



# Napa Valley College Governance Handbook

## 2024-2030

09/17/2024

Reviewed and updated each spring

Introduction.....	4
Mission, Vision, and Values .....	4
Roles of Constituents in Governance and Decision-Making .....	5
Board of Trustees.....	6
Superintendent/President .....	6
Faculty.....	6
Classified Staff.....	8
Students.....	9
Administrators and Confidential Employees.....	10
Types of Groups .....	10
Governance Groups.....	11
Collective Bargaining Groups.....	11
District Committee Roles.....	11
Role of the Chairs and/or Co-Chairs.....	11
Role of the Voting Committee Members.....	12
Role of the Constituency Member.....	13
Role of the Proxy Member .....	13
Role of the Advisory Member.....	13
Role of the Note Taker.....	13
Committees .....	14
<b>District Committees.....</b>	<b>14</b>
Budget Committee .....	14
District Technology Committee .....	15
Diversity, Equity, and Inclusion Committee .....	15
Equal Employment Opportunity (EEO) Committee.....	16
Facilities Committee.....	16
Planning Committee.....	17
Staff Development Committee.....	18
Advisory Committees.....	18
Council of Presidents.....	18
Extended Cabinet.....	19
Operational Groups.....	19



# Introduction

This Governance Handbook describes the governance and decision-making structure and process at the Napa Valley Community College District and is intended to ensure opportunities for meaningful collaboration by constituent groups in the shared work of the college.

The Governance Handbook is reviewed annually for currency of content with a more detailed review every six years. This review process is conducted collaboratively with all governance groups at the college: the Academic Senate, Classified Senate, Administrative/Confidential Senate, and Associated Students of Napa Valley College, in collaboration with the Superintendent/President. Amendments to this Handbook can be made within the six-year term of the Handbook upon recommendation to the Superintendent/President by the appropriate constituent(s) and after consultation among these constituent groups.

The district provides the opportunity for students, faculty, staff, and administrators to participate to the Superin

**Values**



Superintendent/President and Board of Trustees on academic and professional matters as outlined in state regulations and the processes for developing recommendations that have or will have a significant effect on them. The Academic Senate assumes primary responsibility for making recommendations on 10+1 matters which are designated as relying primarily on the judgment of the Academic Senate (curriculum and academic standards) and consults collegially on matters designated for mutual agreement.

The Board of Trustees recognizes the Academic Senate as a governance and consultative body that represents the NVC faculty in academic and professional matters. The Academic Senate constitution and bylaws establish the members, rules, and processes of the Senate. The term faculty includes all classroom instructors and educational support personnel required to meet minimum qualifications as outlined in AB 1725 (Vasconcellos 1988) who are employed either full-time or part-time. As provided in Administrative Procedure 2510: Participation in Local Decision-Making, the Board of Trustees recognizes the authority of the Academic Senate with respect to academic and professional matters in accord with the provisions of Title 5 §53200 of the California Code of Regulations. In its policy, the Board agrees to consult collegially with the Academic Senate on academic and professional matters, the following policy development and implementation matters, known as the 10+1:

1. Curriculum, including the establishment of prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and,
11. (commonly known as +1) Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

Faculty can also contribute to discussion on non-10+1 matters and participate effectively in district committees, task forces, workgroups, and campus forums. In accordance with the provisions of Title 5.

The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the ac

In matters of labor relations and collective bargaining, faculty are represented by the Napa Valley College Faculty Association/CCA/CTA/NEA.





provided in Board Policy 2510: Participation in Local Decision-Making, the Board of Trustees recognizes the expertise of the Classified Senate and agrees to provide opportunities to participate effectively in the formulation and development of policies and procedures that have a significant effect on them.

In matters of labor relations and collective bargaining, classified staff are represented by the Napa Valley College Union of Classified Professionals, Service Employees International Union (SEIU). Local 1021.

## Students

The role of students in decision-making at NVC is to participate in the development of recommendations to the Superintendent/President on issues that have or will have a significant effect on them and the processes for developing those recommendations.

The Associated Students of Napa Valley College (ASNVC) is a governance and consultative body that represents NVC students. The Board of Trustees recognizes the Associated Student Government as the official voice of the students.

The following specific district policies and procedures are identified in the California Code of Regulations Title 5§51023.7 as having a significant effect on students:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs that should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the District to adopt; and,
10. Any other District and college policy, procedure or related matter that the District Board of Trustees determines will have a significant effect on students.

The Board recognizes the Associated Students of Napa Valley College as the official voice for students in governance (Board Policy 5400: Associated Students Organization). In accordance with Board Policy 2510 Participation in Local Decision-Making, the Associated Students organization is given an opportunity to participate effectively in the formulation and development of policies and procedures that have a significant effect on them, and the recommendations and positions of the Associated Student organization are given reasonable consideration.





chair or co-chairs are responsible for:

- developing agendas, including awareness of the college's calendar and the scheduling of items to ensure timely discussion and processing in the governance system, especially in those instances where items must be forwarded to the district governing board for approval;

- ensuring meeting discussions are focused on agenda items that adhere to

- recording member attendance

- participating in chair/co-chair training; and

- equally collaborating with their committee co-chair, if any, on the items above.

The governance committee chair and co-chairs are also responsible for ensuring that all members are properly trained, and for requesting appointment or reappointment of constituency representatives. Most importantly, the chair and co-chairs are responsible for cultivating a safe and welcoming environment for discussion and ensuring all committee members have an opportunity to voice their opinions and ideas. Student participation on committees is encouraged, and student participants will receive an orientation and be provided with mentorship for effective participation in committee deliberations.

## Role of the Voting Committee Members

Collaborative governance works best when all participants approach their role with a goal of

understanding, and foregrounding equity, mutual respect, and collegial behavior.

Active participation by all committee members enables the college community to strive for governance outcomes that are inclusive, reflect all constituency perspectives, and expand the leadership capacity of Napa Valley College. Participants should be consensus-seeking rather than position-taking, which requires the dialogue process to be transparent and enables all members to both listen and understand one another clearly. Committee members should come to meetings on time and prepared, having read, reviewed any materials provided in advance, and/or having completed any assigned tasks. All council and committee members, whether voting or not, are able to discuss items under review, but only voting members can participate in voting and providing a formal recommendation.

In the event that a committee member who represents a constituency on a district committee is absent, the member may appoint a proxy. In those instances, the proxy has the same authority to discuss and vote on issues on behalf of the absent member they represent. It is the responsibility of the constituency group representative to inform the proxy of agenda items, constituency group discussions, and committee/council discussions related to the agenda item, and to notify the chair or co-chairs of their absence and assigned proxy.

## Role of the Constituency Member

Constituency members representing students, staff, faculty or administrators have an important role in the governance process. By representing the whole of their constituency, e.g., all faculty, all classified professionals, all students, and all administrators (excluding the executive leadership team), they bring important viewpoints, experiences, context, and institutional memory to the meeting table.

opposed to themselves as an individual, their respective department or program, or their division. While there is no expectation that constituency representatives must share a single perspective and/or vote as a unified block on any committee or council, constituency group representatives are appointed by their respective leadership group – Academic Senate, Associated Students of Napa Valley College, Classified Senate, or Administrative/Confidential Senate – to represent their group and are responsible for reporting back to their groups in addition to creating a two-way communication between governance bodies and their constituency.

## Role of the Proxy Member

Proxy representation on district committees is arranged by the constituency group representative who will be absent for an upcoming meeting. While there is responsibility for discussions, and action items, the proxy is responsible for understanding as much as possible regarding the committee/council meeting that they will attend, including proper meeting preparation and coming to the meeting on time.

## Role of the Advisory Member

An advisory member serves on a committee or council because they have expertise relevant to the work of the committee. However, they do not have the right to vote on committees or councils.

## Role of the Note Taker

Note takers record attendance and actions and distribute agenda and meeting minutes in a timely fashion.

## Committees

Participation in committees enables substantive dialogue and input from all relevant constituencies. Committees make recommendations to their authorizing body. In the case of college decisions, recommendations from District committees are reviewed by the Superintendent/President who has final duty and responsibility for decision-making as delegated by the Board of Trustees.

All formal committees have an approved charge, membership, and meeting time. Typically, committees meet during the academic year unless otherwise noted below.

### District Committees

District committees are those that include representatives from all governance groups. Recommendations from these bodies go to the Superintendent/President for consideration.

At the beginning of each academic year, each district committee will review its charge and membership and establish or reaffirm its goals for the coming year. At the end of the academic year, the district committee will assess progress on its annual goals and will prepare a report on this progress to share with the relevant body.

completed by the last day

web page by June 30. To enable more effective planning and participation of members, the meeting dates and times for the coming year will be finalized before the conclusion of the prior academic year.

The charge of each district committee will be reviewed by Cabinet prior to any formal updates. Proposed changes are due to the Superintendent/President not later than April 1 of each year so that adjustments can be included in the annual update of the Governance Handbook.

### **Budget Committee**

Time: The 2nd Friday, 9:00-11:00 a.m. & extra designated days as needed

Charge: The District Budget Committee serves to provide a representative body of college stakeholders and constituent groups who reviews and oversees the implementation of the budget development process.

The Committee is charged with reviewing and recommending the Tentative and Final Budgets to the Superintendent/President and to ensure that the budget reflects the mission of the District, its strategic initiatives and planning priorities.

priorities outlined in the Educational Master Plan, Student Equity Achievement Plan, and other plans adopted by the District.

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inclusion, access, anti-racism, and social justice through monitoring and communicating best

consultation and development of re34(a)55210044712 792 re1( d)-62(e)(i)28(on a)7(nd)-8(t)-(a)55210g(i)2aessi



Facilities Master Planning: To make recommendations to the President of Napa Valley College on issues related to facilities. To oversee, monitor, and verify consistency with the Napa Valley College Facilities Master Plan (FMP) & the Sustainability Plan; To review Scheduled Maintenance & Special Repairs Plan & make recommendations; To review Space Inventory; To review Five-Year Capital Outlay Plan

- 6- Academic Senate representatives (in addition to Faculty Co-Chair); whenever possible to include a Counselor, as well as one faculty from each of the following areas: Career Technical Education, Health Occupations, and Math/English
- Dean of Research, Planning & Institutional Effectiveness (who serves as Administrative/District Co-Chair)
- Assistant Superintendent/Vice President of Academic Affairs
- Assistant Superintendent/Vice President of Student Affairs
- 2- Classified Senate representatives
- 2- Administrative representatives
- 1- ASNVC representative

### **Staff Development Committee**

Time: One hour monthly, date and time determined based on availability of members

Charge: Members discuss constituency needs for flex day training opportunities, as well as continuing opportunities throughout the year for all constituencies.

Membership:

- Assistant Superintendent/Vice President, Human Resources, Training and Development **(Co-Chair)**
  - Professional Learning Committee Faculty Chair **(Co-Chair)**
  - Training and Development Administrator
  - 2-Classified Senate Representatives
  - 2 Academic Senate Representatives
1. 2- Administrative/ Confidential Senate Representatives

### **Advisory Committees**

#### **Council of Presidents**

Time: as needed

Charge: The Council of Presidents provides a venue for each constituent group to have an opportunity to review and endorse non-academic policies and procedures that govern the institution; to share information on state, federal, and local issues with the constituent groups; and to conduct an evaluation of the committee structure of non-academic and professional committees and make recommendations to the college president. The Council is advisory to the Superintendent/President.

Membership:

- Superintendent/President
- President of Academic Senate

- President of Classified Senate
- President of Administrative/Confidential Senate
- President of the Associated Students

Vice Presidents may attend as relevant to the topic.

### **Extended Cabinet**

Time: Tuesday following board meeting, once per month, 10-12p.m.

Charge: Provide feedback on various initiatives and proposals at an early stage to inform the Superintendent/President about interest and feasibility. Consider issues of campus-wide import and make recommendations regarding these. Review and give feedback on relevant communications documents, such as the Napa Valley College Governance Handbook.

Membership:

- Superintendent/President
- Assistant Superintendent/Vice President of Academic Affairs
- Assistant Superintendent/Vice President of Student Affairs
- Assistant Superintendent/Vice President of Administrative Services
- Assistant Superintendent/Vice President of Human Resources
- President of Academic Senate
- President of Classified Senate
- President of Administrative/Confidential Senate
- President of Associated Students of Napa Valley College
- President of Faculty Union
- President of Classified Union
- Dean III, Research, Planning and Institutional Effectiveness
- Director III, Diversity, Equity, and Inclusion
- Director II, Public Affairs and Communications
- (non-voting) Note Taker: manager, Office of the President and Board Services

### **Operational Groups**

Time: 1st and 3<sup>rd</sup> Wednesdays, 9:00-10:30 a.m.

Charge: Coordinate activities relevant across instructional divisions; address issues that impact instructional programs.

Membership:

- Vice President of Academic Affairs
- 4- Instructional Deans
- (as needed, 1 Dean of Counseling)

### **Management Team**

Time: 1st Wednesdays, 10-12 p.m.

Charge:

Membership:

- Superintendent/President
- All members of Cabinet
- All Administrators

### **P**

Time: Tuesdays, 9-12 p.m.

Charge: -wide impact, and  
coordinate activities from various areas of responsibility.

Membership:

- Superintendent/President
- Assistant Superintendent/Vice President of Academic Affairs
- Assistant Superintendent/ Vice President of Student Affairs
- Assistant Superintendent/ Vice President of Administrative Services
- Assistant Superintendent/ Vice President of Human Resources
- Public Information Officer

### **Student Affairs Council (Office of the Vice President of Student Affairs)**

Time: 2<sup>nd</sup> Thursdays, 1:30-3:00 p.m.

Charge: Discuss issues, trends, best practices that contribute to student success and campus life at Napa Valley College. Provide a space for coordination and collaboration among Student Affairs programs. Provide consultation on the best practices in student services to the Vice President of Student Affairs.

Membership:

- Vice President of Student Affairs
- Admin Assistants to the VP
- 4- Student Affairs Deans
- 4-Faculty Learning Community Coordinators



Membership is determined by the Academic Senate Bylaws.

### **Distance Education & Technology Committee**

Time: Meetings will be held on the third Thursday of every month from 10:00 – 11:00 a.m.

Charge: The Distance Education and Educational Technology Committee shall be concerned with matters regarding technology as it impacts instruction and instructional needs. NOT CURRENT

Membership:

- One faculty chair, Academic Senate Member and current DTC member
- Academic Senate member and current DTC member
- Academic Senate member, Faculty Librarian
- Academic Senate member, Distance Education Coordinator
- Academic Senate member
- Academic Senate member
- Instructional Dean (non-voting)
- Student Representative (non-voting)
- Classified Representative: Distance Education Technician (non-voting)

### **Executive Committee**

Time: 1<sup>st</sup> Tuesday, 12:30 – 1:20 p.m.

Charge: Advise and assist the Academic Senate President and Senate, Shared Governance, and District committees, as well as be responsible for nominations to Senate offices and to Senate, Shared Governance, and District Committees, overseeing the election process, and other duties as assigned by the Senate or the Senate President.

Membership:

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Past President of the Academic Senate (one year)
- Chairs of each Academic Senate Committee
- Co-Chairs of district committees with faculty/administrative co-chair structure

### **Faculty Business Committee**

Time: Meetings will be held on the 3<sup>rd</sup> Tuesday of each month from 12:30 – 1:20 p.m.

Charge: The Faculty Business Committee shall be concerned with matters regarding professional qualifications and equivalencies, full- and part-time faculty hiring procedures, academic rank, faculty emeritus status, faculty ethics and academic freedom, faculty roles in college governance structures, faculty roles and involvement in accreditation processes, and other academic and professional matters as related to faculty.

Membership:

- First Vice President of Academic Senate (Chair)
- (When possible) One faculty representative from each division

### **Faculty Evaluation Committee**

Time: Meeting times vary. Committee usually meets once or twice per semester.

Charge: The Faculty Evaluation Committee will implement the Contract Faculty Evaluation Process. In addition, the committee is charged with maintaining the Regular, and Contract guidelines.

Membership:

- Second Vice President of the Academic Senate (Chair)
- Tenured Academic Senate members who will be assigned as Chair on contract faculty evaluation Review Teams

### **Professional Learning Committee**

Time: First and third Tuesdays of the month, 2:30 – 4 p.m.

Charge: The Professional Learning Committee shall be concerned with faculty development, including instructional excellence, and sabbatical leaves.

Membership:

- (When possible) One representative from each division
- The PL co-chair of the PLC is chosen by the Academic Senate upon the recommendation of the PLC.
- The CEETL co-chair of the PLC is chosen by the Academic Senate upon the recommendation of the PLC.

### **Student Success Standards Committee**

Time: Third Tuesday, 12:30-2:00p.m., once per month

Charge: The Student Success Standards Committee shall be concerned with the scholastic success of the students at Napa Valley College.

Membership:

- Committee Chairperson elected by the members of the committee.
- Learning Outcomes Assessment Coordinator
- (When possible) 1- Faculty representative from each division with one exception:
- (When possible) 2- Faculty representatives from Counseling Division
- 2- Classified representatives appointed by Classified Senate
- 1- Student representative appointed by ASNVC

### **Associated Students of Napa Valley College**

Time: Every other Friday starting September 1, 12:30-1:30 p.m.

Charge: Represent the interests of students in the college governance process; promote activities which stimulate intellectual, cultural, and social life of our college; and encourage a high standard of education, high ideals, and freedom of expression.

Membership:

- President
- Vice President
- Secretary
- Student Trustee
- Treasurer
- Five Senators-at-Large

### **Administrative/Confidential Senate**

Time: The third Wednesday of the month 12:45-1:45 p.m.

Charge: The purpose and role of the Administrative/Confidential senate is to:

- Provide the administrative and confidential employees with formal representation in determining institutional positions, policies, regulations, and procedures.
- Represent issues and interests in a mutual gains process with the President/Superintendent and Board of Trustees (it is understood the term mutual gains

Government Code Section 3540.1).

- Provide the shared governance body and Napa Valley College President/Superintendent with recommendations and views on matters affecting the conduct and welfare of the college
- Promote communication and mutual understanding among the students, faculty, classified staff, President/Superintendent, Board of Trustees, administration, and other interested person(s) concerning the welfare of the college

Membership:







# Appendix A: Document Revision History

<b>Cycle</b>	<b>Date</b>	<b>Description</b>
Initial Publication  Annual Review	February 27, 2024	Initial publication of the Napa Valley College Governance Handbook as developed through constituent input and review.

# Appendix B: Laws and Regulations for Effective Participation in Participatory Governance

## **Title 3 §70901.2. Staff Representation**

(a)

- 7 faculty roles and involvement in accreditation processes,  
including self- studies and annual reports;
- 8 policies for faculty professional development activities;
- 9 processes for program review;
- 10 processes for institutional planning and budget development; and
- 11 other academic and professional matters as are mutually agreed  
upon between the governing board and the academic senate.

(D)

policies on academic and professional matters through either or both of the following methods, according to its own discretion:

- 1 relying primarily upon the advice and judgment of the academic  
senate; or
- 2 agreeing that the district governing board, or such representatives as it  
may designate, and the representatives of the academic senate shall have  
the obligation to reach mutual agreement by written resolution,  
regulation, or policy of the governing board effectuating such  
recommendations.

#### **Title 5 § 53201. Academic Senate or Faculty Council**

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district levels.

#### **Title 5 § 53202. Formation; Procedures; Membership.**

The following procedure shall be used to establish an academic senate:

(a) The full-time faculty of a community college shall vote by secret ballot to form an academic senate.

(b) In multi9.3 Tm0 g0 G[( )] TJETQq0.00000912 0 612 792 reW\* n792 reW624912 0 612 792 reW\* 1 108

appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically provided in statute or other Board of Governors regulations.

- (b) In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.
- (c) While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.
- (d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:
  - 1. in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, 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, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.
  - 2. in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.
- (e) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).
- (f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

**Title 5 § 53204. Scope of Regulations.**

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining

representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

**Title 5 § 53206. Academic Senate for California Community Colleges.**

- (a) An Academic Senate for the California Community Colleges has been established through ratification by local academic senates or faculty councils so that the community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.
- (b) The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

**Title 5 § 51023. Faculty.**

The governing board of a community college district shall:

- (a) adopt a policy statement on academic freedom which shall be made available to faculty;
- (b) adopt procedures which are consistent with the provisions of sections 53200-53206, regarding the role of academic senates and faculty councils;
- (c) substantially comply with district adopted policy and procedures adopted pursuant to subdivisions (a) and (b).

**Title 5 § 51023.5. Staff.**

- (a) The governing board of a community college district shall adopt policies and procedures that provide district and 28(s)14(t)-34(r)21(i)28(c3(ur)21(e)7(s)14( t)-34(ha)7(t)-34(ETQq0.0

4. views.





student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that

- 1 Grading policies;
- 2 Codes of student conduct;
- 3 Academic disciplinary policies;
- 4 Curriculum development;
- 5 Courses or programs which should be initiated or discontinued;
- 6 Processes for institutional planning and budget development;
- 7 Standards and policies regarding student preparation and success;
- 8 Student services planning and development;
- 9 Student fees within the authority of the district to adopt; and
- 10 Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the academic senate pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

(See also Education Code 760060.)

# Appendix C: California Government Code Definition of Legislative Body

(a) The governing body of a local agency or any other local body created by state or federal statute.

(b)