

**Procedure Title:** Participatory / Shared Governance Policy & Process  
**Procedure Number:** 06-2003-0002  
**Board Policy Reference:** II.A. Governance Commitment  
**NWCCU Standard:**

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**Accountable Administrator:** College President  
**Position responsible for updating:** College President  
**Original Date:** March 31, 2003  
**Date Approved by College Planning Council:** 04/20/22  
**Authorizing Signature:** *Signed original on file*  
**Date Posted on Web:** 04/20/22  
**Revised:** 04-22 **Reviewed:** 04-22

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**Purpose/Principle/Definitions:**

The Participatory/Shared Governance Policy and Process is the mechanism by which employees and students participate equitably and collegially in the decision-making processes of the College. The focus of Participatory/Shared Governance is at the institutional planning and policy level, not the operational or implementation level, which is the responsibility of administrators. Participatory/Shared Governance at BMCC is based on *BMCC Board Policy II.A. Governance Commitment*.

**Policy:**

The Participatory/Shared Governance system should follow these guiding principles:

- Participatory/Shared Governance is a central value of integral leadership that requires continued hard work, open communication, trust and respect.
- Participatory/Shared Governance develops a system of open communication where the president, faculty, staff, administrators, board members and students work to align and implement strategic priorities.
- Integral leadership links the president, faculty, staff, administrators, board and students in a well-functioning partnership purposefully devoted to a well-defined, broadly affirmed institutional vision.

The Participatory/Shared Governance structure is outlined in the attached organizational chart, which outlines the two-way conversations between various stakeholders and committees.

Any College employee may, at any time, recommend a change to the process that improves efficiency and provides for greater input from throughout the College community.

Governance Committees

***Planning and Accreditation Committee:***

Guides all aspects of the accreditation/self-study process.

### ***College Planning Council***

College Planning Council (CPC), a College-wide organization with representatives from all of the major campus constituencies shall provide a participatory governance forum for collaborative decision-making to effectively guide the institution with a focus on the Strategic Plan, Accreditation, College evaluation and improvement efforts, and Mission fulfillment that is shared College-wide through its membership. The College Planning Council advises and makes recommendations to the President on College matters that are consistent with the college Mission requiring broad institutional input in service to our students, the College, and community.

### ***Curriculum Committee:***

Designs, reviews, and maintains a responsive integrated curriculum.

### ***Diversity/Equity/Inclusion Committee:***

Serves in a consultative capacity to the President and creates avenues and advocates for the development of diversity education, awareness, understanding, appreciation and value, and fosters working relationships between the College and underrepresented groups within the communities we serve. Promotes equity in success for all students.

### ***Facilities Committee:***

Serves in a consultative capacity to the College administration for matters related to facilities planning and use.

### ***Technology Committee:***

Serves in a consultative capacity to the President, College Planning Council and the IT Department through identification and analysis of best practices and implementation of educational technology to support faculty, staff and students.

### ***Integrated Resources Committee:***

Serves in a consultative capacity to the President for matters related to the allocation of college resources.

### ***Students First Committee:***

Serves in a consultative capacity to the College Planning Council and assures that BMCC student success initiatives and policies are connected to both immediate and long-term College goals supporting equitable access, progression, and completion for students.

### **Membership:**

Employees will have opportunities to sign up for committee membership during the fall Pre-Service each year. Unfilled committee membership slots will be recommended by the Executive Team member associated with that committee to the committee chair.

Each College committee will select from among its members, a chair and vice-chair, except where a chair is appointed.

Each College committee will include representation from an Executive Team member, two faculty members, two classified members, and two students. Other positions included are determined by the committee's purpose.

While membership of each committee is set in the organizational document, all meetings are open.

**Process/Responsibilities:**

All committees and the College Planning Council are advisory. Final authority lies with the President.

A regular schedule of committee meetings will be established.

A quorum for each committee will consist of 50% of the assigned membership plus one.

Committee structure, membership, purpose, and procedures can and will be modified from time to time as better and more effective ways of working are developed.

Administration will monitor committee assignments to assure that the needs and interest of all constituencies are adequately represented.

All committees should have open and constructive participation among constituents.

All committees should have a willingness to actively listen to each other.

All committees should have early opportunities for discussion, information sharing, and input on any topic.

All committees should have time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.

All committees should have shared integrity and responsibility in all adopted governance policies and procedures.

All committees should have continual monitoring and refinement of governance policies and procedures by representatives of the entire college community.

All committees should make a sincere effort to make the governance process work in a timely and effective manner.

CPC will develop a schedule for committees to report out at least once during the year.

Committees may deem it necessary to form sub-committee work groups to accomplish the committee plan of work or form for specialized tasks.

Throughout this process of disclosure, responsiveness, and accountability, the constituents recognize that the college administration is ultimately responsible for approving decisions advanced by this system of consultative governance.

**Meeting Records and Retention:**

It is important to maintain meeting minutes from the college's governing structure for reasons of institutional memory, tracking of changes in procedures, and maintaining records of previous work. The President's Office will be the central repository of this information.

- An electronic copy of the meeting minutes will be sent to the Executive Assistant in the President's Office within two weeks of each meeting. Submissions will include all handouts or other documents presented or handed out in the meeting. The Executive Assistant will post the full approved or unapproved minutes of each meeting on the BMCC Web site. If unapproved minutes are posted, approved minutes will need to be reposted if the committee makes any changes prior to approval. Minutes should be notated as approved or unapproved.

- It is the responsibility of the committee chairs to ensure that recorders complete the above actions.

**Blue Mountain Community College  
Participatory Governance Committee Structure**

