

# Governance Manual Introduction

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This Organizational and Governance Manual is organized into three sections:

I. Participatory/Shared Governance

Participatory/Shared Governance is an essential element in the planning and decision-making process. Clearly defined roles and responsibilities make governance transparent and ensure effective participation by stakeholders.

- College Governance and Communications Flow Chart
- Overview of the Participatory Governance Framework
- Governance Councils and Committees

*Note:* Collective bargaining processes and procedures are specifically excluded from governance matters.

II. Administrative Operational Framework - Clearly defined areas of responsibility also acknowledge non-governance management functions essential to efficient and responsible operations.

- Rio Hondo College Organizational Chart
- Overview of the District's Management Organization by Areas
  - ▲ President's Office
  - ▲ Academic Affairs
  - ▲ Finance and Business
  - ▲ Student Services
- Management Councils and Committees

III. Appendices - For reference only. It is important to note that there are other processes, procedures, and protocols not subject to governance review that are part of college operations.

This document is reviewed under the general purview of the President's Council, which includes representatives from the Academic Senate, Classified staff, and Management. In order to reflect new issues and processes, the document will be reviewed and distributed every two years beginning with the year 2020.

## Timeline

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March	Email notification sent from President's Office to committee/council chairs requesting revisions to the Governance Manual. Request for new committees may be requested by the President of each of the constituent group (Academic Senate, CSEA, Management/Confidential Council and ASRHC) for consideration.
April & May	President's Cabinet and President's Council (which includes the leadership from each of the constituent groups) reviews proposed revisions / new committee(s) recommendations.
June	Approved revisions to the Governance Manual are made by the President's Office.
July	Board receives the Governance Manual as information item on the Board agenda.
August	Distribution of the Governance Manual to Administrative Council and leadership from each of the constituent groups (Academic Senate, CSEA, Management/Confidential Council and ASRHC) as well as linked on the college website.