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**Administrative Procedure**  
Chapter 2 – Board of Trustees

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## **AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING**

### **References:**

Education Code Section 70902 subdivision (b)(7);  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
ACCJC Accreditation Standard IV.A

The Superintendent-President shall administer these procedures.

The Long Beach Community College District defines participation in local decision-making as a collaborative college-wide process dependent on trust and open communication. Participation in college decision-making, as provided for in Title 5 of the California Code of Regulations acknowledge the special roles of faculty, classified staff, and students. Nothing in this procedure impinges upon collective bargaining units participating per their individual contracts. The essential activities of the college decision-making process are policy and procedure development and college planning, implementation, and review. College planning is used to determine college commitments and the annual budget. The results of the college decision-making processes are regularly reviewed.

Each college group involved in the participatory governance process is responsible for communication. Communication entails providing rationales for proposals made and reporting to constituents. These college groups are accountable for communicating their proposals for input prior to finalization.

Participation in governance is predicated upon the sincere commitment of all participants. Participation in governance is made a reality through the process that includes shared planning, justified and thoughtful recommendations, and delegating responsibilities to appropriate areas, realizing the Board of Trustees has final decision-making authority and ultimate legal responsibility.

The Board recognizes the Academic Senate as the body which represents the faculty in participatory governance relating to academic and professional matters as defined in Title 5 of the California Code of Regulations. The Board recognizes the Long Beach City College Faculty Association as the group representing full-time faculty in all issues related to contract and working conditions.

The Board recognizes the Associated Student Body as the body which represents students in participatory governance relating to student matters as defined in Title 5 of the California Code of Regulations.

The Board recognizes the Classified Senate as the constituent group in participatory governance. The Board recognizes the Classified Union as the group representing classified staff in all issues related to contract and working conditions.

Administrators, managers, and confidentials are represented in participatory governance by individuals appointed by the President's Cabinet.

**The following structure is designed to ensure participation in local decision-making:**

### **President's Leadership Council (PLC)**

#### **President's Leadership Council Purpose**

The PLC is the primary advisory body to the Superintendent-President for the purpose of reviewing proposed new or changes to existing policies/procedures (The President's Leadership Council does not write or make changes to policies/procedures. Proposed new or changes to existing policies/procedures are written and submitted to the President's Leadership Council for review by the area of responsibility). If a major issue is found during review, consultation will take place in order to resolve the conflict before the recommendation is sent to the Board.

Council members are responsible for reviewing policies and procedures as requested and for consulting with and keeping their constituencies informed on issues discussed by the PLC. The PLC assists in communicating to and discussing policies/procedures with various college constituencies.

The PLC serves as a consultative body for the Superintendent-President on issues of college leadership and matters of college-wide importance, other than those which are subject to consultation with the Academic Senate as academic and professional matters and with the bargaining units as contractual matters.

#### **President's Leadership Council Membership**

Is chaired by the Superintendent-President and is composed of one representative of each recognized college group including:

Academic Senate President or designee  
Long Beach City College Faculty Association President or designee  
Classified Senate President or designee  
Long Beach Council of Classified Employees President or designee  
Certificated Hourly Instructors President or designee  
Associated Student Body President

And two (2) Vice President members of the President's Cabinet (*selected by the Superintendent-President*)

And the following representative(s):

1 management representative  
Executive Director, Foundation  
Accreditation Liaison Officer

Resources

Curriculum Chair

Two (2) Vice Presidents

## **Planning Process and Planning Committee Structure**

### **Planning Structure**

The college's planning structure is comprised of the College Planning Council and other specified planning committees, subcommittees and task forces, as well as the Annual Planning and Program Review Process.

### **College Planning Council Purpose**

The college's planning process is coordinated by the College Planning Council (CPC) which is the directive body for the college's planning efforts.

The College Planning Council conducts and oversees at regular intervals the process of reviewing and updating the college's Strategic Plan and Mission Statement, Vision, and Values. The College Planning Council designs and oversees the process to monitor progress towards achieving the goals of the Strategic Plan.

The College Planning Council establishes charges and memberships for planning committees, subcommittees, and task forces that formulate and implement college-wide plans, budgeting, and progress review necessary to ensure institutional effectiveness. The purpose of the planning committees is to coordinate college planning efforts in fulfillment of the college's Strategic Plan and Mission.

The CPC establishes yearly institutional priorities through review of planning documents developed through participation in the college's multi-level Annual Planning and Program (APPR) Review process. The college's APPR process is evaluated on a six-year cycle. Information about the structure, process and content of the APPR Process is published on the website for ready access by the campus community. The APPR process supports accomplishment of the Strategic Plan, Mission, and college-wide plans.

The College Planning Council charge and membership is reviewed annually. The list of planning committees, subcommittees and taskforces, as well as their charges, and memberships are reviewed annually by College Planning Council as part of its coordination role for planning. The CPC oversees an evaluation of the participatory governance structure on a six-year cycle.

### **College Planning Council Membership**

The College Planning Council is tri-chaired by the Academic Senate President, Classified Senate President and the Superintendent-President or Superintendent-President designee. All members of the President's Cabinet, including the Superintendent-President, and all members of the Academic Senate Executive Committee and Classified Senate Executive Committee serve on the College Planning Council. In addition, there is one representative from each of the following groups:

- A representative from the instructional deans
- A representative from the student services deans
- Two representatives appointed by ASB
- A representative appointed by LBCCFA
- A representative appointed by CHI
- A representative appointed by AFT
- SLO Coordinator
- A management representative
- Department Planning and Program Review Subcommittee Chair
- Dean, Institutional Effectiveness
- Director, Planning

### **College Self-Evaluation Process and the Accreditation Steering Committee**

The College's Self-Evaluation Process and Accreditation Steering Committee are outlined in Board Policy and Administrative Procedure 3200 Accreditation

### **College Operational Work Groups**

Operational work groups are responsible for making recommendations and decisions (excluding those outlined in this procedure), as well as implementing initiatives or projects within or across their departments and schools. College operational work groups are not a part of the participatory governance structure.

Appointments to these work groups are made by the appropriate groups.

### **Academic and Professional Matters on which the Board of Trustees will Rely Primarily Upon the Advice and Judgment of the Academic Senate**

The Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senate on the following academic and professional matters:

- A. Curriculum, including prerequisites and placing courses within disciplines. The Committee on Curriculum and Instruction is charged with the development of policies and procedures pertaining to curricular issues, which will then be sent to the President's Leadership Council to allow for discussion.
- B. Degree and certificate requirements

- C. Grading policies
- D. Standards or policies regarding student preparation and success
- E. Policies for faculty professional development activities

Recommendations shall be presented to the Board of Trustees using the established format and numbering system for policies. The Academic Senate President shall work with the Superintendent-President or and the appropriate Vice President for placement of items on the Board of Trustees agenda. The Academic Senate President shall present these recommendations to the Board of Trustees for information and action.

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 Senate recommendation in these areas is not accepted by the Board of Trustees, the Board of Trustees or the Superintendent-President or designee shall promptly communicate the reasons in writing to the Academic Senate upon request.

**Academic and Professional Matters on which the Board of Trustees will Reach Mutual Agreement with the Academic Senate**

The Board of Trustees or its designee(s) and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, procedure or policy on the following academic and professional matters:

- A. Processes for program review
- B. Educational program development
- C. District and college governance structures and accreditation as related to faculty roles
- D. Faculty roles and involvement in accreditation processes, including self-study and annual reports
- E. Processes for institutional planning and budget development

In instances where the Board of Trustees elects to provide for mutual agreement with the Academic Senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

**Other Academic and Professional Matters as Mutually Agreed Upon Between the Governing Board and the Academic Senate as Specified in AB 1725**

If an academic and professional matter arises which is not enumerated above, the Board of Trustees or designee and the Academic Senate shall mutually agree whether the Board shall rely primarily upon the advice and judgment of the Academic Senate or shall reach mutual agreement with the Academic Senate with regard to that matter.

If it is unclear as to whether or not an item is an academic and professional matter, the Superintendent-President or designee and the Academic Senate President shall mutually agree to identify the appropriate committee to which the matter should be referred or the establishment and constitution of an ad hoc committee to resolve the question.

### **The Academic Senate's Right to Communicate with the Board of Trustees**

In a case where the Board of Trustees and the Academic Senate are unable to reach mutual agreement or a substantial delay in the consultation process occurs, the Academic Senate reserves the right to submit written comments and to appear before the Board of Trustees to present the views and recommendations of the Academic Senate on academic and professional matters.

### **Appointment of Faculty and Administrative Representatives to Committees**

The appointment of faculty members to serve on college-wide committees, task forces, or other groups that deal with academic and professional matters, shall be made by the Academic Senate President after consultation with the Superintendent-President or designee and be subject to ratification by the Academic Senate. Administrative representatives shall be appointed by the Superintendent-President after consultation with the Academic Senate President. Both parties agree to make timely appointments and communicate these appointments in writing.

### **Areas in which the Board of Trustees will Provide the Opportunity for Students to Participate**

At the discretion of the Board of Trustees, the administration will provide opportunity for students to participate in the formation and development of policies and procedures that have or will have a significant effect on students as outlined in Title 5 of the California Code of Regulations. The intent of this participation is to allow students to provide input from the student perspective and to share responsibility in identifying and implementing solutions. Student participants will be responsible for representing the needs and opinions of the general student body, presenting ideas and information that leads to decisions in alignment with the District's mission and Strategic Plan, and communicating the deliberations and the rationale of decisions back to their constituents.

### **Classified and Professional Matters on which the Board of Trustees and the Superintendent-President Shall Provide Participation to Classified Staff**

**Definition:** Classified staff as it pertains to this procedure includes all classified bargaining unit members.

The Board of Trustees and the Superintendent-President shall provide classified staff the opportunity to participate effectively in college governance. At a minimum, these shall include the following:

- Participation in the formulation and development of all District policies and procedures which have or will have a significant impact on classified staff.
- Participation in the accreditation process, including self-study.
- Participation in the College's strategic planning process.
- Any other policy, procedure, or related matter that the Superintendent-President determines will have a significant impact on the classified staff.

### **Appointment of Classified Staff to Committees**

Requests for representation of classified staff to serve on college-wide committees, self-study committees, ad hoc committees, councils or task forces shall be filled by appointment of the Classified Senate President. Institutional committee chairs may make recommendations and/or requests for classified staff to serve on committees through the Classified Senate President. The LBCCE/AFT Union shall continue to appoint representation to committees as established in Article III.I of the LBCCE/AFT Collective Bargaining Contract.

If only one classified staff is requested to serve on a college-wide committee, self-study committee, ad hoc committee, council, or task force, the Classified Senate President will defer the appointment to the Classified Union President. It is recommended that at least two classified staff are members on each participatory governance committee, subcommittee, and taskforce.

The Board of Trustees shall provide the classified staff with an opportunity to participate in the formulation and development of matters which significantly affect staff through appropriate structures and procedures as determined by the Board of Trustees.

Nothing in these procedures shall be construed to impinge upon the due process or rights of classified staff nor to detract from any negotiated agreements between the collective bargaining representatives and the District governing board.

Also see BP 2010 Board Membership, BP 2200 Board Duties and Responsibilities, BP/AP 2410 Board Policies and Administrative Procedures, BP 2510 Participation in Local Decision-Making, BP/AP 3200 Accreditation, and BP/AP 3250 Institutional Planning.

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**Approved:** No date

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*(Replaces former LBCC AR 2006)*