Updated and Approved by the College Council on November 13, 2015

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**PRINCIPLES OF COLLEGIAL GOVERNANCE**

**INTRODUCTION**

As administrators, faculty, staff, and students at Columbia College, we recognize our common interest in the success and well being of the Yosemite Community College District (YCCD), Columbia College, and its students. In order to ensure success we all share the responsibility of acting jointly so that the college speaks to the district and the community with one voice, maintains stability and continuity, and effectively fulfills its stated mission.

**JOINT EFFORT**

We recognize that in order to ensure a joint effort, each of the college constituent groups (administration, faculty, staff, and student body) must have an initiating capacity and decision-making participation in the important areas of college and district deliberations and actions. Differences in the weight of each constituent’s voice will necessarily differ according to the responsibility assumed by the constituent in the implementation of the decision at hand (i.e., Student Services and Academic Senate for matriculation procedures, the student body and Student Services for student government concerns, etc.).

The forum for discussion and final recommendations for college action or initiating recommendations or reactions to District Council shall be the Columbia College Council.

The Columbia College President should rarely have to exercise his/her power of review or make final opposing decisions since this collegial decision-making process recognizes the variety of skills within the institution and is based upon mutual trust and respect. Any decision made by the Columbia College President that differs from the consensus should be communicated in writing with specific reasons to the Columbia College Council.

All constituent groups and individuals must recognize that outside bodies and agencies having jurisdiction over the YCCD and/or the college will, at times, set limits on the time available for action. At such times, every effort will be made to communicate with or through the Columbia College Council, but the ultimate responsibility for responding lies with administration and must be met. In such cases where time does not allow lengthy consideration, action taken will be communicated to the Columbia College Council.

**DELINEATION OF RESPONSIBILITIES**

**The Columbia College President (CEO)**. The Columbia College President, under direction of the YCCD Chancellor, is primarily responsible for:

a. Holding the ultimate administrative responsibility for the operations of the college.

b. Ensuring the standards and procedures in operational use to conform to established Board Policy and administrative procedures.

c. Serving as chief college planning officer. d. Serving as chief college fiscal officer.

e. Serving as chief spokesperson to YCCD.

f. Nurturing the college /community relationships. g. Chairing the Columbia College Council.

**The Administration**. The administrative staff is primarily responsible for:

a. The leadership within his/her organizational unit.

b. Providing management support to the Columbia College President for the implementation of all policies and procedures; management of an operational budget, keeping current on issues, regulations, laws, and trends within their areas of responsibility.

c. Representing their organizational units in Columbia College Council (as appropriate), and other committees within the college and district.

**The Faculty**. The faculty is primarily responsible for:

a. Defining, implementing, and evaluating curriculum. b. Strengthening scholarship and teaching.

c. Evaluating peers within the established district and college procedures.

d. Participating actively, through Columbia College Council representatives, in recommending college procedures and procedural changes.

e. Participating in District negotiations through YFA, as determined by YFA.

f. Ensuring, through the Staff Development Committee, the quality of faculty development activities.

g. Participating in YCCD and college committees as appropriate.

**The Classified Staff**. The classified staff is primarily responsible for:

a. Ensuring the high quality of student, instructional, and administrative support services.

b. Ensuring the quality of physical plant and grounds maintenance.

c. Participating in the decision-making processes through representatives at the

Columbia College Council.

d. Participating in the negotiations with YCCD through the local CSEA unit, as determined by that unit.

e. Developing continuing in-service training opportunities for classified staff through the Staff Development Committee.

f. Participating in YCCD and college committees as appropriate.

**The Student Body**. The student body is primarily responsible for:

a. Ensuring the existence and health of a valid system of representative student government.

b. Providing feedback to the college regarding concerns and issues of instructional, student services, or administrative nature.

c. Accepting responsibility for the establishment and maintenance of co-curricular programs.

d. Participating in Columbia College Council through its representatives.

**Areas of Shared Responsibility**: Areas in which all institutional components share a primary responsibility are:

a. Accepting responsibility for the establishment and maintenance of a positive learning and working environment.

b. Strategic institutional planning (through Columbia College Council). c. Facilities usage (through the Facilities Committee).

d. Reviewing the College Budget (through Columbia College Council).

e. Review/Recommend staffing priorities (through Columbia College Council, Academic Senate, Columbia College President’s Administrative Council and Classified Senate).

f. Reviewing programs and services.

g. Promoting an effective working relationship between all segments of the college and between the college and YCCD.

h. For participatory and collegial governance to function effectively, it is necessary that constituent representatives on any and all committees take responsibility for communicating with the group they represent the substance of the actions, discussions, and recommendations of the committees on which they serve. Likewise, they must take responsibility for representing to the committees the recommendations of their constituent groups.