



**Office of the President/CEO**

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**TO:** Faculty and Staff  
Employee Associations  
Student Government Association

**FROM:** Steve Kinslow

**DATE:** August 7, 2009

**RE: SHARED GOVERNANCE STRUCTURE: FY10**

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Each Spring, we ask employee organizations, Student Government Association, and the many Councils and Committees to review the shared governance structure, charges, and membership and to offer recommendations. Each year, the President's Office then issues a summary of the various recommendations and the decisions related to them.

Attached is the approved membership summary grid for ACC's Shared Governance structure for 2009-10 (FY10).

Requests that were received, and responses, include the following:

- Association of Professional & Technical Employees requested:
  - Increase from 1 to 2 on Academic & Campus Affairs Council:  
Administration agrees - approved.
  - Decrease from 4 to 1 on Faculty & Staff Evaluation Committee:  
Administration agrees - approved.
  - Decrease from 2 to 1 on Professional Development Committee:  
Administration agrees - approved.
  - Increase from 1 to 2 on Web Committee:  
Administration agrees - approved.
  - Increase from 1 to 2 on Administrative Services Committee:  
Administration agrees - approved.
  - Decrease from 2 to 1 on Recycling & Sustainability Committee:  
Administration agrees - approved.
  - Increase from 1 to 3 on Shared Governance Review Committee:  
Administration declines - the number will remain the same as for all other groups (see comments which follow in this memo).

- Increase from 1 to 2 on Student Services Council:  
Administration agrees - approved.
- Increase from 1 to 2 on Marketing and Outreach Committee:  
Administration declines on the basis that the current number is adequate for input, the Association (as is true for most) has had difficulty getting representation on all the committees and councils, and we are not changing the membership for other organizations on this particular committee.
- The Full-Time Faculty Senate and Classified Employees Association recommended 2 representatives each for the E-staffing Committee. This committee's focus is on the mechanics of implementing e-staffing in compliance with existing Administrative Rules. Policy or procedural issues can be addressed through the Academic Council.
- The Student Services Council requested changes to its functions statements:  
Administration agrees to the changes suggested at the June 4 meeting of SSC.
  - The wording changes will be made to the *Organizational Reference* prior to Fall Semester. These changes essentially re-order the function statements, and substitute for the original #9 (*Serves as a forum for discussion of efforts and encourages excellence and innovation*) to a new #4 which reads, *Serves as a forum for discussion of initiatives and encourages excellence and innovation*. Other changes were minor edits.
- The Full-Time Faculty Senate requested that the Academic & Campus Affairs Council be renamed Academic Council and that campus affairs issues be handled by another body. The Administration declines this recommendation for the following reasons: Council membership not in agreement for the need to do so, the Curriculum and Programs Committee exists for faculty curriculum issues and is 100% faculty membership, and because a Campus Facilities Operations Committee was created to provide a focus on the numerous campus operational issues which need to be addressed. While the Curriculum and Programs Committee provides a singular focus on curriculum, the Academic and Campus Affairs Council is the vehicle for addressing the many issues that relate to enhancing the teaching and learning environment we desire for our campuses. The Administration has also increased by one the representation of full-time faculty, by one the representation of adjunct faculty, and has decreased Campus Managers' representation to 1 (since all are members of the Campus Facilities Operations Committee).
- The Full-Time Faculty Senate requested that a position of Ombudsman be created:  
Administration has not funded such a position because we limited new positions for FY10 to (1) continuing to support our Full-Time Faculty Hiring Plan and funding 30 new positions for FY10, (2) the College's recently revised Complaint and Grievance Procedures already allow the use of an external mediator, and (3) ACC does not have a large volume of official complaints and grievances (total of 8 in FY09).
- The Full-Time Faculty Senate and APTE requested that the Shared Governance Council be able to elect both Co-Chairs:

Administration declines on the basis that Co-Chairs should be determined in the same manner for all Councils, and it reasonable for the administration to appoint one Co-Chair and for the membership to elect the second Co-Chair.

- The Association of Professional-Technical Employees requested the appointment of an ad-hoc committee on Shared Governance:  
Administration declines. The president will meet with the Shared Governance Council this Fall to review the original intent for the Council, which is clearly stated in the *Organizational Reference*. This is not a Council which is intended to have a wide array of functions or to require frequent meetings - rather, it was created primarily to assist in a once a year review of existing committees and councils (functions and memberships) and to hear/review any claims of violations of shared governance. The president believes that there has been a drift from the original intent and is interested in having a discussion with the membership to better understand their interests, and to more clearly articulate my thoughts.

Regarding Shared Governance, I would like to share some general comments:

- ACC has a far more comprehensive and collaborative shared governance structure than one will find in other colleges and universities; it is modified each year in response to input from faculty and staff, but will always be perceived as imperfect depending on the individual views of our diverse faculty and staff.
- The essential work of the College is accomplished through our Committees and Councils - these functions define the majority of the policies, rules and procedures which affect ACC's climate for teaching and learning.
- Serving our students and our communities is the primary responsibility we all share. With that as our primary motivation we will tend to find that we make better decisions for the College, and that we find more on which we agree than not.
- ACC is the only one of 50 Texas community colleges which pays for the participation of adjunct faculty and students in shared governance (many do not include official participation from these groups), and which pays the officers of all the Associations (over \$80,000 a year). I think that is a testament to the commitment of the administration and board to treat all constituencies with respect and to value the contributions of all.

Other Things to Note:

- There is one site available for the review of all pending (new or revisions), the Administrative Rules web page:

<http://www.austincc.edu/admrule/>

We encourage faculty and staff, and associations, to use this site to track the latest copies of drafts which are under review by various committees or councils. In FY10 we are also reassigning the functions of monitoring the recommendations of Councils for new or revised Administrative Rules to an existing position (not new) to speed up the process.

- HR and Business Services have created a tracking mechanism to show adjunct faculty and students which pay is linked to which committee/council service. This should help adjunct faculty better understand what service has been paid, and what is pending.

I thank the out-going leadership of the various employee groups and SGA, and look forward to working with the new leadership to continue to advance ACC toward its Master Plan goals and to promote the success of all our students.

SBK/cwj

copy: President's Leadership Team