Shared Governance Model for Phoenix College

TABLE OF CONTENTS

II. ORGANIZATION (CONTINUED)

The CET has a sphere of responsibility that is broad in scope and significant to the overall governance of Phoenix College. The CET is responsible for providing a final review of proposals that have been recommended for implementation. In addition, the CET serves as an advisory council to the College President on matters related to operations, information technology, strategic planning, and college and student needs.

All active members of PC's Shared Governance Process are required to complete training on the principles of Shared Governance, use of interest-based problem solving (IBPS), and participate in all discussions and deliberations. Anticipated workload is 8-10 hours per month, which includes a minimum of two (2), two-hour Interest Council meetings per month and work outside of the meetings.

To ensure cross-division/unit transparency, college division/units have a decision process in place to decide matters that do not go through an interest council (e.g, day to day operations or existing staffing). Such a group must maintain the spirit of our shared governance culture, including collaboration with major stakeholder representatives.

COMMITTEES

Recognizing that the scope of work of a committee may not be applicable to all employee groups, the membership composition of a committee may be adjusted to the scope of work required, including a committee

replacement as soon as possible. Membership on Interest Councils balance expertise and experience as well as college involvement related to the Interest Councils. In seating the Interests Council, the Tri-chairs Council should endeavor to ensure that each Interest Council has representation that aligns to the areas under its purview (e.g., a Student Support Services staff member on the Student Interests Council). Compensation or reassign time may be available for serving on an Interest Council.

The Tri-Chairs Council shall meet during the first and third week of each month, and the Interest Councils shall meet the second and fourth week of each month; however, there may be times when these meetings will need to be adjusted due to the current academic calendar. The Tri-Chairs Council determines the specific weeks the councils will meet for the following academic year by the last week of Spring Faculty Accountability of the current academic year. Specific days and times of meetings will be determined by members of each council.

For Tri-Chairs Council meetings, at least two Tri-Chairs from each council must be present to constitute a quorum. For Interest Council meetings, there must be at least 50% plus one of the members present, and at least one representative from each employee group present to constitute a quorum.

IV. WHAT IS COVERED BY THE INTEREST COUNCIL PROCESS

Proposals submitted for consideration by the Interest Councils' shared governance process are those that have a college-wide impact and/or require the approval of the Phoenix College President or a Vice President for implementation, and have a significant budget impact (greater than $5,000).

Examples of items that may be considered (not a comprehensive list):

- New or significant changes to processes and procedures to implement District policies granted to the College
- Instructional, co-curricular, or community program creation, significant expansion or elimination
- Instructional, co-curricular, or community programs and partnerships that have a significant impact on the college
- Professional development programming with funding implications beyond annual allocation
- One-time funding requests (e.g., temporary employees, new equipment over $5,000)
- Significant changes to departmental/unit organization and changes to reporting structure
- Base budget funding requests (e.g., regular hires for new full-time employees)
- College priorities related to campus promotion, donor, and alumni support
- Any sIgnificant deviations changes or additions from to the approved Instructional and non-instructional technology plan

Examples of items that are not considered (not a comprehensive list):

- Grievances (instructional, non-instructional, or employee)
- Employee relations and personnel disputes
- Disciplinary actions and conflict resolution
- Interpretation of employee policies
- Standard operation, running of the business items

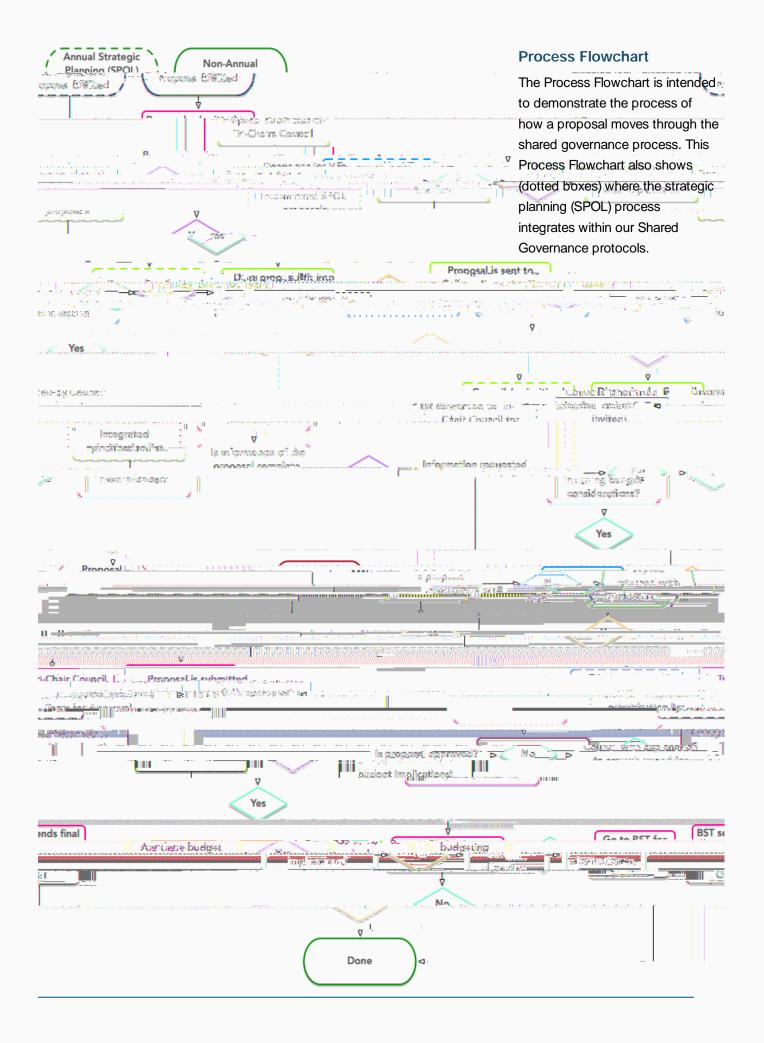## IV. WHAT IS COVERED BY THE INTEREST COUNCIL PROCESS (CONTINUED)

- Funding requests under $5,000
- Existing employee vacancies, reclassification, and compensation requests
- Major campus plans that have designated approval by the CET (e.g., Strategic Master Plan, Technology Plan, Master Facilities Plan, Enrollment Management Plan)

Proposals need to be submitted using the template found on the Shared Governance Resource webpage.

See Appendix 2: Proposal Template

2. Within one week of a proposal submission, the Tri-Chairs Council reviews the proposal for applicability and completeness, only to ensure that all relevant information is provided and that a proposal is appropriate for consideration by one or more of the Interest Councils (see above for a non-comprehensive list of what falls within the process).

3. One week prior to the Interest Council meeting, the Tri-Chairs send out an agenda for their respective councils, attach any proposals being considered, and notify the proposal author(s) with an opportunity to present at the Interest Council meeting and answer any questions related to the proposal. If the author(s) is unable to attend the meeting, they may be added to a future meeting agenda.

4. If additional information is needed by the Interest Council, the author of the proposal is invited to provide the requested information. Upon receipt, the proposal continues in the process.

5. After discussion, including any budget considerations, the Interest Council makes a recommendation. Outcomes of the Interest Council are:
   a. Supported proposals
      i. Supported proposals without budget implications are forwarded to the College Executive Team with a summary of the interests and rationale for the recommendation.
      ii. Supported proposals with one-time funding implications may have funding recommended by an Interest Council from the Division's budget.
      iii. Supported proposals with one-time funding implications that do not have funding available are sent to the CET for possible funding opportunities.
      iv. Supported proposals that require a base-budget allocation are forwarded to BST for prioritization and funding recommendations.
   b. If the Interest Council does not recommend the proposal, a rationale for that decision is provided to the author of the proposal and included in the minutes on the Shared Governance Resource webpage.

6. Once a proposal has been forwarded to the CET, a final recommendation/decision is made. One or more of the Tri-Chairs of the applicable Interest Council attends the CET to advocate for the proposal.
   a. If the CET approves the proposal, the author and Interest Council are notified and implementation commences.
   b. If the CET does not agree with an Interest Council's recommendation, a rationale for that decision is provided to the council and the proposal's author, and made available to all stakeholders on the Shared Governance Resource webpage.
   c. If the proposal is declined, the proposal's author may appeal the decision in writing to the CET within 14 days of being notified of the denial.

7.

Process Flowchart

The Process Flowchart is intended to demonstrate the process of how a proposal moves through the shared governance process. This Process Flowchart also shows (dotted boxes) where the strategic planning (SPOL) process integrates within our Shared Governance protocols.

APPENDIX

THE ACADEMIC INTERESTS COUNCIL:

Interest Council Domains:

- Instructional program creation, expansion or elimination
- Instructional programs and partnerships
- Instructional departmental reorganization
- Professional development programming
- One-time funding requests over $5,000
- Significant changes to departmental/unit organization and changes to reporting structure
- Base budget funding requests

Membership:

* One Staff representative selected by Employee Representatives and this representative will also participate in seating Councils with the Tri-Chairs Council.

THE INSTITUTIONAL SUPPORT INTERESTS COUNCIL:

Interest Council Domains:

- Campus promotion
- Donor and alumni support
- Co-curricular program creation, expansion, or elimination
- Community programs and partnerships
- Significant changes to departmental/unit organization and changes to reporting structure
- One-time funding requests over $5,000
- Base budget funding requests
- Instructional

THE STUDENT INTERESTS COUNCIL:

Interest Council Domains:

- Processes and procedures, including implementation, of District policies that affect all employees
- Co-curricular program creation, expansion or elimination
- Community programs and partnerships
- Significant changes to departmental/unit organization and changes to reporting structure
- One-time funding requests over $5,000
- Base budget funding requests

Membership:

TRI-CHAIRS
Vice President of Student Affairs
Residential Faculty (selected by Faculty Senate)
Staff (selected by Employee Representatives)

GENERAL MEMBERSHIP
Non-Exempt Staff
Non-Exempt Staff
Exempt Staff
Exempt Staff
Adjunct Faculty (selected by Adjunct Faculty Group)
Adjunct Faculty
Residential Faculty
Residential Faculty
Student Representative (selected by Student Government) (Resource Member)

!

Prepared by: Faculty Administration Staff Team (FAST):

Paul DeRose	Julie Hampton
Joe Drosendahl	Cindy Ramos
Patty Finkenstadt	Karl Schindler
Todd Fleming	Michael Wainscott

Original date: November 15, 2021
Revision date*: November 30, 2021
Approved by Faculty Senate: December 3, 2021
Approved by PSIT: December 15, 2021

2022 revisions prepared by: Faculty Administration Staff Team (FAST 2.0):

Kim Boege	Aron Love
Angela Buchele	Cindy Ramos
Paul DeRose	Karl Schindler
Joe Drosendahl	Michael Wainscott
Pam Duty	

Submission date: September 1, 2022
Approved by Faculty Senate: October 7, 2022
Approved by Employee Representatives: September 28, 2022
Approved by CET: October 19, 2022

2023 revisions prepared by: Faculty Administration Staff Team (FAST 3.0):

Kim Boege	Diana Martinez
Angela Buchele	Jena Remy
Pam Duty	Karl Schindler
Heather Kruse	CJ Wurster
Aron Love	

Submission date: August 28, 2023
Approved by Faculty Senate: September 1, 2023
Approved by Employee Representatives: September 18, 2023
Approved by CET: September 11, 2023

* This document will be reviewed and revised yearly, or as needed, by a Task Force composed of Administration, Faculty, and Staff. Feedback will be solicited from the College community regularly. Revisions require approval by Faculty Senate, Employee Representatives, and the CET.