

MADERA COMMUNITY COLLEGE GOVERNANCE HANDBOOK



Table of Contents

INTRODUCTION	5
Purpose of the Governance Handbook	5
Foundation of Governance at Madera Community College	6
Vision Statement	6
Mission Statement	6
Madera Community College Values	6
Decision Making, Philosophy and Guiding Principles	7
Supporting the Mission and Promoting Collegiality	7
Fiduciary Responsibility	7
Adherence to Regulation	7
Meeting Accreditation Standards	7
Effective Participation	8
Constituent Groups	8
Definition	8
Faculty	8
Classified Professionals	8
Administrators/Managers	8
Students	9
Governance Bodies	9
Definition	9
Academic Senate	9
Associated Student Government (ASG)	9
CSEA Union/Classified Senate	10
How Madera Community College Governs	10
College Committees	10
College Committees and Sub-committees	10
College Council	10
Academic Senate Committees	11
Brown Act	11
Madera Community College Governance Organizational Chart	12
Groups that support mission of the College	13
College Workgroups	13

Advisory Committees	13
Madera Community College CTE Advisory Committees	13
District Committees	14
Evaluation of Governance Processes	14
APPENDIX A: Committee Definitions	15
Council	15
Standing Committee	15
Sub Committee:	15
Workgroup	15
Advisory Committee	15
APPENDIX B: Committee Guidelines/Processes	16
Committee Member Responsibilities	16
Committee Responsibilities	16
Beginning of Academic Year	16
End of the Academic Year	17
Procedures for Developing Recommendations	17
Meeting Minutes/Notes	17
APPENDIX C: Sample Norms, Rules of Engagement and Guiding Principles	18
Sample Norms	18
Sample Rules of Engagement	18
Sample Guiding Principles	18
APPENDIX D: Committee Operating Agreements	20
Committees of the College	20
• Administrative Planning Committee	20
• College Council	20
• Equity Committee	20
• Guided Pathways Committee	20
• Sabbatical Leave Committee	20
• Salary Advancement	20
Committees of the Academic Senate	20
• Academic Standards	20
• Curriculum	20
• Distance Education	20

- **Equivalency**..... 20
- **Flex Day**..... 20

APPENDIX E: Agenda Meeting Templates 21

- Agenda Template (Accessible Format)** 21
- Minutes Template (Accessible Format)**..... 21

APPENDIX F: Committee Operating Agreement Template..... 23

APPENDIX G: College Workgroups..... 24

- Commencement Workgroup**..... 24
- Disabled Students Programs and Services Workgroup**..... 24
- Honors Program Workgroup**..... 24
- Library Liaison Workgroup**..... 24
- Scholarship Workgroup**..... 25
- Tutorial Workgroup**..... 25

APPENDIX H: Administrative Councils and Groups 26

- President’s Council** 26
- President’s Advisory Council**..... 26
- Deans/Director** 26
- Department Chairs** 26
- Student Services** 26

APPENDIX I: District Committees and Workgroups 27

- Chancellor’s Cabinet**..... 27
- Communications Council**..... 27
- District Budget and Resource Allocation Advisory Committee (DBRAAC)**..... 27
- District Strategic Planning Committee (DSPC)**..... 27
- Educational Coordination and Planning Committee (ECPC)** 28
- Equal Employment Opportunity Advisory Committee (EEO)** 28
- District Facilities and Safety Committee**..... 28
- International Education Committee** 29
- Matriculation Workgroup** 29
- Student Access Workgroup** 29

INTRODUCTION

Purpose of the Governance Handbook

The Madera Community College Governance Handbook describes the structure and operating agreements for institutional governance and decision-making at Madera Community College. These descriptions of how groups are formed and how they function are, in essence, descriptions of how Madera Community College ensures that the voices of the College's constituent groups are heard in making recommendations.

By documenting governance and institutional decision-making practices, this handbook promotes a common understanding of processes, helps to ensure consistent application of policies and practices, encourages broad participation in campus matters, and supports the College's continuous quality improvement.

Madera Community College participatory governance is built upon transparency, accountability, and good faith efforts of all constituents. All decisions are grounded in the mission/vision/values of the college and focus on the best interest of students and their success.

This handbook was developed using sincere and collegial self-reflection by representatives of all college constituent groups who were united by the vision of establishing structures, processes, and communication channels that will support ongoing College growth and improvement. College processes, including those described in this handbook, will be systematically reviewed and revised as part of the institutional cycle of continuous quality improvement.

The undersigned Madera Community College faculty, classified staff, student, and administrative representatives have agreed upon the contents of this document.

Angel Reyna, College President

David Richardson, Academic Senate President

Deisy Ruiz, Classified Senate President

Associated Student Body President

Foundation of Governance at Madera Community College

The foundation of all decision making and governance at Madera Community College is grounded in the college mission, vision and values. All decisions and recommendations should be done through the lens of achieving the college mission and align with colleges vision and values.

Vision Statement

Madera Community College builds effective partnerships, strengthens communities, and transforms lives.

Mission Statement

Empowering our students to succeed in an ever-changing world

- We proudly provide quality instruction and strong community partnerships that support students' academic and workforce goals;
- We offer innovative and life-changing opportunities in a diverse, inclusive and equitable environment;
- We value our students' personal and social growth through responsive and interactive college experiences;
- We inspire hope and promote a passion for learning;
- We transform students' lives through high quality college programs and services resulting in degrees, certificates, transfer programs and career skills.

Madera Community College Values

The College values impact decisions in both formal and informal ways. The following points describe the philosophy and practices that define Madera Community College's values.

These are the primary guiding principles for Madera Community College's planning. Each contributes to student success. All the objectives in college planning should be designed and evaluated with these principles in mind.

Connection and Collaboration

Connection is cross-campus and community engagement intended to establish long-lasting relationships.

Collaboration is working toward shared goals through effective partnerships by utilizing teamwork, participation, and appreciation of diverse ideas and perspectives.

Equity and Inclusivity

Equity is about fairness; an awareness of and a willingness to remove systemic and institutional barriers, and provide inclusive resources.

Inclusivity is a commitment to intentionally create an environment that cultivates, embraces, and celebrates diversity.

Trust and Accountability

Trust is established by mutual respect, supportive interactions, and a safe environment.

Accountability is ensuring academic and fiscal integrity through transparent policies and purposeful communication

Decision Making, Philosophy and Guiding Principles

Supporting the Mission and Promoting Collegiality

The primary goals of participatory governance process at Madera Community College is to achieve effective participation by all constituencies, create a transparent decision-making process, and to allow and consider all opinions expressed by subject matter experts. As a result, a culture of participation and trust is established that focuses on student success and achieving the college mission

Fiduciary Responsibility

As a state-funded institution, Madera College also has a duty to serve the public good and to be judicious in spending public funds. Effective participation by all constituencies in participatory government serves this purpose by ensuring good planning and transparency. Active and effective participation from all constituent groups creates a culture of participation and leadership development.

Adherence to Regulation

The tenants and values of the Participatory Governance are clearly articulated in California Education Code § [70902\(b\)\(7\)](#) and § [53200-53204](#) of the California Code of Regulations. Madera Community College governance ascribes to and is organized to be in line with the [SCCCD Roles of Constituents in Decision Making](#) which is based on SCCC [AR 2510](#).

Meeting Accreditation Standards

Madera Community College is accredited by the [Accrediting Commission of Community and Junior Colleges](#) (ACCJC), the two-year higher education division of the Western Association of Schools and Colleges. Governance, as defined in these accreditation standards, supports institutional effectiveness by requiring processes in which ethical and broad-based leadership: Guide the accomplishment of the mission, and promote ongoing dialogue focused on continuous improvement.

Effective Participation

The Education Code § [70901\(b\)\(1\)\(E\)](#) describes the requirement of collaborative decision making as follows: “Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration and the right of the academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”

Constituent Groups

Definition

Title 5 regulations [§ 50002](#) and SCCC [BP 2510](#) identify constituent groups who have rights and obligations to participate in the governance process including faculty, staff, students and administrators

Faculty

Full- and part-time faculty members participate in decision-making by participating in committees, councils, and task forces that impact professional and academic matters as outlined in state regulations;

The Board recognizes that the Academic Senates on each SCCC campus are representative of faculty and the Board will rely primarily on the advice and judgment of the Academic Senates on defined academic and professional matters: ([BP 2510](#) and Title 5 sections [§53200-53204](#))

The [State Center Federation of Teachers](#) (SCFT) is the exclusive bargaining agent for the faculty employed by the SCCC and as such negotiates and represents faculty in contractual issues

Classified Professionals

Classified professionals include all College employees except academic staff, short-term and/or substitute classified employees, students, confidential, and management staff. Classified staff shall be provided with opportunities to participate in the formulation and development of College recommendations as well as in those processes for developing recommendations that have or will have a significant effect on them.

The [California School Employees Association](#) (CSEA) is the exclusive bargaining agent for classified staff employed by the college and as such negotiates and represents classified staff in contractual issues

Administrators/Managers

Administrative councils assist the College’s senior administration in coordinating the institutional logistics that implement the President’s, Chancellor’s, and Board’s plans, procedures, and policies. The authority for organizational groups is derived from the President,

Chancellor, and Board of Trustees who assign specific responsibilities to positions through job descriptions. Administrative councils assess, discuss and make recommendations to a senior administrator about the general management and oversight of the College on a wide range of topics, such as resource allocation, personnel, staffing, instructional or student services issues, unit/program planning, safety, and emergency planning.

Students

Students are provided an opportunity to participate in formulation and development of College policies and issues that have or will have significant effect on students such as curriculum, grading, planning, and student fees.

Governance Bodies

Definition

Governance bodies are those whose authority is derived from law and regulation, either as written expressly in the law or regulation or as delegated by another group that possesses said authority. Governance groups assess, discuss and make recommendations to the President on topics appropriate to that group as defined in regulations, such as California Code of Regulations Title 5 § [53200](#).

The members of governance bodies represent specific constituencies. Each member is responsible to bring information and perspectives from the constituent group into the governance group dialogue as well as to bring information and perspectives from the governance group back to the constituent group.

Academic Senate

Faculty are represented by Academic Senate, which consults collegially with both the college administration and the Governing Board (in line with [AB 1725](#)) to either rely primarily or reach mutual agreement (as defined in AR [2510](#)) on the development of policies and procedures related to academic and professional matters, also known as “10+1”.

Madera Community College Academic Senate has an approved Constitution and Bylaws to govern their operation.

As the roles of the Academic Senate and SCFT overlap on matters covered by both the “10+1” and the Collective Bargaining Agreement, the Madera College Academic Senate has established appointment policies which include AFT representation.

Associated Student Government (ASG)

The ASG is the elected representative body of the student population and is responsible for appointing student representatives to serve on College and District committees. The ASG and its representatives make recommendations to the administration through the participatory governance process regarding policies and procedures that affect students in all aspects of college life.

CSEA Union/Classified Senate

Per SCCCD AR [2510](#) and the Classified Contract CSEA is the official representative of the Classified Staff in Governance. CSEA by contract and local regulation is the first body to appoint classified members to committees. Classified Senate can appoint if there are multiple classified appointees but if the numbers are uneven CSEA appointments take precedent.

The Classified Senate represents non-supervisor classified staff employees, including confidential employees. Throughout the district, the Classified Senates promote the interest of college staff. Madera Community College Classified Senate has an approved Constitution and Bylaws to govern their operation.

How Madera Community College Governs

College Committees

College Committees assist the President in fulfilling the Chancellor's and Board's plans, procedures, and policies as well as state mandates. The authority for College Committees is derived from the college and district as the President, Chancellor, and/or Board of Trustees assign specific responsibilities to committees. College Committees are formed to ensure broad participation in planning and completing tasks that have college-wide impact, such as unit/program planning, accreditation, safety, facilities, and assessment. Members are assigned or appointed to serve as College Committee members as representatives of specific constituencies as well as by virtue of their unique expertise or position.

College Committees and Sub-committees:

Administrative Planning Committee

- Budget/Facilities/Health and Safety
- Technology

Equity Committee

- Accreditation and Institutional Effectiveness
- Professional Development
- Program Review

Guided Pathways Committee

- Dual Enrollment
- Strategic Enrollment Management
- Student Success

Sabbatical Committee

Salary Advancement Committee



College Council

The College Council, as the principal governance body of the college, creates the processes for recommending College policies and governance committee structures, with appropriate consultation from the constituent representative organizations. The College Council reviews

actions, recommendations, and requests of committee and workgroups. The College Council is responsible for guiding and implementing the planning processes, resource allocation, and recommending policies and procedures to respond to the changing needs of the student population and the internal and external environments. The College Council develops, implements, evaluates continuously and reviews, if necessary, the College's plans and initiatives, goals both long-term and short-term and the College mission.

Academic Senate Committees

In addition to College Committees the Madera Community College Academic Senate has committees that focus making recommendations on the academic and professional matters of the college.

These committees report their recommendations to the Senate before being taken to the College Council for acceptance rather than approval. Recommendations from these committees will be relied upon primarily or agreed upon by mutual written agreement by the counsel and president per SCCC policy [AR 2510](#).

Academic Senate Committees:

[Curriculum](#)

[Academic Standards](#)

Distance Education

[Equivalency](#)

[Flex](#)

Brown Act

Academic Senate Committees whose recommendations are forwarded directly to the Board of Trustees must abide by the [Ralph M Brown Act](#)

The Ralph M. Brown Act is an act that guarantees the public's right to attend and participate in meetings of local legislative bodies. Within the Brown Act, legislative bodies include governing bodies and their subsidiary bodies. Subsidiary bodies are defined as "any board, commission, committee or other body of a local agency created by charter, ordinance, resolution or formal action of a legislative body itself".

At Madera Community College, groups subject to the Brown Act are: Academic Senate, Curriculum Committee and the Equivalency Committee

Madera Community College Governance Organizational Chart

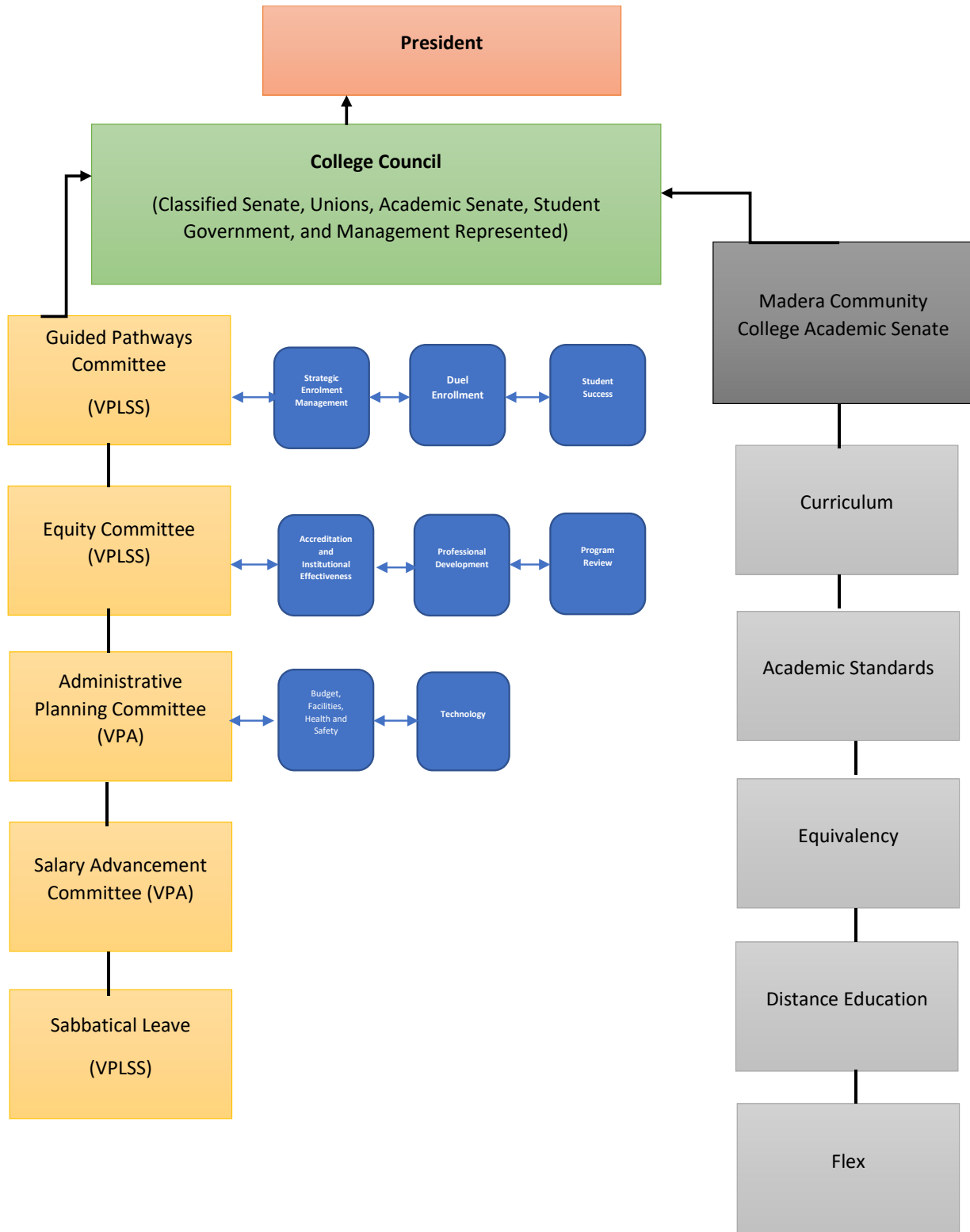


Figure 1 Madera Governance Organizational Chart

Groups that support mission of the College

College Workgroups

College Workgroups are venues for college-wide conversations on topics chosen by the College as important and worthy of concentrated focus and attention. These groups are not required by law or regulation and generally have a focus on a single area or program. College Workgroups are charged by the President or designee with performing specific functions that benefit specific College programs, and may be dissolved upon completion of purpose. Examples of college workgroups include Commencement, DSPS, Honors, Library Liaison, Scholarship and Tutorial

Advisory Committees

All CTE Programs are required by Title 5 to have CTE Program Advisory Committees to provide direction and guidance for the specific career and technical areas within the college to strengthen and enhance the success of college programs. By working closely with the business and labor communities, the various CTE programs offered by the college continue to provide high quality workforce training and education to its students so they will succeed in today's job market.

The CTE Advisory Committee is comprised of members from the industry, local employers, community, faculty, K-12 and post-secondary education partners. It meets at least once a semester or twice annually. The committees support and strengthen the partnership between business, labor, the community, and education. The committees make recommendations that will strengthen and help to expand the curriculum to improve the quality of the program and to make it relevant to the skill-sets needed by the industry. Members provide valuable input in areas such as workforce needs, curriculum development, student recruitment, staff development, equipment and software recommendations. (Title 5 [55601](#))

Madera Community College CTE Advisory Committees include:

- Agriculture Business and Plant Science
- Business, Accounting, Office Technology and Information Systems
- Criminology
- Child Development
- Licensed Vocational Nursing (LVN)
- LVN to Registered Nursing
- Manufacturing Technology
- Machinist and Welding
- Speech Language Pathology Assistant

District Committees

SCCCD constituents participate in district-level decision-making as appropriate within their roles. The California Code of regulations describes the roles for each constituency in making decisions. The scope of decision-making for each constituency group is also outlined in SCCC Board Policies, and the practices, procedures and job descriptions within the District. References to [SCCCD Board Policies and Administrative Regulations](#) are available on the SCCC website.

Evaluation of Governance Processes

At Madera Community College, our values of Community and Connection, Equity and Inclusivity, and Trust and Accountability are our guiding principles for college planning. Each of these guiding principles contribute to student success, and each piece of our integrated planning model is designed and evaluated with these principles in mind. In order to support these values and meet its mission the college will reviews its governance processes yearly through review of Committee Operating Agreements.

Every three years the college will do a full review of this handbook to ensure that college governance processes are up to date and remain aligned to the mission of the college. The VPLSS and Academic Senate past President will lead a workgroup with members identified by the College President to review data and practices.

Evaluation tools may include surveys, data review, and alignment with Strategic and Educational Master Planning.

APPENDIX A: Committee Definitions

Council

This is defined as 1) a group that is called together for consultation, discussion, advice etc. or 2) a group of people chosen as an administrative, advisory, or legislative assembly. At the college, councils normally have an ongoing purpose, a formal structure, and an area of college wide coordinating function (e.g. College Council)

Standing Committee

A permanent, repeating committee that has been appointed or selected to review specific topics, areas, or issues and report back to the originating entity(s). It may consist of cyclical membership, which is established according to the rules adopted by the committee itself in conjunction with the originating entity.

Sub Committee:

A subset of committee members and/or additional members with expertise organized for a specific purpose.

Workgroup

A select group of persons, usually appointed by a larger group or governing body, to define and/or carry out specific task or process.

Advisory Committee

All CTE Programs are required by Title 5 to hold CTE Advisory Group meetings annually. These groups include local employer, community, faculty, and university representatives. They provide input and feedback to discipline faculty and programs regarding curriculum and workforce needs. (Title 5 55601)

APPENDIX B: Committee Guidelines/Processes

The charge of a committee of any type will be to gather information, deliberate, report, and formulate recommendations regarding policies and procedures which will be forwarded to the College Council, the President of Madera Community College and/or the Board of Trustees.

College Committee membership is generally limited to 16 faculty, staff, administrators, and students. All members of College Council and all College Committees, other than student representatives, generally serve two-year terms and members may be selected for additional terms. College Committee Co-chairs will be selected by their respective constituent groups prior to the first meeting.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title 5 sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

Committee Member Responsibilities

Members of all Madera Community College Participatory Governance groups serve as representatives of their constituencies and are responsible to voice the perspectives of those they represent as well as provide feedback to their colleagues. All members of participatory governance groups are asked to fulfill the following responsibilities of group membership:

- Attend meetings
- Clearly articulate constituent views
- Introduce items, issues, or comments on behalf of constituents
- Function as a team member with other members of the group
- Follow through on tasks
- Report meeting outcomes back to constituent groups
- Work toward common understanding and consensus in an atmosphere of respect
- Support the implementation of recommendations once group consensus is reached
- If unavailable to attend a meeting, send an informed designee

In the event a committee member is not able to perform the necessary responsibilities, co-chairs may recommend finding a replacement to the appropriate constituency president.

Committee Responsibilities

Beginning of Academic Year

The first meeting annually of each Madera Community College Participatory Governance group includes:

- A detailed review of the charge for the specific committee on which members are serving
- A detailed review of the Norms for Participatory Governance Groups
- Establishment of goals for the academic year that align with the Purpose of the Group.

- Review current membership (each semester)

End of the Academic Year

The last meeting annually of each Madera Community College Participatory Governance group includes:

- A review and assessment of the group's goals and accomplishments
- Committee co-chairs submit a report of the group's annual goals and accomplishments to College Council

Procedures for Developing Recommendations

Each committee will detail in their operating agreement the establishment of quorum. Recommendations will be voted on in committees in line with their operating agreement. Approved Recommendations from committees will be forwarded then to the appropriate committee or jurisdiction as defined in the operating agreement. The recommending Committee will receive feedback and or a response on its recommendations from the appropriate authority.

Meeting Minutes/Notes

Minutes of meetings are recorded on a standardized, accessible template. When appropriate, email exchanges may take the place of a face-to-face meeting if allowed by law and is detailed in the committee operating agreement.

Meeting summaries are distributed for corrections, and are posted online after approval. To support college-wide communication, draft minutes for each Governance Body and standing committee should be posted online within one week of the meeting. Approved minutes should be posted online no later than three working days following the meeting.

APPENDIX C: Sample Norms, Rules of Engagement and Guiding Principles

To improve effectiveness and encourage collaboration committees should create norms rules of engagement, and or guiding principles that are agreed upon by the members and reviewed systematically.

Sample Norms

Start and end on time! Make a clear commitment to stay on topic and follow the agenda. Encourage participation of all members and allow time for valuable discussion. Take your own notes and encourage others to do so as well. Include time on the agenda for a meeting recap: what was accomplished, what remains to be done, and what subsequent actions are to be taken by the committee members.

Sample Rules of Engagement

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- Speakers will be heard one at a time and without interruption. In consideration of hearing all feedback, members should be mindful of how often and how long they speak.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council/committee members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussion, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences.
- All council/committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee's charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.

Sample Guiding Principles

Transparent Decision-Making Process. Making data-informed decisions and meeting student-centered goals

Open Dialogue and Freedom to Offer Opinions. The free exchange of ideas designed to achieve mutual understanding leads to further mutual respect and collegial behavior.

The following philosophy applies to participatory governance and college-wide planning

1. To base decisions on data.
2. To effectively integrate program review, planning, and budget.
3. To encourage widespread institutional dialogue
4. To base the participatory decision-making process on cooperation, trust, and shared values rather than confrontation.
5. To focus on issues that are institutional in nature and which affect the College as a whole.
6. To reach solutions that are made better through the expertise of the participants and made more acceptable through the participatory process.
7. To foster a climate of mutual trust, creative conflict resolution, and positive communication skills.
8. To communicate regularly and clearly with those stakeholders directly affected by decisions.
9. To effectively use time and resources by streamlining the processes to avoid duplication of effort.
10. To identify purpose, function, membership, and reporting relationships for each committee or work group.
11. To maintain reasonable balance and continuity of representation within each participatory governance group.
12. To expect representatives on committees to be familiar with committee functions, to be responsible for attendance, and to regularly consult and communicate with constituents.
13. The participatory governance process will be reviewed regularly by College Center Council or a workgroup established by the President.

APPENDIX D: Committee Operating Agreements

Committees of the College

- [Administrative Planning Committee](#)
- [College Council](#)
- [Equity Committee](#)
- [Guided Pathways Committee](#)
- [Sabbatical Leave Committee](#)
- [Salary Advancement](#)

Committees of the Academic Senate

- [Academic Standards](#)
- [Curriculum](#)
- Distance Education
- [Equivalency](#)
- [Flex Day](#)

APPENDIX E: Agenda Meeting Templates

Agenda Template (Accessible Format)

College Committees Meeting Agenda Template Date/Location/Time

Purpose

College Council is the overarching participatory governance group of Madera Community College. Its authority as a governance group is derived from the President and Board of Trustees. The purpose of the College Council is to provide a venue for constituency groups to participate in developing recommendations that have College-wide and District-wide impact. The College Council provides the President with varied perspectives by which to evaluate recommendations and make final decisions.

- I. **Welcome/Call to Order**
- II. **Review of Minutes**
- III. **New Business**
- IV. **Old Business**
- V. **Future Agenda Items/Other Next Meeting:**

Minutes Template (Accessible Format)

College Committee Meetings Minutes Template Date/Location/Time

Purpose

College Council is the overarching participatory governance group of Madera Community College. Its authority as a governance group is derived from the President and Board of Trustees. The purpose of the College Council is to provide a venue for constituency groups to participate in developing recommendations that have College-wide and District-wide impact.

The College Council provides the President with varied perspectives by which to evaluate recommendations and make final decisions.

I. Welcome/Call to Order

II. Attendance Present: Absent:

Guests:

III. Review of Minutes

IV. New Business

V. Old Business

VI. Future Agenda Items/ Other

APPENDIX F: Committee Operating Agreement Template

Committee Operating Agreements Template

- ✓ Purpose: What does the committee do and why does this work need to be done? Is the committee responsible for simply recommending to a higher body or does it make decisions and implement them as well?
- ✓ Jurisdiction: To whom does the committee report? How far does the committee's reach extend?
- ✓ Composition: Who makes up the committee? How are they chosen? How many are there and what constitutes quorum? Can proxies be used?
- ✓ Chair: Who chairs the committee? How are they chosen (elected/appointed)?
- ✓ Members: Has every constituency group that needs to be, included?
- ✓ Meetings: How often? Is the committee subject to the Brown Act? Who ensures compliance? How are meetings conducted? How is consensus reached and does this meet the standards set in the Participatory Governance Handbook? How is dissension handled?

These are just rough guidelines. There may be other issues that the creators of the COA may want to address in the operating agreement, but since we are just beginning and everything has to come through the academic senate, please try to keep it simple. Thanks!

APPENDIX G: College Workgroups

Commencement Workgroup

Purpose: The Commencement Workgroup organizes the annual commencement event.

Reports to the College President

Chair: TBD (selected by the President)

Members: Faculty, staff, students, and administrators representing instruction, student services, and administrative services

Meeting: As needed with emphasis in the spring semester

Disabled Students Programs and Services Workgroup

Purpose: The Disabled Students Programs and Services Workgroup serves to review and make recommendations to the programs.

Reports to the Dean of Student Services, A&R, Counseling, Categorical Programs, & Student

Conduct Chair: DSPS Coordinator

Members: Categorical program faculty and community members Meeting: As needed, at least annually

Honors Program Workgroup

Purpose: The Honors Program Workgroup develops criteria by which student eligibility is determined, handles any problems or decisions of continuing student eligibility, chooses field trips, selects Honors seminar titles and instructors, and recruits new students. The committee meets in October and March to review marketing materials, develop a program application, discuss scheduling and recruit potential instructors for the honors courses. The committee also decides who will review the applications submitted for admission and ultimately make the decisions on who will be admitted to the program.

Reports to the Vice President of Learning and Student Success

Chair: Selected by the participating members

Members: Deans of Instruction and faculty interested in the honors program

Meeting: At least once per semester

Library Liaison Workgroup

Purpose: The Library Liaison Workgroup is a consultative body of faculty, staff, and students who work with the Madera Community College librarian and library staff in the support and development of the library collections and services.

Reports to the Dean of Instruction, Career Technical Education

Chair: Librarians

Members: Faculty, staff, and students representing instruction and student services

Meeting: Once per semester

Scholarship Workgroup

Purpose: To review scholarship applications and select student award winners, and to organize the scholarship event.

Reports to the Vice President of Administrative Services

Chair: Director of Financial Aid or designee

Members: Faculty, staff, and administrators representing instruction and student services

Meeting: At least once per semester

Tutorial Workgroup

Purpose: The Tutorial Workgroup is a consultative body of faculty, staff, and students who work with the Madera Community College Tutoring Center staff to support and provide these services.

Reports to the Dean of Instruction, Student Services, Outreach, Student Success, & Student Activities Chair: Tutorial Center Coordinator

Members: Faculty and staff representing instruction and student services

Meeting: Once per year, or as needed

APPENDIX H: Administrative Councils and Groups

Administrative councils' membership is determined by the position held within the College.

President's Council

The President and Vice Presidents meet weekly to prepare Board actions, discuss issues of college-wide impact, and coordinate activities from various areas of responsibility.

President's Advisory Council

The President meets bi-monthly with the College Vice Presidents, Deans, Director, and Researcher to review Board actions, discuss college-wide issues, review comments, concerns, and endorsements regarding recommendations by the College Committees, as well as to coordinate the general management and oversight of the College on a wide range of topics.

Deans/Director

The Vice President of Learning and Student Success, and Deans meet weekly to discuss operational issues and share news from various areas of responsibility.

Department Chairs

The Vice President of Learning and Student Success and Department Chairs meet bi-monthly to provide recommendations on new staffing needs, operational issues, and budget allocations affecting the instructional and student services programs.

Student Services

The Vice President of Student Services meets monthly with deans, directors, managers, and/or representatives from each of the Student Services areas to discuss operational issues and share news regarding student services programs.

APPENDIX I: District Committees and Workgroups

Chancellor's Cabinet

Purpose: Solve administrative problems of districtwide concern that are not solved elsewhere in the organization; share administrative information of districtwide interest/concern; Coordinate/guide districtwide planning and budgeting for districtwide attention and input; clarify and/or define districtwide operational policies and procedures and make recommendations to the Chancellor as appropriate; define standards of fairness and equity among the colleges/district office regarding resource allocations; make management decisions or recommendations to the Chancellor regarding personnel, litigation or collective bargaining matters; clarify or interpret, from a management perspective, union contracts for districtwide consistency in implementation

Chair: Chancellor

Members: Chancellor, College Presidents, District Administrators

Meets: Every Monday at 2:00 p.m.

Communications Council

Purpose: The Communications Council was formed to provide a venue for college/district constituency groups to participate in local decision-making. The Communications Council reviews the Board agenda and discusses items on the agenda as well as other topics regarding participatory governance.

Chair: Chancellor

Members: District Administrators, College Presidents, Academic Senate Presidents, Classified Senate Presidents, Associated Student Government Presidents, Student Trustees

Meets: Tuesdays prior to Board of Trustees meetings at 9:00 a.m.

District Budget and Resource Allocation Advisory Committee (DBRAAC)

Purpose: The DBRAAC is the district's highest-level financial resource planning body. Its purpose is to recommend an allocation plan for the distribution of district resources and to provide input into financial matters of the district. This includes, but is not limited to, cost savings strategies, revenue generation strategies, and resource allocation modifications.

Chair: Vice Chancellor of Finance and Administration

Members: Two Academic Senate Representatives from each college, One AFT Representative, Three CSEA Representatives, Three ASG Representatives, One administrator from each college, Vice Chancellor of Finance and Administration, and the Director of Finance

District Strategic Planning Committee (DSPC)

Purpose: The DSPC is the district's planning body. Its purpose is to recommend district goals and objectives that align with the districts' Strategic Plan; to recommend guidelines and

measurements by which to monitor progress towards the completion of these goals and objectives; to coordinate planning between the district and colleges/centers; to ensure that the colleges'/centers' strategic plans align with the district's Strategic Plan.

Chair: Vice Chancellor of Educational Services & Institutional Effectiveness

Members: Academic Senate Representative from each college, AFT Representative, Two CSEA, TWO Classified Senate Representatives, One administrator from each college, District Administrator

Meets: Second Fridays at 3:30 p.m.

Educational Coordination and Planning Committee (ECPC)

Purpose: Review and recommend to the Board of Trustees new and revised curriculum proposals, including courses, programs and degrees. The Committee will also be in charge of district wide common catalog language.

Chair: Vice Chancellor of Educational Services & Institutional Effectiveness

Members: Vice Chancellor of Educational Services & Institutional Effectiveness, President of each college, Vice President of Instruction from each college, Academic Senate President from each college, Curriculum Chair from each college, Curriculum Analyst from each college, Articulation Officers from each college (non-voting), Vice President of Student Services from each college (non-voting)

Meets: Third Friday of each month at 8:30 a.m.

Equal Employment Opportunity Advisory Committee (EEO)

Purpose: To assist in developing and implementing the district's Equal Opportunity Plan. The committee may also assist in promoting understanding and support of equal employment opportunity and nondiscrimination policies and procedures. The committee may sponsor events, trainings, or other activities that promote equal employment opportunity, nondiscrimination, retention, or diversity.

Chair: Elected by committee

Members: Vice Chancellor of Finance and Administration or designee, Vice Chancellor of Educational Services and Institutional Effectiveness or designee, Vice Chancellor of Human Resources, Director of Classified Personnel, Director of Human Resources, One Administrator from each college and the Madera and Oakhurst Centers, One Academic Senate representative from each college and the Madera and Oakhurst Centers, One Classified representative from each college and the Madera and Oakhurst Centers, SCFT president or designee.

Meets: Two meetings per year with additional meetings if needed

District Facilities and Safety Committee

Purpose: In accordance with Board Policy 2510, the Districtwide Facilities & Safety Committee will operate on a collaborative and communicative level to assist in meeting the mission, vision,

and values of the college/centers and the district through safe and effective facilities that support excellence in education.

Chair: Vice Chancellor of Operations and Information Systems

Members: Vice Chancellor of Operations & Information Systems, Two Academic Senate Representatives from each college, One Classified Senate Representative from each college, Three CSEA representatives, Vice President of Administrative Services from each college, Chief of Police, Director of Environmental Health & Safety, Chancellor (non-voting), Vice Chancellor of Finance & Administration (non-voting) Meets: Second Thursdays at 9:00 a.m.

International Education Committee

Purpose: In progress from the district office

Chair: Coordinator of International Education

Members: TBD

Meets: TBD

Matriculation Workgroup

Purpose: The District wide Matriculation work group is composed of faculty, staff, and administrators, whose common goal is to develop and implement practices that will enhance the student's matriculation process at State Center Community College District (SCCCD) campuses and centers. A key goal of the workgroup is to review resources allocated to the district wide matriculation process and develop a plan for the effective distribution of resources in accordance with district outreach efforts. The workgroup will review enrollment trends in the District and develop a comprehensive set of processes for the efficient matriculation of students into SCCCDCampuses and centers. The work group will solicit and review input from local high schools and community constituency groups to ensure broad dialogue regarding the matriculation process at SCCCDCampuses and centers, while emphasizing student success and educational goal completion through the quality of services delivered.

Chair: District Dean of Admissions and Records

Members: Assistant to the Chancellor, Dean of Students or designee from each college, Dean of Student Services responsible for Outreach or similar position from each college, Matriculation Coordinator from each college, Counselor from each college

Meets: Second Tuesday of each month

Student Access Workgroup

Purpose: The Districtwide Student Access Workgroup will operate on a strategic level focusing on districtwide topics and activities related to student access. This workgroup will provide guidance for districtwide access strategies; however, it is not intended to influence the schedule development process, program and course offerings, and student success initiatives. Those matters are in the hands of local committees and process at each college.

Chair: District Dean of Admissions and Records, Vice President of Instruction & Student Services, MCC Members: One Dean of Instruction from each college, Dean/Director of Outreach from each college, Enrollment Management lead from each college, Vice President of Student Services from each college, One faculty member from each college, One student from each college

Meets: First Wednesday of each month