## DISTRICT GOVERNANCE STRUCTURE AND MANUAL MODIFICATIONS

Proposed changes to the governance structure may be recommended to Senior Management for review and discussion by any of the district's governance groups: District Governance Senate, Academic Senate, or Student Senate.

1. Senior Management will decide which governance group has purview over the proposed modification with the consent of the governance groups and assign a senior manager to facilitate the review process.

2. Proposed modifications to the governance structure will be distributed to senior administrators, presidents or designees of Academic Senate, District Governance Senate, CSEA, COSTA, COSAFA, Student Senate, District Governance Senate Committee co-chairs, Instructional Council, and Management Council for a 30-day review/feedback period. The intent of this 30-day period is to allow for proposed changes to be on senate/committee/council agendas for first and second readings for comprehensive feedback and proposed substantive change if desired.

3. Responses and/or proposed revisions from #2 above are sent by senate/council/committee co-chairs to the senior manager facilitator for a second review by Senior Management.

4. The proposal for modifying the governance structure will be presented to District Governance Senate, Academic Senate, or Student Senate for a final public reading and approval (up to two consecutive readings if needed). Approved modifications to the governance structure are at the discretion of the Superintendent/President in accordance with BP 2510.

5. Following District Governance Senate, and Academic Senate approval (or Student Senate when appropriate), the Superintendent/President, or designee, will present the proposal(s) to the Board of Trustees for public reading(s) and action. Changes will be presented to the Board of Trustees by the May board meeting each year, and upon approval, be implemented the following fall.

**Modification of Governance Manuals**
The governance manuals are reviewed and updated annually. This assessment occurs as part of the District's assessment of its planning processes. Following this assessment, the District Governance Senate reviews the results and may recommend revisions to decision-making processes when changes would address issues raised in the assessment. If the changes are approved District-wide, the *College of the Sequoias Governance and Decision-making Manual*, *Resource Allocation Manual*, and/or *Integrated Planning Manual* will be updated to reflect these changes. Through this review process, these manuals are maintained to reflect the inevitable changes in the decision-making processes that are to be expected as part of the District's cycle of continuous quality improvement. The request for modifications will be announced through the Senates each Spring, with the final recommended modifications to the Senates by the first meeting in April.

Adopted:      February 12, 2020