



## **DISTRICT GOVERNANCE COUNCIL (DGC) 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 Contra Costa Community College District's (4CD) 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 4CD Budget Committee.
- E. When expanded with other participants, provide input on Districtwide issues, including strategic planning and other topics.

### **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 leadership team of 4CD and/or the Governing Board, rather than follow 4CD's Governance Process, (Board Policy 1009, Institutional Leadership, Governance, and Decision-Making).
- C. The DGC may:
  - 1. recommend a process for determining fiscal and human resources 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; and
8. request and receive reports from Districtwide standing committees.

### **III. REPRESENTATION AND MEMBERSHIP**

#### **A. MEMBERSHIP**

1. The DGC shall have 32 members.
2. The four constituencies listed below will be represented by eight persons each.
  - Faculty
  - Classified Professionals
  - Managers/Supervisors
  - Students
3. Any state-approved Center will have one representative from amongst the 32 total members.

#### **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 state-approved Centers shall be selected from any one of the four constituencies at the state-approved Center and is to be selected by the four constituencies of the college to which it is an extension.

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

1. New DGC members from the four groups will be selected and announced during the month of May, and they will begin their term of office July 1.
  - Membership is valid for at least one year.
  - Up to two designees are allowed.
  - To preserve stability of the DGC membership, at least four

- 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 consecutive meetings or more than four meetings per calendar year. Interim replacement of members on approved leave will be permitted by written notification to the DGC Chair.
  - Annually, in September, the Chancellor or designee shall conduct an orientation for new DGC members on participatory governance and its application in 4CD.
2. The DGC Chair position, selected and announced during the month of May by the appropriate constituency group, rotates among the four groups of faculty, classified professionals, management, and students. The order of rotation was determined by lottery: classified professionals (beginning 1992- 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, 4CD will provide appropriate support and training. The term of office for the DGC Chair begins July 1.
  3. The DGC Steering Committee consists of one representative member from each group, who will plan the agenda. DGC Steering Committee members are selected by the constituent groups during the month of May. The term of office for the speaker begins July 1. The DGC Chair also chairs the DGC Steering Committee. The members of the DGC 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.)
    - Annually, in September, the Chancellor or designee shall meet with the DGC Steering Committee to orient its members to their responsibilities.

#### **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 DGC.

## V. COMMITTEE OPERATION

### A. AGENDA, MINUTES, AND GENERAL OPERATION

1. The DGC Chair will coordinate the development of the initial agenda and present the minutes of the previous meeting. All members of DGC and any constituent member with relevant 4CD 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 DGC Chairperson. The DGC Chair, in cooperation with the DGC Steering Committee, will ensure the agendas, minutes, and back-up materials will be prepared, distributed, and posted to the website 72 hours before the meeting, in accordance with the Brown Act.
2. The DGC Chairperson will be responsible to ensure the minutes are recorded. Minutes will be adopted or amended by consensus and, once approved, will become official records. The DGC Chair will post the approved minutes on the DGC website.
  - a) The Chancellor's Office will provide staff for the note taking of meeting minutes and provide them to the DGC Chair for review.
3. To the extent possible and as appropriate, each constituency group shall be available to DGC as a resource.
4. Regular agenda items follow:
  - 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 their constituent group before the meeting day of the DGC Steering Committee to request that a particular item be included on the preliminary agenda.
6. All meetings are open.
7. The DGC shall, every three years, conduct a Districtwide evaluation to ensure its effectiveness.

### 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.
  - a) The Chancellor's Office will make the necessary meeting room reservations and technology arrangements, in addition to the set-up of member name cards. Further, the Chancellor's Office will maintain the DGC e-mail distribution list.

2. The DGC Steering Committee will meet as needed.
3. The DGC Chair will prepare and present at the April meeting (1<sup>st</sup> reading) and May meeting (2<sup>nd</sup> 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 the three items which follow.
  - 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 their 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 recommendations to introduce new, rescind existing, or make substantive modifications to existing administrative, business, curriculum and instruction, human resources, payroll, and student services procedures within timelines required by Administrative Procedure 1900.03-3.a., a vote will be taken using the "majority rule" standard. 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 DGC, they will meet with the DGC Steering Committee. If the issue cannot be resolved, they will communicate the reasons for their 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 they decide not to forward the recommendation of the DGC to the Governing Board, the DGC may decide to do so and may charge its DGC Steering Committee and/or its chairperson to communicate its recommendation to the members of the Governing Board directly.

## D. COMMITTEES

1. All subcommittees and task forces with the charge of developing and forwarding recommended Board policies and procedures of Districtwide impact to the Chancellor or the Governing 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 subcommittees and task forces will be forwarded first to DGC proper, and DGC will determine which recommendations, if any, are to be forwarded to the Chancellor or the Governing Board. Policies and procedures will be developed by DGC members with the considerations listed below.
  - 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 task force meeting.
  - b) The constituent groups use their own processes in selecting the membership of the subcommittees.
  - c) Once a committee has been constituted, the DGC will make changes only in close consultation with that committee.
  - d) Committees and task forces 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 subcommittees 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 subcommittee will be determined by the DGC.
  - b) Outside experts may be invited to participate on a subcommittee.
  - c) Subcommittee issues will be consistent with the scope of the DGC.

## VI. ARCHIVES

A digital archive for the DGC dating from July 2008 is maintained on the District Office website and contains all agendas, minutes, and formal correspondence pertaining to DGC business.

## VII. 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 August. The first reading of amendments will take place in September. Action on changes to the *DGC Bylaws* changes will occur in October, and final amendments will be recommended to the Governing Board for a first reading in November and final approval in December.

### B. AMENDMENTS/WAIVERS

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.

#### Historical Annotation

- 3/25/92: *DGC Bylaws* presented to the Governing Board (this document was approved on 2/25/92 by faculty, classified professionals, management, and students)
- 8/24/93: *DGC Bylaws* ratified at DGC meeting
- Governing Board Action: 10/27/93; 01/26/94; 10/25/95; 11/17/04; 06/29/05; 07/26/06; 11/19/08; 07/24/13; 7/23/14; 5/22/19; 12/16/24

## 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