



Shared Governance Model for Phoenix College

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I. INTRODUCTION TO SHARED GOVERNANCE

In the spirit of fostering collaboration, communication, and access to information among its faculty, staff, administrators, and students, Phoenix College (PC) is committed to decision making through a deliberate and intentional process of Shared Governance that supports the college's mission and strategic priorities. Shared Governance empowers all members of Phoenix College to have a voice in decision-making, encouraging diverse and creative input that advances the success of the College and utilizes interest-based problem solving (IBPS).

WHAT IS SHARED GOVERNANCE?

- It recognizes and values the individual expertise and responsibilities of faculty, staff, administrators, and students
 as true partners in problem solving.
- It provides a venue and gives voice to common concerns, as well as to issues unique to specific groups.
- It depends on open communication and transparency in planning, deliberation, and implementation.
- It supports the shared vision of community colleges working collectively and responsibly to meet the life-long learning needs of diverse students and communities.

II. ORGANIZATION

While numerous groups at Phoenix College demonstrate

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 requesting subject matter experts to serve.

However, each committee shall reaffirm its commitment to shared governance principles, establish norms conducive to collaboration, and expectations for service to the committee.

Committees follow the same process and principles as indicated for the Interest Councils to ensure transparency and accountability. In addition, the college will practice an ongoing review of the necessity of particular committees and committees practices.

FAST develops and annually reviews processes on how campus committees operate, including creating charters when appropriate, recording and posting meeting minutes, and other established guidelines.

See Appendix 1: Composition of Interest Councils, BST, and CET

III. GENERAL COMPOSITION

The specific composition of each Interest Council is outlined in Appendix 1. Membership selection for each Interest Council begins with an open call to the College for vacant positions in late April. The Tri-Chairs Council meets in May to determine the new members for open seats. Employee group leaders and supervisors are expected to encourage all employees to participate in order to ensure meaningful representation on the Interest Councils. Interested Classified Staff follow applicable policies, including mutual agreement of the employee and supervisor.

Members of the Interest Councils may not serve on more than one Interest Council at the same time and will serve staggered two (2) year terms (VPs serve in perpetuity on their assigned Interest Councils). If a member vacates their seat before their term ends, the employee group representatives and the Tri-Chairs Council work to find a

III. GENERAL COMPOSITION (CONTINUED)

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

In alignment with our college's mission and strategic priorities, proposals submitted for consideration by the Interest Councils' shared governance process are those that have a college-wide impact and alignment with our mission and strategic priorities, 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):

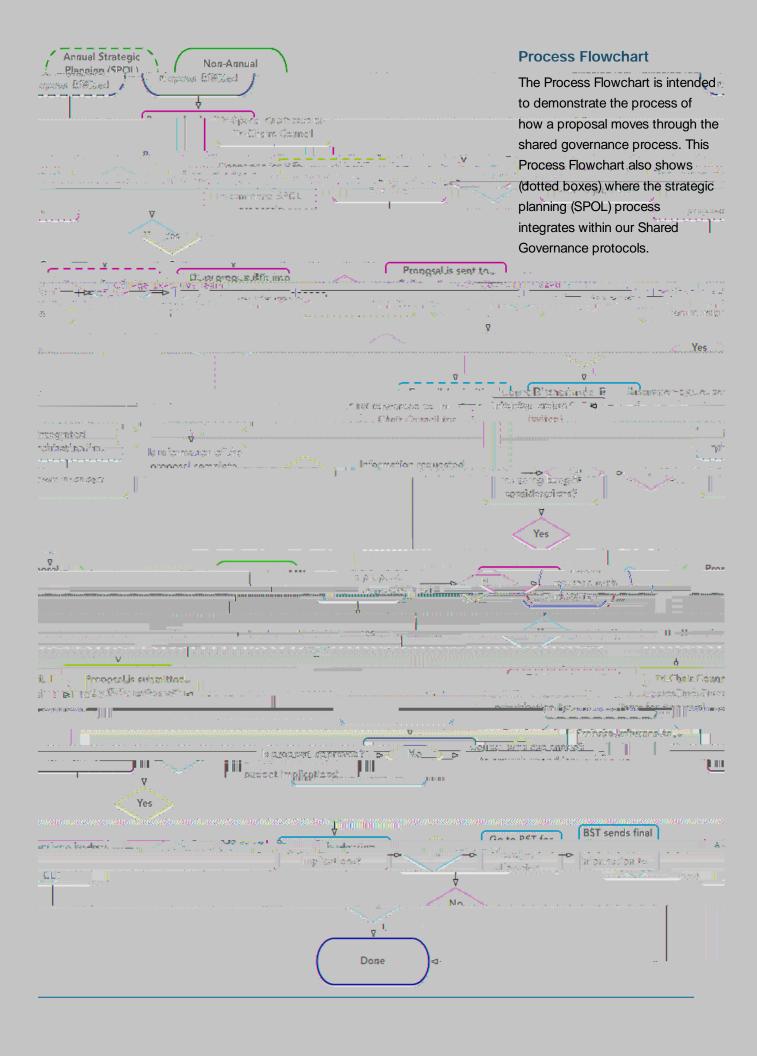
- New or significant changes to processes and procedures to implement District policies granted to the College
- Instructional, co-curricular, or community program creation, significant expansion or elimination
- Instructional, co-curricular, or community programs and partnerships that have a significant 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

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)

V. PROPOSALS AND PROCESS		



V. PROPOSALS AND PROCESS (CONTINUED)

SPOL PROPOSAL SUBMISSION AND RE	VIEW CYCLE
Proposal development begins	No earlier than the first week of February
Proposal submittal deadline (SPOL)	No later than the middle of September
Review and recommendation of proposals by Deans and/or VPs	No later than the first week of October
Councils prioritize proposals and send to Tri-Chairs Council	No later than the first week of November
Tri-Chairs Council integrates all Interest Council proposals and submits to the CET	No later than the third week of November
Proposal prioritizations and funding levels finalized and approved by the CET and conveyed to the BST	

COMMUNICATION

To ensure clear communication and transparency, all Interest Council are open to all members of the College community. Meeting information, including schedules and agendas, are found on the Shared Governance Resource webpage.

The Shared Governance Resource web-page is accessible to all PC stakeholders and contains the following information:

- Description of the Shared Governance Process, including interest-based problem solving (IBPS).
- Description of all Interests Councils and BST that includes a written function statement, membership list (including terms of appointments), and contact information.
- Information regarding all submitted proposals, including the current status of review, meeting minutes and the final decision and rationale when determined.
 - Tri-Chairs of all Interest Councils post agendas for future meetings within one (1) week of the meetings, and post minutes of meetings within ten (10) days of the meeting dates.

APPENDIX 1: MEMBERSHIP OF INTEREST COUNCILS, THE BST, AND THE CET (CONT.)

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 and non-instructional technology

Membership:			

APPENDIX 1: MEMBERSHIP OF INTEREST COUNCILS, THE BST, AND THE CET (CONT.)

THE STUDENT INTERESTS COUNCIL:

Interest Council Domains:

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APPENDIX 1: MEMBERSHIP OF INTEREST COUNCILS, THE BST,

APPENDIX 2: PROPOSAL SUBMISSION TEMPLATE (FOR PROPOSALS NOT SUBMITTED VIA SPOL)

- 1. Who is submitting this proposal?
- 2. Are you submitting this proposal on behalf of a group?
- 3. Descriptive Proposal Name
- 4. Describe the proposal in detail (suggested 200 500 words). Please add any relevant qualitative or quantitative data to support this proposal, if applicable (if this includes graphs or tables, please attach documents below.
- 5. The proposal supports and aligns with which of the college's strategic priorities? [List current college priorities]
- 6. What are the anticipated impacts and outcomes of this proposal (end result) and how will they be measured and assessed(suggested 200- 500 words)?
- 7. What resources are needed to support this proposal?
- 8. If this proposal has future or recurring resource needs, what is the plan for meeting those needs?
- 9. Which of the following Interest Council(s) do you believe should review this proposal?

Attach supporting document(s)

APPENDIX 3: ITEMS FOR FUTURE CONSIDERATION

 The Tri-Chairs Council will begin addressing changes/updates to the Shared Governance document during Spring 2025 for vetting and approval prior to the end of accountability in May. 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):

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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):

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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

2024 revisions prepared by: AY2024-2025 Tri-Chairs Council:

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Submission date: April 3, 2024

Approved by Faculty Senate: April 5, 2024

Approved by Employee Representatives: Week of April 15, 2024

Approved by CET: April 27, 2024

* This document will be reviewed and revised yearly, or as needed, by the Tri-Chairs Council, 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.