

2.5P

**GOVERNANCE AND THE COMMITTEE SYSTEM**

BOARD REVIEW: APRIL 8, 1985

REVISED: MAY 9, 1995

REVISED: MAY 13, 1997

REVISED: AUGUST 8, 2001

REVISED: MARCH 13, 2001

REVISED: MAY 13, 2008

REVISED: DECEMBER 9, 2008

REVISED: JUNE 9, 2009

REVISED: JULY 13, 2010

REVISED: MAY 10, 2011

---

The Sonoma County Junior College District has adopted the following as procedures and definitions for participatory governance and the committee system.

**1. DEFINITION OF THE COLLEGE COMMUNITY**

- A. The College community consists of the faculty, administrators, classified staff, and students located in the day and evening programs held on the Santa Rosa and Petaluma campuses as well as all other locations for instruction within the District boundaries.
- B. In addition, it is recognized that the College community includes the Board of Trustees and four identified constituent populations participating in governance and the committee system:
  - 1. Students represented by the Associated Students' Senate and the Student Government Assembly.
  - 2. Staff represented by the Classified Senate and their collective bargaining units.
  - 3. Faculty represented by the Academic Senate and their collective bargaining unit.
  - 4. Administration represented by the Superintendent/President and the Management Team.

**II. DEFINITIONS OF COMMITTEES****A. Standing Committee**

- 1. Has a membership that includes more than one constituent group.
- 2. Have responsibilities that generally impact large sectors of the District or regularly scheduled activities.
- 3. Has a defined charter and membership list recorded through the College Council process and listed on the District website.
- 4. Has a sustained presence that is seen through regularly scheduled meetings and the distribution of agenda and minutes. Their minutes are forwarded to designated individuals and offices and posted on the District website, where they are available to the District community in general.

## B. Council

1. Councils have all the same characteristics as Standing Committees with the added quality of an even larger scope of interest.
2. Councils will be called upon to coordinate, integrate, or review the activities of other committees or groups in the District.
3. Councils shall post their agenda and minutes on the District website.

## C. President's Advisory Committees

1. The President's Advisory Committees are created by the Superintendent/ President and are advisory in nature.
2. Longevity, membership, and meeting schedule are determined by the Superintendent/President.
3. While not subject to oversight by College Council, President's Advisory Committees that include more than one constituent group shall maintain communication with the College community through minutes routed to designated parties and posted on the District website.

## D. Academic Senate Consultation Committee

1. Academic Senate Consultation Committee is a name indicating a standing committee or council that deals with topics designated for faculty and Board collegial consultation in Title 5, Section 53200. (See also Policy 2.5, Section III, B, 1, for list.)
2. In Academic Senate Consultation Committees, faculty provide principle consultation and advice on matters outlined in Title 5, Section 53200 as well as consultation on other matters designated in Education Code (see Policy 2.5, Section III, B, 1 for specific topics).
3. In Academic Senate Consultation Committees, the faculty chair or co-chair is required to maintain close contact with the Academic Senate on the issues discussed in the committee and the administrative co-chair serves as liaison to the Superintendent/President and Board of Trustees.
4. Academic Senate Consultation Committees include:
  - Educational Planning and Coordinating Council (EPCC)
  - Curriculum Review Committee
  - District Tenure Review and Evaluations Committee (DTREC)
  - Sabbatical Leave Committee
  - Global and Intercultural Education Committee – Disbanded, Spring 2011
  - Institute for Environmental Education Committee
  - Student Equity Committee – Disbanded, Spring 2011
  - Institutional Planning Council (IPC)
  - Professional Development Committee
  - Basic Skills Committee
  - District Online Committee
  - Equivalency Committee
  - Project Learn Committee
  - Strategic Enrollment Planning Committee\*
  - Budget Advisory Committee \*
  - Integrated Environmental Planning Committee\*

\*(President's Advisory Committees that shall also have a faculty co-chair and serve as an Academic Senate Consultation Committee)

E. Career and Technical Education Advisory Committee

1. A Career and Technical Education Advisory Committee consists of a group of representative citizens and District staff who are respected and recognized experts in their fields. These groups, appointed by the Board of Trustees, will assist in the development of educational programs. (See Policy and Procedures "Purposes of Advisory Committees" for a more detailed description of these groups.)

F. Ad hoc Committee (a.k.a. "Study Group" or "Task Force" by membership preference)

1. An Ad Hoc Committee is temporary or intermediate in term.
2. Is formed to take on specific short-term tasks or to test the need for a new standing committee.
3. Has a time frame likely to span one year or less
4. Must seek members for the committee from any constituent group with activities related to the ad hoc committee's charter.

G. Forum

1. A Forum is an open session or group with no fixed membership.
2. Can be a one-time meeting for brainstorming, dialogue, or presentation of new information.
3. Can be an on-going series of meetings dealing with a specific topic or area with no fixed membership.
4. Forums must be widely announced to allow for the participation of all interested parties.

III, ELECTION OF COMMITTEE CHAIR OR CHAIRS

- A. Designated Chair or Co-Chair positions will be listed in the committee description provided on the District website.
- B. If the position of the Chair or Co-Chair is not specified by title, then a simple majority of members present at the first meeting shall nominate and elect a committee chair. If the chair is not designated by title or constituent group, all committee members are eligible to serve. It is assumed that all constituent groups represented on the committee have been notified of the meeting when the Chair is elected.
- C. Those committees that have a dual designation as a Senate Consultation Committee will have a faculty chair or faculty/administrative co-chairs. (See Section II, D, of these procedures for a list of these committees.)

IV. DUTIES OF CHAIR AND CO-CHAIRS

- A. The Committee Chair or Co-Chair will:
  1. Establish meeting times and locations.
  2. Create and distribute an agenda in a timely fashion.
  3. Conduct meetings in an orderly manner allowing appropriate participation of all individuals present.
  4. Ensure that a clear consensus or vote is taken on action items.

5. See that minutes are written, including attendance, approved, and distributed promptly.
6. Act as a mentor or assign a mentor to new committee members who are unfamiliar with the committee or Santa Rosa Junior College governance.
7. When serving as a co-chair, announce to the committee members how co-chair duties will be divided.
8. Committee co-chairs will communicate regularly with each other over the construction of the agenda and other relevant work.

#### V. DUTIES OF MEMBERS

- A. All committee members will:
  1. Attend meetings regularly
  2. Plan with the chair for a substitute or proxy vote when an absence is necessary and work must continue.
  3. Keep their constituent groups informed of committee actions.
  4. Complete assignments associated with committee work in a timely fashion.

#### VI. EX-OFFICIO MEMBERS

- A. All Standing Committees may elect to request ex-officio members by title, in their committee description. All others in attendance at meetings are guests or visitors. Ex-officio members:
  1. May serve on a committee to provide information and advice to the committee as deemed necessary by the committee.
  2. Shall be recorded on the committee description maintained by College Council should their attendance become permanent.
  3. Do not vote in committee action.

#### VII. AGENDAS AND MINUTES

- A. Will be distributed to all committee members and to the distribution list associated with each group (individuals with a need to remain informed of topics).
- B. Any member of the committee may request to have an item placed on the agenda.
- C. It is preferred those individuals not on the committee request items to be placed on an agenda through their constituent representatives in that group.
- D. Committee and Council agendas and minutes will be placed on the District website.

#### VIII. SCHEDULING OF COMMITTEE MEETINGS

- A. Committee descriptions found on the District website represent the current times that Standing Committees, Councils, and other constituent groups meet. Ad hoc groups, advisory committees or new (proposed) standing groups should work around these time blocks when possible.
- B. Changes in meeting dates and times of standing committees, councils, and President's Advisory committees should be forwarded to College Council in writing for amendment to the District Web site.

IX. THE ROLE OF COLLEGE COUNCIL IN PARTICIPATORY GOVERNANCE AND THE COMMITTEE SYSTEM

A. College Council Functions

1. The College Council is:
  - a. coordinator and supervisor of the committee system; and,
  - b. the final District-wide policy recommending body formed for purposes of involving and utilizing the opinion of all segments of the College community.
2. It shall insure that:
  - a. committees do not overlap in their function or misconceive their purpose; and,
  - b. that any policy recommendation emanating from one group but affecting other constituent groups of the College community be reviewed by appropriate committees and/or constituent groups before being submitted to the Board of Trustees.

B. College Council Action

1. Matters referred to the College Council shall be in writing.
2. The action of the College Council shall represent the majority opinion of the membership of the Council.
3. Policy recommendations found to require modification shall be either:
  - a. returned to the standing committee of origin for reconsideration; or,
  - b. reformulated by College Council.
4. Policy recommendations found to be acceptable as presented will be forwarded to the Superintendent/President.
5. Recommendations from the Council that include dissenting opinion shall be in writing, and shall be forwarded to the Superintendent/President for Board of Trustees review or action.
6. When forwarding policy recommendations, the Council must also state what bodies reviewed the proposed policy and what objections were made, if any.
7. If the Superintendent/President disagrees with the Council's recommendation, s/he is encouraged to refer the matter back to the Council for additional deliberation.
8. All matters referred back to the Council for further deliberation must be accompanied by written statements from the Superintendent/President.
9. If the Council again reaches the same conclusions, the Council's recommendation will be returned to the Superintendent/President for forwarding to the Board for consideration. The Council's chairperson will represent the Council before the Board.
10. When constituent group representatives are presented with policy material that does not pertain to their work domain or expertise, it is acceptable for them to "pass" or defer on these policy matters.
11. When an academic policy is created that refers to the specific topics outlined in Title 5, Section 53200 and requires the Board to rely on the "primary advice and opinion of the faculty", or when other Education Code requires specific consultation with faculty (see Policy 2.5, Section III, B, 1), the policy material shall be presented to College Council as an

informational item only. Students shall be allowed to participate in the development of such academic policies and procedures through the committee system and to attach written comments to documents forwarded by the Academic Senate to the Board of Trustees when topics reflect the 10 areas of consultation designated in Title 5, Section 51023.7.

12. While it is preferable that any and all policy differences be resolved at the Council level, it is recognized that there are times when the Superintendent/ President's recommendation to the Board will differ from that of the Council. Such differences are recognized as a reflection of the diversity of opinions prevailing in an academic institution.

C. The Obligations of College Council Regarding General Policy Matters

1. To solicit the combined thinking of faculty, administrators, classified staff, and students in the deliberation of District policy and procedures.
2. To provide a setting where the different constituent groups can inform and advise each other on policy matters as well as debate differences of opinion.
3. To aid in the orderly process of policy formation, and serve as the highest policy recommending body of the District to the Superintendent/President and the Board of Trustees.
4. To aid in the dissemination of items and/or discussion between constituent groups and that the Board of Trustees' wishes are brought to the attention of the collective College community.

D. The Obligations of College Council Vis-a-Vis the Committee System

1. All Standing Committees and Councils shall be considered sub-committees of the College Council in matters of policy and in the coordination of committee activity.
2. College Council shall:
  - a. Periodically review the District committee structure with respect to purpose, procedures, membership and authority, and establish guidelines for review of the recommendations of all sub-committees.
  - b. Establish ad hoc committees as required by policy work or College Council business.
  - c. Solicit college-wide committee appointments from the administration, Academic Senate, All Faculty Association, and Classified Advisory Council of the elected bargaining unit, and the Associated Students' Senate.
  - d. Provide the College community with a list of all committee appointments for the following year by May 1st.
  - e. Periodically review the scope of all committees to avoid potential duplication.
  - f. Establish the limits of review with respect to District constituent group interests and set time limits for accomplishing work.
  - g. Route considered policy changes coming from committee groups to appropriate constituents for comment prior to forwarding a recommendation to the Superintendent/President.
  - h. Create, maintain, and distribute "Committee Best Practices" that sustain common standards and procedures within the Committee System.

#### E. College Council Membership

1. The College Council will be composed of the following representatives.

a. Administrators (4)

Vice President for Academic Affairs and three administrators selected by the Superintendent/President (selected annually).

b. Faculty (4)

President of the Academic Senate (for term of office), President of the All Faculty Association or his/her designee and two faculty representatives selected by the Academic Senate. Every attempt will be made to appoint faculty representing a broad cross-section of the District.

c. Classified (2)

Selected by the collective bargaining unit President or his/her designee (one selected in even years, one selected in odd years).

d. Students (2)

Selected by the Student Government Assembly.

#### F. College Council Meetings

1. College Council meetings are open to the College community.

2. College Council shall meet twice monthly, with special meetings called by the Chair, as needed.

3. When possible, the College Council Chair will have served on the Council for one year prior to being elected from among the faculty representatives.

4. The Chair serves a one-year term, but can be re-elected.

5. The Chair is a full voting member of the Council and will coordinate the agenda with the Vice President of Academic Affairs.

6. Agenda items may originate with any member and/or committee of the District and/or by request of the Superintendent/President.

7. The Vice President of Academic Affairs is the permanent secretary to the Council. S/he is responsible for notifying the members of meetings, taking and distributing minutes, and contacting appropriate parties to speak about certain agenda items.

8. The Office of Academic Affairs will provide clerical assistance for the work of the College Council.

### X. STANDING AND ADVISORY COMMITTEE TITLES, CHARTERS AND MEMBERSHIPS

#### A. Committee Titles

1. Standing Committees and Councils (25 Total)

- Arts and Lectures
- Basic Skills Committee\*

- Calendar/Registration
- Classified Staff Development
- College Council
- Curriculum Review\*
- Day Under the Oaks - Inactive, Spring 2011
- District Accessibility
- District Facilities Planning
- District Online\*
- District Tenure Review and Evaluations Committee\*
- Educational Planning and Coordinating Council\*
- Equivalency Committee\*
- Global and Intercultural Education\* - Disbanded, Spring 2011
- Graduation Speaker
- Institute for Environmental Education\*
- Institutional Planning Council\*
- International Studies Committee
- Library Committee – Disbanded, Fall 2010
- Multicultural Events
- Parking and Transportation
- Professional Development Committee\*
- Professional Growth Increment
- Project Learn Steering Committee\*
- Sabbatical Leave\*
- Safety
- Scholarship
- Student Equity\* – Disbanded, Spring 2011

2. President's Advisory Committees (9 Total)

- Auxiliary Enterprise
- Board of Review
- Budget Advisory\*\*
- Classified Staffing (on hold)
- Institutional Technology Group
- Faculty Staffing
- Health Services Advisory
- Integrated Environmental Planning Committee\*\*
- Strategic Enrollment Planning\*\*

\*Carries the dual name of Academic Senate Consultation Committee.

\*\*The Strategic Enrollment Planning Committee, the Integrated Environmental Planning Committee and the Budget Advisory Committee carry the dual name of Academic Senate Consultation Committee in so far as these committees solicit the advice and consultation of the faculty specifically in regard to the processes of planning and budget development.

B. Committee and Council Charters and Memberships

Committee charters and memberships shall be approved by College Council and maintained online for use throughout the District. Changes to membership or significant scope of committee charter must be reviewed by the Board of Trustees.

XI. Committee descriptions and rosters are available on the District website.