

DISTRICT GOVERNANCE COUNCIL

Tuesday, April 21, 2009

1:00 p.m.

Board Room, District Office

AGENDA

1. Call to order
2. Review of the April 21, 2009 agenda
3. Correction and approval of February 17, 2009 and March 17, 2009 minutes
4. Chancellor's Report
 - Review of April 29, 2009 Governing Board Agenda
 - Chancellor's report
5. College Alert System – Information {*Teddy Terstegge*}
6. DGC Bylaws (Review) – 1st Read
7. DGC Evaluation (Review) – 1st Read
8. Tentative DGC Calendar for 2009-10 (Review) – 1st Read
9. Budget Update – Information/Discussion {*Kindred Murillo*}
10. Charge of District Sustainability Committee – Discussion {*Glenn Appell*}
11. Administrative Procedure 1001.01, Process to Introduce New or Revise Governing Board Policies (Revised) – 2nd Read {*Helen Benjamin*}
12. Administrative Procedure 1900.03, Administrative, Business, Curriculum and Instruction, Human Resources, Payroll and Students Services Procedures (Revised) – 2nd Read {*Helen Benjamin*}
13. District-wide Mission Statement (Revised) – 1st Read {*Deborah Blue*}
14. Reports from constituent groups
15. DGC Steering Committee Report
16. Adjournment

****DGC will reconvene at 2:30pm for an expanded meeting to work on the 2009 District Strategic Plan**

**DISTRICT GOVERNANCE COUNCIL
BYLAWS**

I. PURPOSE

- A. To provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of Districtwide concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation.
- B. To influence Districtwide policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or Governing Board in accordance with operational procedures.
- C. To regularly evaluate the District's governance and decision-making structures and processes in order to assure their integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement.
- D. To serve as the District Budget Committee.

II. SCOPE

- A. Collective Bargaining issues will be excluded.
- B. The Academic Senate, Classified Senate, management and/or student representatives may, at their discretion, utilize Title 5 regulations and submit their recommendations directly to the administration of the Contra Costa Community College District and/or the Governing Board, rather than follow the District Governance Process.
- C. The DGC may:
 - 1. Recommend a process for determining fiscal and personnel allocations and procedures.
 - 2. Participate in developing and promoting Districtwide goals, priorities, and long-term planning.
 - 3. Participate in making recommendations regarding proposed program development for which there are Districtwide fiscal implications.
 - 4. Review and make recommendations regarding Board Policies, Administrative Procedures, and all other formal Districtwide procedures.
 - 5. Discuss any topic in which equity or uniformity among the locations/Colleges is an issue.

6. Discuss any other Districtwide matters as deemed appropriate by the group except as excluded by defined scope.
7. The DGC may not delegate its responsibility of making final recommendations, arrived at through consensus, to any other group or subcommittee.

III. REPRESENTATION AND MEMBERSHIP

A. MEMBERSHIP

1. The District Governance Council (DGC) shall have thirty three (33) members.
2. The following four constituencies will be represented by eight persons each:
 - Faculty
 - Classified Staff
 - Managers/Supervisors
 - Students
3. Additionally, the San Ramon Campus (SRC) will have one representative.

B. SELECTION OF DGC MEMBERS

1. Representatives will be selected by their constituencies according to their own procedures.
2. Contra Costa College, Diablo Valley College, Los Medanos College, and the District Office will be represented.
3. The representative from the SRC may be any one of the four constituencies and is to be selected by the four constituencies at the SRC.

C. LENGTH OF TERMS: MEMBERS, STEERING COMMITTEE, AND CHAIRPERSON

1. New DGC members of the four groups will be selected by the month of June and announced every year by each group at the July meeting of DGC.
 - Membership is valid for at least one year.
 - Designees are allowed.
 - To preserve stability of the DGC membership, at least four (4) members of a constituent group should serve a minimum of two years continuously.
 - Members are expected to attend meetings on a regular basis. Constituencies will be requested to replace members who are absent for three (3) consecutive meetings or in excess of four (4) meetings per calendar year. Interim replacement of members on

approved leave will be permitted by written notification to the DGC Chair.

2. The DGC Chair position, selected during the month of June by the appropriate constituency group, rotates among the four groups of faculty, classified staff, management, and students. The order of rotation has been determined by lottery. Classified staff (92-93), management, faculty, students, and so on. Due to the time and energy involved, students have the option to decline serving as DGC chair. If students exercise this option, the District will provide appropriate support and training.
3. The Steering Committee consisting of one representative member from each group will plan the agenda. Steering Committee Members are selected by the constituent groups. The DGC Chair also chairs the Steering Committee. The members of the Steering Committee are the speakers for their groups. (The Speaker of a constituent group is chosen as its representative to present the majority view of the constituent group at the DGC meetings. The Speaker's vote is the one counted for consensus purposes of the DGC. In the Speaker's absence, an alternate speaker may be designated as determined by the constituent group. The alternate must be a member of the DGC.)

IV. RELATIONSHIP OF THE DGC TO COLLEGES AND THE DISTRICT OFFICE

- A. Representatives of constituent groups are responsible for informing their constituencies.
- B. The DGC will in no way impose or restrict college/location governance models.
- C. It is expected that constituency groups' representatives will bring accurate feedback from their constituencies to the District Governance Council.

V. COMMITTEE OPERATION

A. AGENDA AND MINUTES, GENERAL OPERATION

1. The DGC Chair will coordinate the development of the initial agenda and prepare the minutes of the previous meeting. All members of DGC and any constituent member with relevant District business can provide agenda topics to the DGC Chair within the guidelines of the DGC Calendar. The agenda will be adopted or amended by consensus of the DGC immediately after the meeting has been called to order by the chairperson. Agendas, minutes, and backup materials will be prepared and distributed at least one week prior to the DGC meeting by the DGC Chair in cooperation with the rest of the Steering Committee.

2. The DGC Chairperson will be responsible for the minutes. Minutes will be adopted or amended by consensus and, once approved, will become official records. The DGC Chair will provide a copy of the official agendas with attachments, minutes, and formal correspondence pertaining to DGC business to the Chancellor's Office to be kept as archival record.
3. To the extent possible and as appropriate, each constituency group shall be available to DGC as a resource.
4. REGULAR AGENDA ITEMS:
 - Approval of the DGC agenda.
 - Approval of minutes.
 - Presentation and discussion of the agenda items for the next Governing Board meeting.
5. Any member of the DGC can contact the Speaker of his/her constituent group before the meeting day of the Steering Committee to request that a particular item be included on the preliminary agenda.
6. All meetings are open.

B. MEETING FREQUENCY

1. The DGC will meet on Tuesday within two weeks prior to the Governing Board meeting, from 1 p.m. to 4 p.m. at the District Office. Additional meetings and/or extensions of the meetings will require consensus.
2. The Steering Committee will meet as needed.
3. The DGC Chair will prepare and present at the April meeting (1st reading) and May meeting (2nd reading) a draft DGC Calendar for the following fiscal year.

C. QUORUM AND CONSENSUS (Board Report No. 39-A, Approved 11/17/04)

1. Consensus means agreement by a quorum of constituent groups. The presence of a Speaker or alternate of at least three constituent groups at a regularly scheduled meeting constitutes a quorum. Consensus is determined in accordance with a), b), and c):
 - a) Agreement within the constituent groups is arrived at by the individual groups according to their own procedures.
 - b) During the process of reaching consensus at the DGC on a particular issue the Speaker (or designee) presents the majority view of his/her constituent group.
 - c) Consensus within the DGC on a proposed issue will have been established if no constituent group objects to the motion through its Speaker.
2. When the DGC cannot reach consensus on an issue six months after its first reading, then a vote will be taken using the "majority rule" standard and the vote forwarded will contain the majority and minority positions.

Majority rule will mean: three of four speakers when four speakers are present; two of three speakers when three speakers are present. When there is a split vote (two votes for and two votes against), the motion is not carried and is returned to the DGC agenda for further discussion until a majority decision or consensus is achieved.

3. On the basis of consensus, the DGC will develop recommendations and forward them in writing within five working days from the decision to the Chancellor for review and response. If the chancellor does not agree with the recommendation of the Council, s/he will meet with the Steering Committee. If the issue cannot be resolved s/he will communicate the reasons for his/her disagreement in writing in a timely fashion, to be available for the subsequent meeting of the DGC. After further consultation with the Chancellor, and if s/he decides not to forward the recommendation of the DGC to the Board, the DGC may decide to do so and may charge its Steering Committee and/or its chairperson to communicate its recommendation to the members of the Governing Board directly.

D. COMMITTEES

1. All (sub)- committees and taskforces with the charge of developing and forwarding recommended Board policies and procedures of Districtwide impact to the Chancellor or the Board are constituted by members of DGC, with the exception of policies/procedures of an academic and professional matter as noted in Administrative Procedure 1009.01. All recommendations developed by said (sub) – committees and taskforces will be forwarded first to DGC proper, and DGC will determine which recommendations, if any, are to be forwarded to the Chancellor or the Board. Policies and procedures will be developed by DGC members with the following considerations:
 - a) The DGC reviews or determines the purpose or charge of the committee and its composition in terms of numbers of members from the constituent groups. The DGC decides further which constituent group should convene an initial committee or taskforce meeting.
 - b) The constituent groups use their own processes in selecting the membership of the sub-committees.
 - c) Once a committee has been constituted, the DGC will make changes only in close consultation with that committee.
 - d) Committees and taskforces report their recommendations/findings back to DGC.
 - e) It will be the responsibility of each constituency group and the DGC to keep each other informed on issues that may be of mutual concern.

- f) The provisions under D-1 do not preclude the functions of advisory committees.
- 2. DGC sub-committees will be created as needed. All four constituencies will have the opportunity to be fairly represented on each subcommittee, consistent with the nature of the issue under discussion.
 - a) Representation on each sub-committee will be determined by the DGC.
 - b) Outside experts may be invited to participate on a sub-committee.
 - c) Sub-committee issues will be consistent with the scope of the DGC.

VI. STANDING SUBCOMMITTEES

The following subcommittees are in existence:

- A. Staff Development and Flex Planning.
- B. Research and Planning
- C. International Education
- D. Equal Opportunity and Diversity Committee

VII. ARCHIVES

An archive for the DGC will be established and maintained at the District Office and will contain all agendas, minutes, and formal correspondence pertaining to DGC business.

VIII. BYLAW CHANGE PROCESS

A. ANNUAL REVIEW

The annual review process of the DGC Bylaws for additional amendments will begin with discussions by the DGC in March. The first reading of amendments will take place in April. Action on the DGC Bylaw changes will occur in May, and final amendments will be recommended to the Governing Board for approval at the June Board meeting.

B. AMENDMENTS/WAIVER

If the case should arise that the DGC Bylaws must be amended out of cycle, or a waiver be granted, the DGC must reach consensus regarding the recommended change or waiver. Resulting amendments will be recommended to the Governing Board for approval.

Ratified August 24, 1993

Amended 11/2/93; 1/11/94; 4/22/97; 5/18/99; 6/29/05; 7/26/06; 8/26/08

APPENDIX

TITLE 5 DEFINITION OF ACADEMIC AND PROFESSIONAL MATTERS

- 53200(c) (1) Curriculum, including establishing prerequisites and placing courses with disciplines.
- 53200(c) (2) Degree and certificate requirements
- 53200(c) (3) Grading policies
- 53200(c) (4) Educational program development
- 53200(c) (5) Standards or policies regarding student preparation and success
- 53200(c) (6) District and college governance structures, as related to faculty roles
- 53200(c) (7) Faculty roles and involvement in accreditation processes, including self study and annual reports
- 53200(c) (8) Policies for faculty professional development activities
- 53200(c) (9) Processes for program review
- 53200(c) (10) Processes for institutional planning and budget development
- 53200(c) (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

View Summary


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Page: Opinion Survey

1. Do you know what the District Governance Council (DGC) does?

	<i>answered question</i>	201
	<i>skipped question</i>	0
	Response Percent	Response Count
Yes	41.8%	84
No	58.2%	117

2. Do you feel that the DGC is fulfilling its goals?

	<i>answered question</i>	196
	<i>skipped question</i>	5
	Response Percent	Response Count
Yes	22.4%	44
No	13.3%	26
N/A	51.0%	100
 viewComments	23.5%	46

3. Are you knowledgeable about and satisfied with how your constituent representatives to DGC are selected?

	<i>answered question</i>	199
	<i>skipped question</i>	2

3. Are you knowledgeable about and satisfied with how your constituent representatives to DGC are selected?

	Response Percent	Response Count
Yes	26.6%	53
No	32.2%	64
N/A	34.7%	69
 viewComments	14.1%	28

4. Do your DGC representatives request input from your constituent group on DGC agenda items?

	<i>answered question</i>	193
	<i>skipped question</i>	8
	Response Percent	Response Count
Yes	27.5%	53
No	33.7%	65
N/A	30.1%	58
 viewComments	16.6%	32

5. Are you satisfied with the way your DGC representatives advocate on your behalf?

	<i>answered question</i>	194
	<i>skipped question</i>	7
	Response	Response

5. Are you satisfied with the way your DGC representatives advocate on your behalf?

	Percent	Count
Yes	24.7%	48
No	18.6%	36
N/A	47.4%	92
 viewComments	13.4%	26


6. Do you understand the delineation of responsibilities between the district and the colleges?

	<i>answered question</i>	197
	<i>skipped question</i>	4
	Response Percent	Response Count
Yes	39.1%	77
No	50.8%	100
N/A	6.6%	13
 viewComments	11.7%	23

7. Are the colleges well-informed about district and Board issues that have an impact on the colleges' operations, educational quality, stability, or ability to provide high-quality education?

	<i>answered question</i>	197
	<i>skipped question</i>	4
	Response	Response

7. Are the colleges well-informed about district and Board issues that have an impact on the colleges' operations, educational quality, stability, or ability to provide high-quality education?

	Percent	Count
Yes	31.5%	62
No	43.1%	85
N/A	17.8%	35
 viewComments	17.3%	34

8. Where do you work?

answered question 201

skipped question 0

	Response Percent	Response Count
CCC	24.4%	49
DVC/SRC	42.8%	86
LMC	21.9%	44
DO	10.9%	22

9. What constituency do you belong to?

answered question 201

skipped question 0

Response Response

9. What constituency do you belong to?

	Percent	Count
Classified	39.8%	80
Faculty	42.3%	85
Management	17.9%	36
Students	0.0%	0

District Governance Council Deadlines and Meeting Dates 2009 – 2010

Agenda items due to chairperson (????)	DGC Steering Cmte. review of agenda / minutes from prior meeting	Agenda and draft of minutes from prior meeting sent to DGC. Agenda publicly posted.	DGC Meeting Date	Governing Board Meeting Date
July 7, 2009	July 8, 2009	July 14, 2009	July 21, 2009	July 29, 2009
August 11, 2009	August 12, 2009	August 18, 2009	August 25, 2009	August 26, 2009
September 1, 2009	September 2, 2009	September 8, 2009	September 15, 2009	September 23, 2009
September 29, 2009	September 30, 2009	October 6, 2009	October 13, 2009	October 21, 2009
October 27, 2009	October 28, 2009	November 3, 2009	November 10, 2009	November 18, 2009
November 17, 2009	November 18, 2009	November 24, 2009	December 1, 2009	December 9, 2009
January 12, 2010	January 13, 2010	January 19, 2010	January 26, 2010	January 27, 2010
February 2, 2010	February 3, 2010	February 9, 2010	February 16, 2010	February 24, 2010
March 2, 2010	March 3, 2010	March 9, 2010	March 16, 2010	March 24, 2010
March 30, 2010	March 31, 2010	April 13, 2010	April 20, 2010	April 28, 2010
May 4, 2010	May 5, 2010	May 11, 2010	May 18, 2010	May 26, 2010
June 1, 2010	June 2, 2010	June 8, 2010	June 15, 2010	June 23, 2010

PROCESS TO INTRODUCE NEW OR REVISE EXISTING GOVERNING BOARD POLICIES

1. Policies of the Governing Board may be adopted or revised at any regular meeting of the Governing Board by a majority vote of the members of the Governing Board.
2. Persons may recommend to the Chancellor new Governing Board policies or revisions to existing Governing Board policies by contacting the Chancellor, Vice Chancellors, **Associate Vice Chancellors**, College Presidents or other persons with similar knowledge of the proposed subject matter.
3. New Governing Board policies or revisions to existing Governing Board policies may be recommended to the Chancellor by any educational or classified employee, any organization representing employees of the District, District committees, or management personnel.
4.
 - (a) Proposed new or revised Governing Board policies not addressing academic and professional matters will be presented to the District Governance Council, United Faculty, **and Local One, and Management Council Executive Board** for review and comment. The review and comment period shall be twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.
 - (b) Proposed new or revised Governing Board policies addressing academic and professional matters will be reviewed and considered for adoption pursuant to the process set forth in Administrative Procedure 1009.01.
5. After the Chancellor receives input from the District Governance Council, **and both employee unions, and Management Council Executive Board** regarding policies referred to in section 4(a), the Chancellor will finalize the policy and forward the policy to Cabinet for approval. The Cabinet shall have twenty (20) workdays to approve or reject the proposed new or revised policy.
6. Upon Cabinet approval, the proposed new or revised policy shall be presented to the Governing Board first as an information item (first reading) and then not less than one regular Board meeting later as a nonconsent item (second reading).
7. Upon Governing Board approval, the policy shall be printed and distributed as required, with a title, approval date and policy number.

ADMINISTRATIVE, BUSINESS, CURRICULUM AND INSTRUCTION, HUMAN RESOURCES, PAYROLL, AND STUDENT SERVICES PROCEDURES

1. An administrative, business, curriculum and instruction, human resources, payroll, or student services procedure may be recommended to the Chancellor by any member of the staff, any organization representing employees of the District, District committees, or management personnel.

Procedures which address academic and professional matters shall be considered and acted upon in accordance with Administrative Procedure 1009.01.

2. Administrative, business, curriculum and instruction, human resources, payroll, or student services procedures establish the manner of proceeding to carry out Governing Board policies, the laws of the State of California applicable to the operation of the District, or collective agreements with employee bargaining units. Procedures further serve as working tools and direction for the management of the District in areas not covered by Governing Board policy, statute or collective agreements. Procedures set forth a systematic series of actions directed to a particular end, or they interpret laws, policies or collective agreements for District management.
3. Recommendations to introduce new or modify/rescind existing administrative, business, curriculum and instruction, human resources, payroll, and student services procedures within an area of shared governance shall be forwarded for review and/or recommendation of the District Governance Council (which includes representatives of the Academic Senate, Classified Senate, management and students), United Faculty, and Public Employees Union, Local One, and **Management Council Executive Board** and approval of the Cabinet and Chancellor.
 - a. Each of the groups referred to in this section shall have for the review and/or recommendation period twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit their input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.
4. After the Chancellor takes into consideration comments from the groups identified in Section 3, the Chancellor will finalize the procedure and forward the procedure to Cabinet for approval.
 - a. Upon Cabinet approval, the procedure shall be printed and distributed as required, with a title, approval date and procedure number.

Contra Costa Community College District Mission Statement

MISSION

The mission of the Contra Costa Community College District is to transform and enhance the lives of our students and our communities through accessible, innovative, and outstanding learning opportunities and support services.

Our **Mission** reflects our commitment to student learning and success:

- **Transfer Education:** Preparing students for transfer to 4-year institutions and careers in a global marketplace;
- **Career and Technical Education:** Providing relevant and timely training for students who want to develop or refine skills for the workplace;
- **Lifelong Learning:** Offering a variety of courses and experiences that support learning throughout a lifetime;
- **ESL Education:** Providing quality language programs for non-English speaking students; and
- **Basic Skills:** Preparing students for success in developmental math, reading and writing.

D/Strategic Planning/CCCCD 2009 Mission Statement.doc

Board Approved 2/24/93
Revised 4/2/09
Cabinet 4/2/09
DGC 4/21/09
Board 1st Read 04/29/09