

**PERALTA COMMUNITY COLLEGE DISTRICT  
OFFICE OF THE CHANCELLOR  
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May 24, 2016  
Adjusted on September 4 and 10, 2016**

**PROPOSED PBIM RESTRUCTURE**

**Introduction:**

Because PCCD is a large and complex District and given our recent reorganization, I am asking you to consider the proposed restructure model of our PBIM. In the proposed model, participatory governance will be restructured to provide a more visibly coherent structural understanding of District operations. The proposed restructure is designed to broaden dialogue and to sharpen our focus so as to better inform the development and ongoing assessment of integrated planning among constituent groups. Furthermore, the proposed structure will safeguard the delineation of functions between the Colleges and the District Office.

PCCD's revised integrated planning structure will continue to align with the District Mission and Strategic Planning and functions to incorporate planning priorities of all four Colleges. By further expanding and integrating our planning process, we will be better equipped to assure that our budget development and resource allocation processes are better aligned with the District's Strategic Plan and those goals that we will set in the upcoming academic year. It is my intention that by creating three Councils (one Council is the overarching Participatory Governance Council and the other two serve as advisory Councils), we will improve communication and

expand our joint effectiveness in strengthening District wide structures designed to improve student success. Furthermore, this structure gives the Chancellor a clear pathway for feedback and input into his decisions that must be shared.

**Proposed Restructure:**

I am proposing the establishment of three Councils that will reflect the District's highest priorities: Shared Governance, allocation of resources tied to planning, and quality instruction and services to students. The two Advisory Councils, and all related District Committees, will make recommendations to the District's Participatory Governance Council (DPGC). The District's Participatory Governance Council will then make recommendations to the Chancellor either directly or through the Chairs.

I see the need also to establish at least two District Committees whose work will be focused on very specific topics. Because enrollment management at the Colleges and the District has not played a sufficiently prominent role in our planning, I believe that we need one Committee that can dedicate its work to that topic alone. Additionally, given the reorganization of IT and Facilities' recent work to clarify their short and long term goals, it seems best to have Facilities and Technology work together as one Committee at this time. It is expected that these two District Committees will be working to better align District and College goals regarding their respective functions. As stated above, these two District Committees' recommendations will be presented to the District's Participatory Governance Council, which in turn, will make recommendations to the Chancellor.

### **Considerations:**

I have outlined my vision (above) of a restructured Shared Governance model for PCCD. However, I thought you might wish to consider some of my reflections:

- Should we have only one Council to which all Committees (Advisory Councils become Committees) report? –or- three Councils (two advisory and one larger Council) as I have proposed?
- Alternatively, should we have one large Council and four Advisory Councils? We would then create Ad Hoc Committees, as needed.
- Should all Councils and/or Committees report to one Council only? Or should the two Advisory Councils report to the large Council only, with Committees reporting to the Advisory Councils?
- Should Council(s) and/or Committees report to the Cabinet?

### **Proposed restructure model:**

#### **DISTRICT PARTICIPATORY GOVERNANCE COUNCIL**

Chairs: Chief of Staff and DAS [District Academic Senate] and PSC [Peralta Classified Council] Presidents (Or Chancellor instead of Chief of Staff)

#### **DISTRICT BUDGET AND PLANNING DEVELOPMENT ADVISORY COUNCIL**

Chairs: V.C. Finance and Union Presidents

#### **DISTRICT ACADEMIC AND STUDENT AFFAIRS ADVISORY COUNCIL**

Co-Chairs: V.C. Academic Affairs, VC for Student Affairs and DAS  
President

#### **District Technology and Facilities' Services Committee**

Co-Chairs: VC General Services and Associate VC Technology

## **District Enrollment Management Committee**

Co-Chairs: Assistant VC for Enrollment Management and VPIs

Other Ad Hoc Committees could be formed, as needed, for example:

### **District Strategic Partnerships and Advancement Committee**

Chair: EVC Strategic Partnerships and Advancement

## **DISTRICT PARTICIPATORY GOVERNANCE COUNCIL:**

### **Function:**

The District Participatory Governance Council will serve as the primary District wide advisory review body pertaining to major participatory governance issues affecting the District and will assure the broad dissemination of information to constituent groups. Both the District Budget and Planning Advisory Council and the District Academic and Student Affairs Advisory Council, in addition to all District Committees, will report to the District Participatory Governance Council.

### **Specifically, the District Participatory Governance Council will:**

- Advise the Chancellor on matters referred by the respective Colleges and/or other standing Councils or Committees.
- Advise the Chancellor on matters relating to the development of new policy, policy review, and the implementation of policy
- Review and make recommendations regarding the ongoing implementation of and ongoing assessment of the District's Strategic goals and objectives,
- Identify issues for discussion and follow-up, and make referrals to other Councils, and/or other Committees.
- Review and make recommendations on educational and student service plans.
- Review and make recommendations regarding advocacy of community college issues at the state, local, and national levels.
- Review and make recommendations on allocation of resources.
- Review and update, as needed, delineation of functions between the District and the Colleges.
- Assure collaboration with the Colleges to maintain Accreditation standards.

## **DISTRICT PLANNING AND BUDGETING ADVISORY COUNCIL:**

### Function:

The Planning and Budgeting Advisory Council will serve to advise the District in the budget development process and will assure the broad dissemination of information to constituent groups.

### Specifically, the District Planning and Budgeting Advisory Council will:

Be informed of the District's revenue sources and major financial issues. Make recommendations to the Chancellor pertaining to broad fiscal and planning issues consistent with the District's Mission Statement, core values, and District goals and objectives, as identified in the Peralta Community College District Strategic Plan. The Advisory Council will make recommendations to the District Participatory Governance Council pertaining to:

- Allocation Formulae
- Budget Allocation Model (BAM)
- District Program Improvements
- Reallocation of Funds
- Equipment Repair and maintenance and District Matching Funds
- The review of Grant and categorically funded projects on a regular basis to assess their short and long-term effectiveness.
- The analysis and review of District wide Educational Master Plan goals and their relationship to resource allocation.
- Bond projects

Make recommendations to the District Participatory Governance Council and to the Chancellor for alternative uses of unrestricted revenue. Uses may include, but are not limited to:

- Health and Safety
- District Matching Funds
- Staffing

## **DISTRICT ACADEMIC AND STUDENT AFFAIRS ADVISORY COUNCIL:**

### **Function:**

The District Academic and Student Affairs' Advisory Council will serve to advise the District in coordinating all District wide instructional goals and student support services' goals, and serve as a clearinghouse for reviewing and making recommendations regarding academic programs and services to students; this body will assure the broad dissemination of information to constituent groups. This Advisory Council will make recommendations to the District Participatory Governance Council pertaining to:

### **Specifically, the District Academic and Student Affairs Advisory Council will:**

- Review issues and make recommendations pertaining to instruction and student affairs.
- Identify instructional affairs and student support services' issues and develop proposals for review by the Chancellor's Cabinet.
- Oversee the coordination of instructional services, programs, and/or related activities, as needed.
- Review courses and programs as needed to maintain consistency regarding Title 5 regulations, transfer requirements, and other District wide concerns.
- Provide resolution pertaining to issues impacting the publication of class schedules and College catalogs and ensure publication consistency throughout the District.
- Identify student needs and articulate those needs into instructional programs and services.
- Collaborate to coordinate and monitor instructional and student services policies and procedures, and review and act on recommendations of other Councils and/or Committees.
- Stay current on legislative and regulatory proposals that may impact District programs and develop recommendations for District positions, as needed.

## **COMMON COUNCIL OBJECTIVES:**

- 1.) The Peralta Community College District's Mission statement shall be the foundation of all decision making.

- 2.) PCCD's Strategic Plan (to include goals and objectives), Educational Master Plans, Facilities Master Plan, and IT Master Plan shall provide the underlying guidelines for integrated Institutional Planning and priorities.
- 3.) Agenda items must be specific to the Council's purpose and of reasonable consideration (adequate time to review and respond to all issues) and must govern decision-making.
- 4.) The District Participatory Governance Chairs shall be charged with the responsibility of making recommendations to the Chancellor.
- 5.) The focus of recommendations will be on using resources effectively to help students to succeed.
- 6.) All decisions are advisory in nature and must comply with Ed Code and all other legal constraints. The Councils shall not address matters which are negotiable. Final responsibility and accountability for shared decision-making and budgetary allocations and priorities prior to Governing Board action, if required, is vested in the Chancellor.
- 7.) The Chancellor will make assurances to accept and follow the recommendations made by the Councils, and report back and justify changes, if needed. The ultimate responsibility for all decision-making rests with the Governing Board.
- 8.) Decisions affecting District Office operations will be handled at the Chancellor Cabinet level and communicated directly to the DPGC, unless they affect the operations of the Colleges and thus will be channeled through the appropriate College Council or College Committees. All such actions will be shared broadly with the District community at large. Confidential, personnel (including reassignment of personnel), contractual and matters of litigations and other limited actions will be exempt from publication and deliberation with the DPGC.

### **District Technology and Facilities' Services Committee:**

#### **Function:**

The Management Services Committee will serve to advise the District on matters pertaining to Technology and Facilities management services. This body will assure the broad dissemination of information to constituent groups.

Specifically, the District Technology and Facilities' Services Committee will:

- Advise the Chancellor on matters pertaining to Technology and Facilities' Services referred by the District, the respective Colleges and/or other standing Councils or Committees.
- Advise the Chancellor on matters relating to the development of new policy, policy review, and the implementation of policy pertaining to Technology and to Facilities.
- Review and make recommendations regarding the ongoing implementation and assessment of the District's Technology and Maintenance goals and objectives.
- Review and make recommendations related to Capital outlay (equipment and deferred maintenance)
- Provide appropriate guidelines and information to ensure the effective operation of Technology and Maintenance operations.
- Identify issues for discussion, follow-up and/or referral to other Councils, Committees, or the Chancellor's Cabinet.
- Resolve appropriate matters referred by other Councils or the Chancellor's Cabinet.
- Provide recommendations and reports to the District Participatory Governance Council and to the Chancellor's Cabinet.

**District Enrollment Management Committee:**

Function:

The Enrollment Management Committee will serve as the primary body to review, plan, and coordinate all enrollment management activities and to ensure that the District has in place an effective plan for recruiting, expanding, and maintaining its student enrollment as well as advising the Colleges on issues of class scheduling to benefit students, orientation, retention and other services that do not infringe on academic freedom and the rights of faculty. The Committee will work with each College for the development and implementation of each College's Enrollment Management Plan. This body will assure the broad dissemination of information to constituent groups.

Specifically, the District Enrollment Management Committee will:

- Review and coordinates existing marketing and outreach plans and projects from all four Colleges and recommend changes, as needed.
- Develop short term and long-term enrollment management goals.
- Conduct research and continuously analyze the need to revise the various outreach and marketing plans.
- Recommend delineation of functions between related District and College Enrollment Management projects.
- Identify issues requiring follow-up and/or referral to other Councils, Committees, or the Chancellor’s Cabinet.
- Resolve matters referred by other Councils or the Chancellor’s Cabinet.
- Provide support for integrated activities that support the success of students from moving in, to moving through, and moving on.
- Provide recommendations and reports to the District Participatory Governance Council and to the Chancellor’s Cabinet.

**DRAFT Membership: District Participatory Governance Council:**

Chairs: Chief of Staff (Or Chancellor) and Senate President(s)

PFT: two representatives

Classified Senate: two representatives

Local 39: One representative

SEIU: One representative

Confidential employees: One representative

Student Trustee: One

Academic Senate President –Laney

Academic Senate President-COA

Academic Senate President-Merritt

Academic Senate President - BCC

President-Merritt

President-Laney

President-COA

President-BCC

Administrator – WDCE

**Total membership is 17 (Quorum is 9) TO BE FINALIZED**

Advisory (non-voting) member(s):  
District Accreditation Coordinator  
All Vice Chancellors [ex-officio members]