

COLLABORATIVE GOVERNANCE HANDBOOK

Fall 2026

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Collaborative Governance at Compton College

Definition of Collaborative Governance
Collaborative Governance at Compton College is the cornerstone necessary to achieve the mission, vision, goals, and strategic initiatives of our institution. Decisions at Compton College are the result of participation and collaboration among all constituent groups, including the Board of Trustees, administration, faculty, staff, and students. Collaborative Governance ensures diverse and creative input, transparency, and accountability so that decisions made will drive student success at Compton College. At Compton College, a college issue, task, or decision goes through the Collaborative Governance process when it is of a scope, nature, or impact that requires input from multiple constituent groups**,** such as faculty, staff, students, and administration**,** in order to ensure diverse perspectives, transparency, and alignment with the College's mission, vision, and values.

Not every college activity or operational decision requires Collaborative Governance. Routine matters that fall within the law or established authority and responsibilities of an individual, department, administrative unit, or constituent group may be handled through existing operational processes. However, when a matter has broader institutional implications, affects multiple constituent groups, establishes or changes collegewide practices or policies, or requires collective consideration and recommendations, the Collaborative Governance process should be used to facilitate appropriate consultation and participation before a decision is finalized.

Philosophy
The College's Mission, Vision, Values, and Principles of Community guide Collaborative Governance at Compton College. All constituent groups are involved in the recommendation and decision-making process by providing input that makes Compton College an effective institution in supporting student success.

Mission Statement
Compton College is an equity-driven, inclusive community resource dedicated to providing opportunities and support for historically underserved student populations, particularly students of color. We cultivate a sense of belonging to support students in achieving their academic goals. Compton College provides students with knowledge, strategies, and skills needed for workforce readiness and facilitates clear pathways for program completion and transfer to four-year institutions; all aimed at enhancing the well-being of our local community.

Vision
Compton College will be the leading institution of student learning and success in higher education.

Values
Compton College's established values are:

- Student-centered focus on providing students the opportunities for success.
- Excellence as a premier learning institution recognized for outstanding educational programs, services, and facilities.
- Supportive and nurturing guidance in a professional and caring environment.

- Dedication of our commitment to our diverse community through partnerships with local schools, universities, and businesses.
- Innovation in adapting new ideas, methods, and techniques to further student learning and achievement.
- Fiscal integrity in the transparent and efficient use of financial resources to support student success.

Principles of Community
Compton College welcomes contributions from the community at large to promote diversity, creativity, accountability, and transparency. Through Collaborative Governance, all constituent groups work together, in good faith, to make decisions related to policies, procedures, and practices for the benefit of the students and community that we serve.

Diversity
We embrace and uphold the culture, achievements, and unique contributions of all stakeholders.

Creativity
Collaborative Governance values creativity, including the perspectives and viewpoints of all constituents at Compton College.

Accountability
Accountability defines roles, responsibilities, and timelines, and leads to evidence-based decision-making.

Transparency
Collaborative Governance commits to open communication and collaboration amongst all stakeholders in the recommendation and decision-making process.

The aforementioned Principles of Community provide the foundation for decisions made at Compton College. Adherence to the Principles of Community is the obligation of all employees and students. In practicing these principles, Compton College employees and students accomplish our mission with care, consideration, and respect by appreciating all individuals and the expertise they bring to the Collaborative Governance process.

Constituent Groups

Administrators/Managers/Supervisors
As outlined in the definition of Collaborative Governance, administrators, managers, and supervisors lead, organize, plan, supervise, consider the needs of faculty and classified professionals, and value collaborative governance based upon the recommendations made with faculty and classified colleagues. Collegiality is a reciprocal obligation that is central to Compton College's recommendations and decision-making process.

Faculty
Faculty are represented by two different groups: the Academic Senate and the Compton Community College Federation of Employees – Certificated Unit (CCCFE).

In accordance with Title 5 §53203, the governing board has adopted Board Policy 2520 – Academic Senate for appropriate delegation of authority and responsibility to the Academic Senate, which provides for the governing board or its designees to consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters. The governing board has elected to rely primarily upon the advice and judgment of the Academic Senate, meaning 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 recommendation is not accepted, the governing board or its designee will communicate its reasons in writing to the Academic Senate.

In accordance with the Educational Employment Relations Act and Board Policy 7140 – Collective Bargaining, the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

The Academic Senate and CCCFE are responsible for appointing faculty representatives to committees in keeping with Administrative Regulation 2511 – Council and Committee Structure and the faculty collective bargaining agreement (CBA).

Classified Professionals
According to Title 5 §51023.5, the governing board is required to adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. Staff shall be provided with opportunities to participate in the formulation and development of district policies and regulations that have a significant effect on staff. The opinions and recommendations of the Compton Community College Federation of Employees – Classified Employees will be given every reasonable consideration (Board Policy 2510 – Participation in Local Decision Making).

Students
Under California Education Code 76060, the students of Compton College are authorized to organize a student body association. The Board of Trustees has recognized that association as the Associated Student Government of Compton College. The Associated Student Government organization is recognized as the official voice for the students in College decision-making processes. It may conduct other activities as approved by the President/Chief Executive Officer

(CEO). The Associated Student Government activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees (Board Policy 5400 – Associated Student Government and Board Policy 2510 – Participation in Local Decision Making).

Committee Structure

Consultative Council
Consultative Council is the overarching Collaborative Governance body for Compton College. Consultative Council provides collegial consultation by receiving recommendations from its institutional standing committees, by obtaining constituent input and feedback, providing the President/CEO recommendations, and providing a means of communication within the College community. Consultative Council is charged with the responsibility of upholding Collaborative Governance Principles of Community through consultation with all constituent groups: administrators, faculty, classified professionals, and students. As the recommending body of the College, Consultative Council reviews all items and issues brought forward by any of its institutional standing committees and/or other governance bodies [Board Policy 2510 – Participation in Local Decision Making].

Committees
[Administrative Regulation 2511 – Council and Committee Structure]
Committees and committee work are the foundation of all decision-making at Compton College. Committees are the intersection of nearly, if not every, constituent group on campus, and are the arena by which ideas are presented, discussed, and acted upon. Additionally, committee work is informed by both the needs of the institution and the accreditation standards and eligibility requirements set forth by the Accrediting Commission for Community and Junior Colleges.

Committees Defined
Compton College committees are defined as follows:

> Institutional Standing Committees reporting to Consultative Council: A part of the College's Collaborative Governance structure, these committees perform specific functions that are critical to the governance of the College and make recommendations to Consultative Council. The purpose of the committee and its functions and duties generally do not change.
>
> Subcommittee: A subcommittee may be formed by an institutional standing committee to focus on a specific aspect of the Institutional Standing Committee's work (e.g., Facilities is a subcommittee of the Health, Safety, & Parking Committee). They do not act independently of the institutional standing committee. Instead, they conduct business under the direction and support of an institutional standing committee. The subcommittee composition will be determined by the institutional standing committee. All recommendations are made to the subcommittee's corresponding institutional standing committee.
>
> Workgroup: A workgroup may be established by a committee or committee co-chairs to utilize specific area experts. The experts are acknowledged for their work with the specific project but do not become members of the institutional standing committee. A workgroup is short in duration and is dissolved once a recommendation is made. The workgroup composition will be determined by the institutional standing committee. The workgroup makes recommendations to their corresponding institutional standing committee.

Task Force: A group established by the President/CEO to work on a short-term, single defined task, activity, or specific problem, and shall include faculty representation when the task force deals with academic and professional matters. Task forces are short in duration and are specific in focus. Task forces are ideal for identifying issues, collecting information, reviewing and analyzing the information, and making recommendations to the President/CEO. A task force is appointed for a specific charge and a deadline to complete the task. Once the recommendation is received, the task force is dissolved. If appropriate and before final action, recommendations may be routed to appropriate governance bodies.

Advisory Committee: An advisory committee not already required by statute may be formed by the President/CEO to advise or provide recommendations when funding specific to a program and/or initiative is received and may include faculty representation. The advisory committee will be dissolved when funding is discontinued or exhausted. Once funding is exhausted, upon recommendation, the President/CEO may refer the work of the advisory committee to an institutional standing committee, subcommittee, or task force.

Operational Guidelines for Consultative Council, Institutional Standing Committees, Subcommittees, and Workgroups

Operational guidelines define any processes and procedures that are followed by an individual committee. While some additional operational guidelines may be added by the committee, as needed, all Compton College committees shall abide by the following operational guidelines:

1. For Consultative Council and Institutional Standing Committees, follow the approved purpose statement included in Administrative Regulation 2511 – Council and Committee Structure. For subcommittees and workgroups, establish and write out a short statement of purpose so that the campus community is aware of its role in the Collaborative Governance and decision-making process.
2. For Consultative Council, if appropriate, allow for additional review and consideration by the Academic Senate, CCCFE (Certificated or Classified), and ASG before acting.
3. Establish a set of yearly goals that are measurable and that reflect the committee's purpose.
4. Establish a series of norms that define the tone and direction of committee meetings, which may include following *Robert's Rules of Order*.
5. Ensure a quorum for all institutional standing committees is met and consists of more than 50% of the voting members of the committee for action to be taken. No official action or recommendation shall be taken unless a quorum is present. If the committee does not reach a quorum at two consecutive meetings and therefore does not take action on a recommendation, the recommendation will move forward in the Collaborative Governance and decision-making process with the minutes from the meeting(s) where the recommendation was discussed attached.
6. Ensure only voting members vote on recommendations to be forwarded from institutional standing committees to Consultative Council, from Consultative Council to the President/CEO, or from Consultative Council back to the institutional standing committee co-chairs. Recommendations to approve, modify, not approve, or send back to the

recommending committee, subcommittee, or workgroup are to be made by a majority of voting members present and voting, which is documented in the meeting minutes. No proxy voting is allowed[1].

7. Create and disseminate committee agendas via email and online.
8. Receive recommendations from subcommittees and workgroups.
9. Make recommendations to the Consultative Council using the Consultative Council Recommendation Form (Appendix A).
10. Maintain its committee webpage and agendas and minutes in its public SharePoint folder.
11. Review, semesterly, the Accreditation Standards and Eligibility Requirements that it meets.
12. Complete an annual committee self-evaluation that addresses the yearly goals previously established, reflects on any major decisions made, that the committee follows operational guidelines, and that considers future tasks and ideas for the upcoming academic year.
13. Institutional standing committees are not required to follow the *Brown Act*. However, the agenda and minutes shall be provided to committee members two days in advance of their meeting.

Committee Membership

Committee memberships are established by constituent appointment. Per Administrative Regulation 2511 – Council and Committee Structure, all committee memberships are built by the recommendations of the President/CEO, Academic Senate, the Compton Community College Federation of Employees – Certificated, the Compton Community College Federation of Employees – Classified, and the Compton College Associated Student Government (ASG). For a complete listing of council and committees, their membership representation, and their purpose descriptions, please refer to Administrative Regulation 2511 – Council and Committee Structure.

Roles and Responsibilities

Institutional Standing Committee Co-chairs

The responsibilities of the co-chairs are as follows:

- Monitor attendance at meetings and track membership.
- Understand the committee's purpose, membership, and reporting relationships.
- Prepare the agenda and facilitate discussion of all items.
- Encourage feedback from all constituent members.
- Inform and remind the committee of upcoming meetings or the schedule of meetings.
- Provide new members with orientation and training to the committee as it pertains to the purpose, processes, and procedures of the committee.
- Facilitate review of committee goals annually.
- Report monthly (verbally or in writing) during fall/spring to Consultative Council.
- Make recommendations to Consultative Council.
- Complete Faculty Service Surveys as needed.

Institutional Standing Committee Members

- Active participation in committee meetings is essential to ensure Collaborative

[1] This ensures that all votes are cast by individuals who are fully informed of the matters under consideration and have actively engaged in the deliberative process.

Governance and effective decision-making. Members are expected to attend all scheduled meetings and to arrive prepared to engage fully in discussions. If a member is unable to attend, they should notify the committee co-chairs in advance, whenever possible. Consistent attendance helps maintain quorum, continuity, and shared responsibility.

To promote accountability, members who miss more than three meetings in an academic year without prior notice may be subject to review by the committee co-chairs and constituent leadership, which may result in reassignment or replacement on the committee by the constituent leadership.

- Be prepared for the meetings: review materials in advance, be ready to discuss, and provide feedback.
- Take notes to report back to their respective constituency group.
- Advocate for the interests of their respective constituency group.
- Adhere to meeting norms of collegiality, transparency, and civility in keeping with the Compton College Statement of Civility & Mutual Respect.

Staff Assistants

Institutional standing committees are assigned a staff assistant by the President/CEO. Staff assistants are expected to:

- Attend all committee meetings.
- Take meeting minutes and distribute them to co-chairs for review.
- Distribute agendas and minutes to committee members two days in advance.
- Distribute calendar invitations to committee members.
- Update committee webpage in consultation with co-chairs.
- Post agendas before the meeting date in the SharePoint Institutional Standing Committee public document folder.
- Post minutes within two weeks of approval in the SharePoint Institutional Standing Committee public document folder.

Additional Avenues for Making Recommendations

An idea can start at any source within the College. A committee, an individual employee, student, community member, or a department may present an idea for change or investment. Sources have several avenues to initiate these ideas. A department, division, or unit may put their ideas in their annual plan or comprehensive program review; a student may bring their idea to the Associated Student Government; an individual employee should work through their department, division, or unit, or through an appropriate institutional standing committee or through the Academic Senate for academic and professional matters; a Manager or Supervisor may submit a recommendation to their area vice president and work through the planning process. Budget augmentations and staffing requests are not part of the Collaborative Governance process; rather, these go through the planning and program review processes.

The Probationary (Tenure-Track) Faculty Hiring is not part of the Collaborative Governance process and is outlined in the Compton Community College District Faculty Selection Procedure.

Next, the relevant committee or governance body will review and consider the recommendation and then forward their recommendation to either the Consultative Council for institutional standing

committees, or the President/CEO for ASG or the Academic Senate. For example, recommendations under the 10+1 faculty purview go through the Academic Senate before making recommendation to the President/CEO. Ideas related to the planning process or budgeting issues would go to the Planning and Budget Committee for review and consideration.

After the President/CEO's approval, recommendations that require the Board of Trustees' review and/or approval would be placed on the Board of Trustees' agenda for discussion/information or for recommended approval to the President/CEO for approval.

At any point in this process, a recommendation could be modified, changed, or rejected. Therefore, committee co-chairs will provide the initiating party with feedback on the status of the recommendation. Final decisions on recommendations submitted to the President/CEO by the Consultative Council or another governance body will be communicated to the Council or governance body and included in the President/CEO's message. The communication of the final decisions on recommendations should be completed by the President/CEO or their designee. It is the responsibility of committee co-chairs involved in this process to report decisions to their respective committees.

When Board Policies and Administrative Regulations are developed, reviewed, and/or modified, the policy and accompanying regulation, if any, will be assigned to the appropriate administrator by the President/CEO. The Board Policy and Administrative Regulation, if needed, shall be reviewed by the Deans and Directors Council, relevant committee, or the Academic Senate; if it is a 10+1 item, the President's Cabinet and Consultative Council. The President/CEO shall ensure appropriate consultation occurs on Board Policies and Administrative Regulations prior to the Board of Trustees' review and recommended action.

Council and Committee Structure

Consultative Council is the overarching Collaborative Governance body. Its institutional standing committees and their subcommittees are as described in Administrative Regulation 2511 – Council and Committee Structure effective July 1, 2027 (See Appendix B):

- Accreditation Steering Committee
- Budget Committee
  - Audit Committee
  - Auxiliary Services Subcommittee
- Calendar Committee
- Enrollment Management Committee
- Guided Pathways Committee
  - Adult Education and Workforce Development Subcommittee
  - Caring Campus Subcommittee
  - Coyote Support Network Subcommittee
  - Student Equity Subcommittee
  - Tool Kit Subcommittee
  - Workforce Pell Subcommittee
- Health Benefits Committee
- Health, Safety, and Parking Committee
  - Facilities Subcommittee
- Institutional Planning Committee
  - Program Review Subcommittee
  - Outcomes Assessment Subcommittee
- Professional Learning and Engagement Committee
  - Classified Development Subcommittee
  - Management Development Subcommittee
  - Faculty Development Committee (although a subcommittee of Academic Senate, may bring recommendations to the Professional Learning and Engagement Committee)
- Technology Committee
  - 504/508 Subcommittee

Institutional Standing Committees will be structured as follows:

1. One administrative representative and one faculty representative shall serve as the co-chairs of the committees.
2. All committee meeting calendars, agendas, and minutes are to be posted on the designated space on the Compton College website.
3. All committees shall meet no later than September 30 of each academic year.
4. The Consultative Council and Budget committees are scheduled to meet throughout the 12-month fiscal year. All other committees will meet during the ten academic months.
5. Meetings of institutional standing committees and subcommittees are open to any member of the campus community.
6. Members will be appointed in August for the upcoming academic year.
7. Committee meetings should be held during College Hour whenever possible.
8. Efforts should be made by the appointing constituent leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.

9. Efforts should be made to diversify appointments within committees, subcommittees, and workgroups so multiple areas/divisions/departments are represented.
10. Failure to three committee meetings without reasonable excuse may result in a member removal from their committee assignment by their respective constituent leadership.

Collaborative Governance Evaluation

Compton College is committed to continuous improvement in its Collaborative Governance processes. To ensure that we are improving our systems, we will implement an evaluation cycle that includes four main components:

1. Committees will establish goals at the beginning of each academic year and then complete an end-of-year reflection that captures the major accomplishments of the previous year and progress towards its goals. The Office of Institutional Effectiveness will review and summarize these reflections.
2. The Office of Institutional Effectiveness will administer a governance survey to the campus community annually to evaluate the efficacy of the governance processes and structures.
3. The Consultative Council will review the *Collaborative Governance Handbook* at least every two years to determine if it needs revision.
4. Each fall, the Consultative Council will review findings from an analysis of the Committee's end-of-year reflections, governance survey findings, and any additional relevant data. The Council may make recommendations to the President/CEO about improving Collaborative Governance at Compton College.

Appendix A

Consultative Council Recommendation Form

I. Recommendation

This section is to be completed by Initiating Committee Co-Chairs

Initiating Committee	
Date of Submission to Consultative Council	
Recommendation *(Please be specific)* Note: If the committee does not reach a quorum at two consecutive meetings and therefore does not take action on a recommendation, the recommendation will move forward in the Collaborative Governance and decision-making process with the minutes from the meeting(s) where the recommendation was discussed attached.	
Rationale *(Include desired measurable outcome and data to support the recommendation)*	
Connection to Compton 2035 Goals/Objectives *(see pages 65-71)*	
Constituent Impact *(if any)*	
Budget Impact *(if any)*	

II. Consultative Council Action

- ☐ Accepted
- ☐ Modified (reason) _____
  _____
- ☐ Not Accepted (reason) _____
  _____
- ☐ Returned to Committee/Constituency for Revisions/Feedback (reason)_____
  _____

Date/Signature of Co-Chairs _____

III. President/CEO's Response to Consultative Council

- ☐ Accepted
- ☐ Modified (reason) _____
  _____
- ☐ Not Accepted (reason) _____
  _____
- ☐ Returned to Council/Constituency for Revisions/Feedback (reason)_____
  _____

Date/Signature of President/CEO _____

Appendix B


President/CEO
Counsultative Council
Academic Senate
Associated Student Government
Accreditation Steering
Budget
Calendar
Enrollment Management
Guided Pathways
Health Benefits
Health, Safety, and Parking
Institutional Planning
Professional Learning & Engagement
Technology
Curriculum
Distance Education Advisory
Faculty Development
Faculty Hiring Prioritization
Open Educational Resources
Professional Relations
Professional Standards & Ethics
Election