

Recommendations on “rely primarily” areas by the Academic Senate Council will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation in these areas is not accepted by the Board of Trustees, the Board of Trustees or the Superintendent/President as the Board of Trustees’ designee shall promptly communicate the reasons in writing to the Academic Senate Council upon request.

Policies of the Board of Trustees may be adopted, revised, updated, or amended at any regular Board of Trustees meeting following a second reading by a majority vote of the Board of Trustees after appropriate consultation with various campus constituencies as provided for under the district guidelines of participatory governance established in Board Policy 2510 and the California Education Code.

Best Practices for Participatory Governance Committees

A clear practice for committee work is necessary so members understand why their work is important to the institution and how their work fits into the district mission and institutional goals and objectives.

Running Effective Meetings: 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 to include what was accomplished, what remains to be done, and what subsequent actions are to be taken by the committee members.

Committee chair roles and responsibilities include:

- Conduct committee orientations annually;
- Prepare and distribute the agenda at least 72 hours before the meeting;
- Report on the status of action items;
- Hold meetings on a regular basis;
- Maintain files of committee minutes and distribute to members of the committee;
- Attend all committee meetings or send a substitute as needed;
- Voting on an action item requires a quorum, which is 50% +1 of the committee membership;
- Maintain committee group page (agendas, minutes, policies, meetings);
- Set annual initiatives, with input from the committee, that correspond to the district mission, educational master plan, and strategic plan;
- Review the purpose statement of the committee;
- Conduct an annual evaluation of the committee;
- Other responsibilities as specified in collective bargaining agreements;
- Attend related district meetings as needed;
- Convene workgroups and bring their decisions to the committee;
- Lead by example (work ethic);