Committee Operating Standards Plan-Draft

Solano Community College
Improve/Promote

- Meeting Effectiveness
- Use of resources
- Transparency
- Professional dialogue
- Unity
- Broad Involvement
- Reduction of misinformation
- Decision making
  - Based on Institutional goals
  - Well informed & thoroughly vetted
Objectives

• Reduce the number of Committees and Committee meetings
  • eliminate confusing replication of work
  • increase institutional efficiency college-wide
  • promote collegiality
  • allow for more reasoned and carefully considered decision making
  • increase effectiveness of decision making college-wide

• Establish Board policy/Administrative procedures
to be followed by all Constituent members/groups
Recommendations

Organizational

• President’s Cabinet comprised of only President and VP’s
• Merge FABPAC & Shared Governance
• Establish Standing Committee to absorb Accreditation, SLO/PLO, PERT & Program Review
• Merge 4 Diversity committees into one
• ASC absorb BSI, Umoja, Learning Communities, Flex-Cal, DE

Procedural

• Standardized templates for agenda items & recommendations to president
• Establish college-wide committee organizational chart
• Establish committee & constituent group operating standards
• Establish planning database
• Annual training for committee chairs (Flex Cal session)
**SGC Recommendation for Governing Board Approval**

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<thead>
<tr>
<th>Proposed by</th>
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<tr>
<td>Date</td>
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<tr>
<td>Recommendation</td>
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<td><strong>Other Supporting Information (If Applicable)</strong></td>
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<td><strong>Attachments (If Applicable)</strong></td>
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<tr>
<td>SGC Outcome</td>
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<td>Date</td>
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**Proposed Administrative Procedures**

**Committee Chair Responsibilities**
- Ensure agenda items specific to committee purpose and timeframe
- Proposals should be tied to long term planning process, clearly thought out (address in template)
- Ensure consistent attendance
- Establish quorum
- Use of teleconferencing/video if needed
- Designate note taker (laptop)
- Establish committee etiquette (e.g. meetings begin and end on time, cell phone use is discouraged, etc.
- Minutes complete and available campus wide (e.g. SCC Web)
- Widely publicize major decisions (e.g. SPDirect)

**Constituent Responsibilities**
- Holding reps accountable
- Aware of agenda items/discussions
Proposed Administrative Procedures Continued

• Planning Database to reflect:
  • Role of chairs, reps, constituents
  • Agendas & Minutes (email 3 business days prior; 1 week after)
  • Committee purpose
  • Committee membership
  • Frequency of meetings (monthly or bi-monthly)
  • Meeting length (1-2 hours)

• Shared Governance make recommendations to President.
Questions:

Other Major College Committees Not Listed

1. e.g. Recognition and Retirement Committee?

2. Others