



# Decision-Making Process

## DRAFT

### How Participatory Governance Works

This document outlines the structure, scope, and processes of participatory governance at Grossmont College and acknowledges that not all decisions made at the College are a part of participatory governance. Participatory and non-participatory governance decisions must coexist and work in harmony with built-in communication and information sharing as appropriate to the scope and type of decisions. All decisions at the College are subject to federal, state, and local legislation or policies. At the core of all of these decisions is a commitment to diversity, equity, inclusion, and student success.

Participatory governance centers around the process of decision-making in policy and procedure development and review, strategic priorities, budget-allocation both operational and personnel, planning documents (enrollment management, strategic plan, technology plan, etc.), and facilities. The purpose and design of the participatory process is to provide a forum for sharing with the president and executive leadership the multiple and often nuanced perspectives of the college's constituent groups so that the president and her team have the information needed to make informed decisions. In other words, the committee meetings provide an opportunity for constituent groups to weigh in on the College-wide decision-making process. Constituent groups appoint individuals to committees, and these individuals are charged with representing both the perspective(s) of their constituent group while also weighing the good of the college broadly.

### Participatory Governance Topics/Issues

The following decisions are matters of participatory governance and will benefit from the collective experiences, perspectives, and expertise of all campus constituencies.

- Establishing and reviewing College-wide, division, and committee bylaws, policies, and procedures.
- Developing and reviewing the College's strategic priorities in alignment with the College vision, mission, and values.
- Vetting and ratifying planning documents for core College committees and departments such as enrollment management, strategic planning, and information technology.
- Reviewing and recommending budget allocations in alignment with college vision, mission, values, and strategic priorities (e.g., Annual Unit Planning & Resource Prioritization: Faculty Staffing, Classified Staffing, Technology, Facilities Projects, etc.).
- Participating in planning related to long-term changes in use of campus resources, such as staffing, facilities, technology, and allocation of space (e.g., Annual Unit Planning & Resource Prioritization: Faculty Staffing, Classified Staffing, Technology, Facilities Projects, etc.).

### Non-Participatory Governance Topics/Issues

- Curriculum development and review, academic policies, and other academic and professional matters (known as 10 + 1) are made through processes established in the California Education Code and Title 5 and requirements of ACCJC and other regulatory bodies.

- Decisions related to the respective employee bargaining units which deal with matters such as hours, wages, and working conditions are made in accordance with the collective bargaining agreements.
- Personnel matters, such as hiring and appointment decisions, performance appraisals, disciplinary issues, and matters concerning confidential employee information are made by those in supervisory positions in accordance with the policies established by Human Resources.
- Day-to-day administrative and operational decisions are made by individuals, departments, and divisions in accordance with established College policies, procedures, and position-specific responsibilities.
- Decisions related to the duties and responsibilities of the Board of Trustees are made in accordance with the Board and Administrative Policies and Procedures (BPs and APs).

### **Guiding Questions for Campus Decision Makers**

The lists above are intended to clarify what is and is not a matter of participatory governance at Grossmont College. But sometimes things are not always clear, and as we work towards establishing clear and consistent participatory governance processes, the following guiding questions may help in determining (1) if a decision should go through the participatory governance process and (2) how best to balance transparency, communication, and efficiency to promote equity, inclusion, and accountability in both participatory and non-participatory decision-making processes.

- Will this decision impact future policies, processes, or procedures at Grossmont College?
  - Decisions impacting institutional policies, processes, and procedures are usually matters of participatory governance.
- Will this decision require a change in allocation of campus resources?
  - Decisions related to allocation of campus resources are usually matters of participatory governance.
- How will this decision impact members of our campus community?
  - Decisions impacting a preponderance of college community members or multiple campus constituency groups are usually a matter of participatory governance.
- Is this decision required by law?
  - Actions legally mandated by law are not matters of participatory governance.