees.
9. Review and update, as needed, delineation of functions between the District Service Center and colleges.
10. Review and make recommendations regarding advocacy of community college issues at the local, state, and national levels.
11. Monitor and evaluate the overall effectiveness of district planning, budget, and shared governance.

## Membership

Seat	Who Appoints
Academic Senate Presidents (2)	District Academic Senate
District Academic Senate President or designee	By position
Peralta Federation of Teachers (PFT) Representative	PFT
Classified Senate Presidents (2)	Peralta Classified Senate
Peralta Classified Senate President or designee	By position
SEIU1021 Representative	SEIU 1021
Local 39 Representative	Local 39
Chief Operating Officer	By position
College Presidents (2)	Chancellor
Vice Chancellor, Human Resources	By position
Student Trustee	Chancellor
Student Leadership (2)	Chancellor
Non-Voting Members (s):	
Chancellor	
AVC Institutional Research	
College Presidents (2)	
Academic Senate Presidents (2)	
Classified Senate Presidents (3)	
Notetaker: Executive Assistant, Admin Services	
Total Voting Members: 16	

**Meeting Days & Times:** 3rd Friday of the Month @ 9:00-10:30 AM

## District Academic Senate (DAS)

In accord with Title V, Section 53200 California Administrative Code, there shall be faculty senates and district Academic Senates (DAS) in order to represent the faculty members of the Colleges and other educational facilities maintained by the Peralta Community College District (PCCD) on professional and academic matters. (Board of Trustees: Policy 2.20, effective October 4, 1983, revised May 25, 1993; and 2.23 effective May 14, 1991, revised May 25, 1993).

### Specifically, the District Academic Senate serves to:

- Represent Peralta's four college senates in making recommendations to the Chancellor and Board of Trustees with respect to academic and professional matters, enumerated under Title 5 in the so-called 10 + 1.

## Membership

Seat	Who Appoints
BCC Academic Senate Representative (3)	BCC Academic Senate
CoA Academic Senate Representative (3)	CoA Academic Senate
Laney Faculty Senate Representative (3)	Laney Faculty Senate
Merritt Academic Senate Representative (3)	Merritt Academic Senate
Total Voting Members: 12	

**Meeting Days & Times:** 1st and 3rd Tuesday of the Month @ 2:30-4:30 PM

## District Facilities Committee (DFC)

The District Facilities Committee serves in support of college and districtwide facilities needs through an ongoing review of available resources and planning priorities, and implementation of the District Facilities Master Plan. The DFC serves to advise the District Service Center and Colleges on the resolution of overall facility maintenance needs, to include deferred and preventive maintenance, and reviews all plans and make recommendations pertaining to the construction, remodeling, and/or reassignment of existing facilities.

### Specifically, the District Facilities Committee serves to:

1. Review issues and make recommendations pertaining to facilities at the District Service Center and Colleges.
2. Communicate constituent facility needs for District Service Center and Colleges.
3. Disseminate and coordinate District Service Center and College-specific facilities plans.
4. Seek collaborative solutions that use facility-related resources across the Colleges and District Service Center.
5. Stay current on legislative and regulatory proposals and new funding streams that may impact college and districtwide programs.
6. Make recommendations on matters relating to the development of new policy, policy review, and the implementation of policies and procedures pertaining to facilities.
7. Review and make recommendations regarding the ongoing implementation and assessment of the District's maintenance goals and objectives.
8. Review and make recommendations related to capital outlay (e.g., equipment and deferred maintenance).
9. Identify issues for discussion, follow-up and/or referral to appropriate Shared Governance Committees.

## Membership

Seat	Who Appoints
Faculty Representatives (2)*	District Academic Senate
Peralta Federation of Teachers (PFT) Representative	PFT
Classified Representative*	Peralta Classified Senate
Stationary Engineer Representative	Local 39
Safety Representative	SEIU 1021
Chief Operating Officer	By position
Facilities Maintenance & Operations Director	By position
College Vice President, Admin	Chancellor
Student Leadership (2)	Chancellor
Notetaker: Executive Assistant, General Services	
Total Voting Members: 11	

\* Desirable: Serves on College Facilities Committee

**Meeting Days & Times:** 1st Friday of the Month @ 9:00 - 10:30 AM

## District Technology Committee (DTC)

The District Technology Committee supports College and districtwide technology needs through an ongoing review of available resources and planning priorities, and implementation of the Informational Technology Plan. The DTC serves to advise the District and College on the needs of the user community and to disseminate information to constituent groups.

### Specifically, the District Technology Committee serves to:

1. Review issues and make recommendations pertaining to IT services at the District Service Center and Colleges.
2. Communicate constituent IT needs for District Service Center and Colleges.
3. Disseminate and coordinate District Service Center and College IT plans.
4. Seek collaborative solutions that use IT resources across the Colleges and District Service Center.
5. Stay current on legislative and regulatory proposals and new funding streams that may impact college and districtwide programs.
6. Serve as an advisory council to ensure timely and well tested upgrades to computer systems.
7. Make recommendations on matters relating to the development of new policy, policy review, and the implementation of policies and procedures pertaining to technology.
8. Review and make recommendations regarding the ongoing implementation and assessment of the District's technology goals and objectives.
9. Identify issues for discussion, follow-up and/or referral to appropriate Shared Governance Committees.

## Membership

Seat	Who Appoints
Faculty Representative*	District Academic Senate
DE Coordinator	District Academic Senate
Peralta Federation of Teachers (PFT) Representative	PFT
Classified Representatives (2)*	Peralta Classified Senate
SEIU 1021 Representative	SEIU 1021
Chief Technology Officer	By position
District Budget Director	By position
Vice Chancellor, Educational Services	By position
Student Leadership (2)	Chancellor
Notetaker: Staff Assistant, Technology & Public Safety	
Total Voting Members: 11	

\* Desirable: Serves on College Facilities Committee

**Meeting Days & Times:** 1st Friday of the Month @ 10:30 - 12:00 PM

## Holistic Safety and Wellness Committee (HSWC)

The Holistic Safety and Wellness Committee promotes a culture of safety and wellness throughout the Peralta Community College District by recommending and reviewing policies and practices consistent with a holistic approach that keeps our community safe using strategies and resources that promote wellbeing and prevent and deescalate unnecessary harm in our community.

### Specifically, the Holistic Safety and Wellness Committee serves to:

1. Review issues and make recommendations pertaining to safety and security services at the District Service Center and Colleges.
2. Make recommendations on matters relating to the development of new policy, policy review, and the implementation of policies and procedures pertaining to health and safety.
3. Identify strengths and gaps in current practices and resources that support health and safety for students, staff, and community.
4. Support the implementation of strategies that include prevention and early intervention programs.
5. Prioritize strategies and initiatives that promote a culture of safety and wellbeing districtwide
6. Identify issues for discussion, follow-up and/or referral to appropriate Shared Governance Committees.

## Membership

Seat	Who Appoints
Faculty Representatives (2)*	District Academic Senate
Mental Health Specialist	District Academic Senate
Peralta Federation of Teachers (PFT) Representative	PFT
Classified Representatives (2)*	Peralta Classified Senate
SEIU 1021 Representative	SEIU 1021
Local 39 Representative	Local 39
Executive Director, Public Safety	By position
Associate Director, Public Safety	By position
College Vice Presidents, Admin (2)	Chancellor
Student Leadership (2)	Chancellor
Notetaker: Staff Assistant, Technology & Public Safety	
Total Voting Members: 14	

\* Desirable: Serves on College Facilities Committee

**Meeting Days & Times:** 4th Friday of the Month @ 9:00 - 10:30 AM

## Peralta Classified Senate (PCS)

It shall be the mission of the Peralta Classified Senate (PCS) to enhance the decision-making process by participating in the shared governance of the Peralta Community College District (PCCD). The Peralta Classified Senate will bring a pragmatic, collaborative, frontline perspective, to bridge policy making and procedural implementation, and promote professional growth and development. In keeping with the PCCD mission statement, we will, through direct participation in district-wide governance, increase understanding, communication, transparency, and raise the quality of service, thus improving students' educational experience in support of student success.

### Specifically, the Peralta Classified Senate serves to:

- Provide a means through which the classified staff will coordinate with our Chancellor, Administration, and Faculty to ensure opportunities for input from classified staff regarding college and district business and classified representation on college and district committees, thus assisting in the shared governance process.
- Provide a body representing the needs, concerns, and experience of the classified staff, unrelated to union negotiation matters.
- Articulate the professionalism and expertise of the classified staff so that it is properly recognized and valued.
- Provide an opportunity for enhancing the democratic process of governance within the Peralta Community College District.
- Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.
- Promote and support activities that develop new competencies, increase skills, productivity, and professionalism of the classified staff; advocate and promote the interests of the classified staff in the development and formulation of policy and practice related, but not limited to:
  1. Selection and retention of administration
  2. In-service education and training
  3. Facilities and services
  4. Finance and budget
  5. Inclusion and Collaboration among Faculty, Administrators, Students, and Classified Staff.

## Membership

Seat	Who Appoints
BCC Classified Senate President & Vice President (2)	By Position
BCC Designated Alternate (1)	BCC Classified Senate
CoA Classified Senate President & Vice President (2)	By position
CoA Designated Alternate (1)	CoA Classified Senate
DSC Classified Senate President & Vice President (2)	By Position
DSC Designated Alternate (1)	DSC Classified Senate
Laney Classified Senate President & Vice President (2)	By Position
Laney Designated Alternate (1)	Laney Classified Senate
Merritt Classified Senate President & Vice President (2)	By position
Merritt Designated Alternate (1)	Merritt Classified Senate
Total Voting Members: 15	

**Meeting Days & Times:** 3rd Thursday of the Month @ 3:00 - 4:30 PM

## Student Success & Enrollment Management Committee (SSEM)

The Student Success & Enrollment Management Committee monitors and uses districtwide student success and equity data to recommend annual productivity and FTES targets. The targets approved by the Chancellor become the basis for funding allocations and the Annual Budget. The committee is also charged with providing support to the coordination of districtwide efforts to achieve enrollment objectives, with an emphasis on development of tools to assist with the scheduling of classes, recruitment, retention, marketing, program and service offerings and resource allocations.

### Specifically, the Student Success & Enrollment Management Committee serves to:

1. Monitor student enrollment, equity, and success metrics aligned with district and college plans and goals.
2. Using student data, develop short-term and long-term enrollment management goals
3. Ensure that each college has an effective plan for recruiting, expanding, and maintaining its student enrollment, as well as advising on productivity and enrollment targets.
4. Provide recommendations on initiatives or resources to strengthen student access, success and equity.
5. Work with each College to develop and implement a college-specific Student Success & Enrollment Management Plans.
6. Support collaborative activities that ensure student success in the spirit of "Moving In, to Moving Through, and Moving On;"
7. Review existing marketing and outreach plans and projects from colleges and recommend changes, as needed.
8. Conduct research and continuously evaluate data related to effective enrollment management
9. Clarify delineation of functions and roles and responsibilities pertaining to enrollment between the District Service Center and Colleges.
10. Identify issues for discussion, follow-up and/or referral to appropriate Shared Governance Committees.

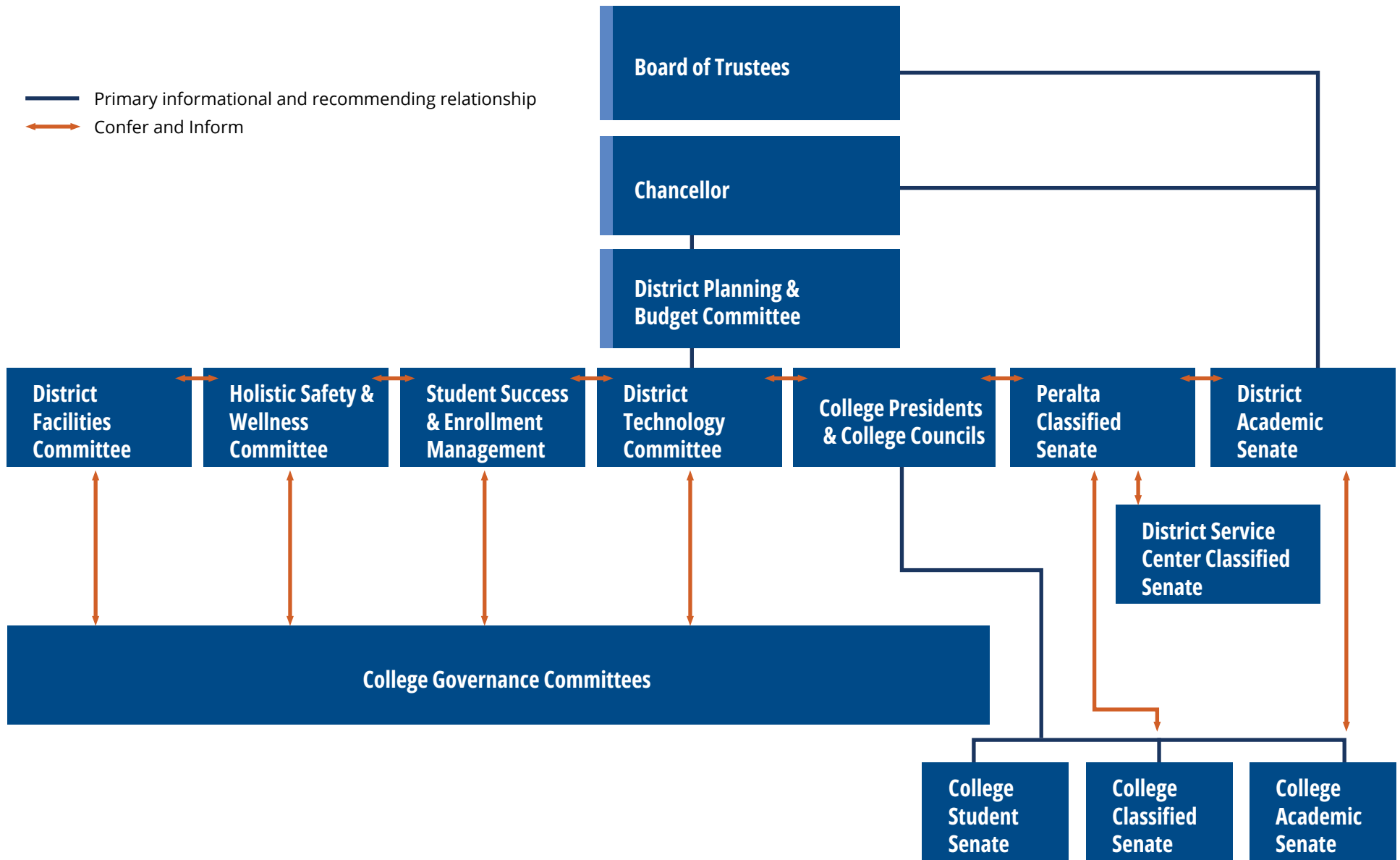
## Membership

Seat	Who Appoints
Academic Senate Presidents (2)	District Academic Senate
District Academic Senate President or designee	By position
Peralta Federation of Teachers (PFT) Representative	PFT
Classified Senate Presidents (2)	Peralta Classified Senate
Peralta Classified Senate President or designee	By position
SEIU1021 Representative	SEIU 1021
Vice Chancellor, Educational Services	By position
College Vice Presidents, Instruction or Student Services (3)	Chancellor
Student Trustee	Chancellor
Student Leadership (2)	Chancellor
Non-Voting Members:	
AVC Institutional Research	
Marketing & Communications Director	
Chief Operating Officer	
Notetaker: Executive Assistant, Educational Services	
Total Voting Members: 15	

**Meeting Days & Times:** 2nd Friday of the Month @ 9:00-10:30 AM

# Committee Organizational Chart

The role and purpose of all councils and committees in the governance process is to provide input in district decision-making and assist in communicating the nature and necessity of districtwide projects and decisions throughout the community. College governance councils and committees also make recommendations through the college presidents to the chancellor and board of trustees. The chart below shows the line of authority and consultation/communication.





# District Map



College of Alameda  
555 Ralph Appezeto Memorial Parkway  
Alameda, CA 94501

Berkeley City College  
2050 Center Street  
Berkeley, CA 94704

Laney College  
900 Fallon Street  
Oakland, CA 94607

Merritt College  
12500 Campus Drive  
Oakland, CA 94619

Peralta Community College District Office  
333 East 8th Street  
Oakland, CA 94606



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