



Administrative Policy

Category: Administration

Policy Number: 1001

Title: Internal Governance and Committees

The Governing Board supports the organization of an internal governance structure and appropriate standing committees.

Procedure 1001.1

Senate Purpose

1. The Senate shall consider, evaluate, and recommend district policies and their implementation as contained herein. These policies shall focus on district administrative practices as they relate to administration, fiscal management, instruction, and student services.
2. The Senate shall consider, evaluate, and recommend policies and procedures as outlined in Administrative Policy 1000 Policies and Procedures.

Procedure 1001.2

Senate Responsibilities

The responsibilities of the Senate include, but are not limited to:

1. Keeping the college community informed of its actions.
2. Reviewing policies as outlined under Senate Purpose and making recommendations to the president.
3. Receiving reports of the activities of all college standing committees and making recommendations to the president as appropriate.
4. Providing a forum for the consideration of matters of mutual interest to members of the entire college community.
5. Reviewing matters brought to the Senate by the president and advising the president of matters of major importance concerning the well-being of the college.

Procedure 1001.3

Senate Membership

The Senate shall include representatives from the faculty, the administration, administrative support, classified staff, and students. Representatives shall be distributed as follows:

- a. One administrator as designated by the college president
- b. Two administrative support



- c. Four full-time academic transfer faculty
- d. Four full-time career and technical education faculty
- f. One associate academic transfer faculty
- g. One associate occupational faculty
- h. Two classified staff
- i. Two students – Student Government Association presidents or designees
- j. Dean for extended learning or designee
- k. Past chair – non-voting consultant member of the Senate (attending member)

Representation is open to all employees throughout the district who have completed one full academic year of employment.

Student representatives must be in good academic standing.

Senate members shall take office at the first meeting of the fall semester and shall remain in office for a period of two years. Members may be reelected for subsequent two year terms.

Procedure 1001.4 Election Procedures

1. Senate members for all vacancies shall be elected by the membership of each group. Elections should be completed by March.
2. The Senate chair, chair elect or designee shall generate a portal announcement in February requesting responses from those interested in serving on the Senate and a deadline for submission. The names of those expressing interest shall be placed on a ballot for the appropriate employee group. Completed ballots shall be collected and tabulated by the Senate chair and chair elect. At the March meeting, the Senate shall receive a report of election results. New members shall be contacted and in April a portal announcement shall notify the college community of the Senate membership.
3. In the event of a vacancy on the Senate or one of its standing committees, the Senate chair and chair elect, shall take appropriate action to fill the vacancy which shall appear on the agenda of the next regular meeting for approval.
4. Senators may be removed from office by submission to the Senate of a petition containing signatures of at least fifty-one percent of the senators' constituency. Such removal shall create a vacancy as described above, effective upon action of the Senate.
5. All employees are qualified to vote for Senate members in their respective areas.

**Procedure 1001.5
Officers of the Senate**

1. Chair: The chair shall preside at the Senate's meetings, set dates for regular meetings, and appoint ad hoc committees when authorized by the Senate. The chair shall perform other duties as the Senate may assign and shall preside for a term of one year. The chair of the Senate shall communicate with other appropriate college groups, committees/individuals regarding the outcome of Senate actions.
2. Chair elect: At the last meeting of the academic year, the Senate shall elect a chair elect from the newly elected or reelected Senate members. The chair elect shall supervise the preparation of information, consent and action items for the agenda and notice of each meeting, the recording of proceedings, and the preparation of provisional and approved minutes. The chair elect shall ensure recommendations and requests from the Senate and college community are forwarded to the appropriate committee/individual. The chair elect shall perform these duties in consultation with the Senate chair and the vice president for instruction/provost. The chair elect shall ascend to the position of chair after serving for one year. The chair elect shall preside in the absence of the chair.
3. Past chair: Shall attend meetings as a non-voting consultant member.
4. Executive secretary: Shall be responsible for the preparation of minutes and portal Senate community postings.

**Procedure 1001.6
Meetings**

1. The Senate shall establish regular monthly meetings each academic year. A notice of the regular meeting shall be sent to all Senate members at least seven days prior to the regular meeting and shall contain an agenda and supporting materials. The agenda shall appear on the portal for the college community to review. Special meetings may be called at the discretion of the chair or upon written request of four members of the Senate.
2. The Senate and its standing committees shall establish rules of procedure in accordance with *Robert's Rules of Order, Revised*.
3. A quorum must be established to transact business although discussion may occur when less than a quorum is present.
4. The Senate or a committee shall decide questions by a majority vote of the quorum of those in attendance.
5. If a senator or committee member is unable to attend a meeting, the member shall notify the chair.
6. Any organization or employee of the college may submit a proposal or an item to the Senate for consideration. Proponents and opponents of submitted items may present arguments for their respective positions.

**Procedure 1001.7
Standing Committees**

To ensure the effective governance of the college, the Senate shall delegate authority to various standing committees to consider designated issues as directed by the college president or by the Senate, and to evaluate, and recommend specific policy and/or procedural changes for the senators' consideration and approval.

Committee Membership:

1. Committee members must be employees of the college and must have completed one full academic year of employment prior to appointment. Exceptions to the one year requirement are administration representatives. Student representatives may be appointed to committees for a one-year term.
2. At the April meeting, the Senate shall designate a chair or co-chair for each committee as appropriate. Both incoming and outgoing chairs and co-chairs shall attend the last meeting of the academic year for those committees.
3. Committee membership for the upcoming academic year shall be determined during the summer semester by a combined meeting of the college president and/or designee(s) and the incoming and outgoing Senate chair. A portal announcement shall be sent to all full-time faculty and staff soliciting interest to serve on committees. This information shall be considered when committee assignments are established. The college president and/or designee(s) and the outgoing and incoming chairs of the Senate may add at-large members to the Senate committees as appropriate.
4. Committee meetings shall be scheduled to facilitate full attendance. Meetings of standing committees shall occur monthly during the academic year. Meeting schedules shall be determined by the vice president for instruction/provost in consultation with the Senate chair. If a meeting is cancelled or rescheduled it shall be posted on the portal.

Reports to the Senate:

Committee chair reports shall be included on each Senate agenda. This report should include committee accomplishments and ongoing initiatives to be addressed.

**Procedure 1001.8
Standing Committees
Composition, Responsibilities**

Academic Standards Committee

1. Composition:
 - a. Senate member serves as co-chair
 - b. Vice president for instruction/provost or designee serves as co-chair

- c. Five faculty to include a minimum of two full-time academic transfer and two full-time career and technical education faculty
- d. Library representative
- e. Registrar
- f. Student Development Center representative
- g. Two students
- h. Dean of extended learning or designee

2. Responsibilities:

- a. Consider, evaluate, and recommend policies related to academic and student standards, specifically Administrative Policies in the 3000 and 4000 series.
- b. Consider, evaluate and make recommendations regarding grade appeals.

Employee Relations Committee

1. Composition:

- a. Senate member serves as chair
- b. Vice president for human resources serves as facilitator
- c. Two full time academic transfer faculty members
- d. Two full-time career and technical education faculty members
- e. One administrative support employee
- f. President of the Classified Association or designee, and one classified employee
- g. One associate faculty member
- h. Dean of extended learning or designee

2. Responsibilities:

- a. Coordinate personnel policy and procedures communications and deliberations with the administration and the Senate
- b. Review and evaluate policy and procedure proposals relating to personnel and employee relations
- c. Oversee issues related to employee relations and make recommendations to appropriate bodies concerning new or revised policy and /procedures

- d. Evaluate and recommend for approval or disapproval professional growth applications.
- e. Consults and assists the Senate and the president on matters relating to policies and procedures for sabbatical leave, evaluate applications for sabbatical leave