

# 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

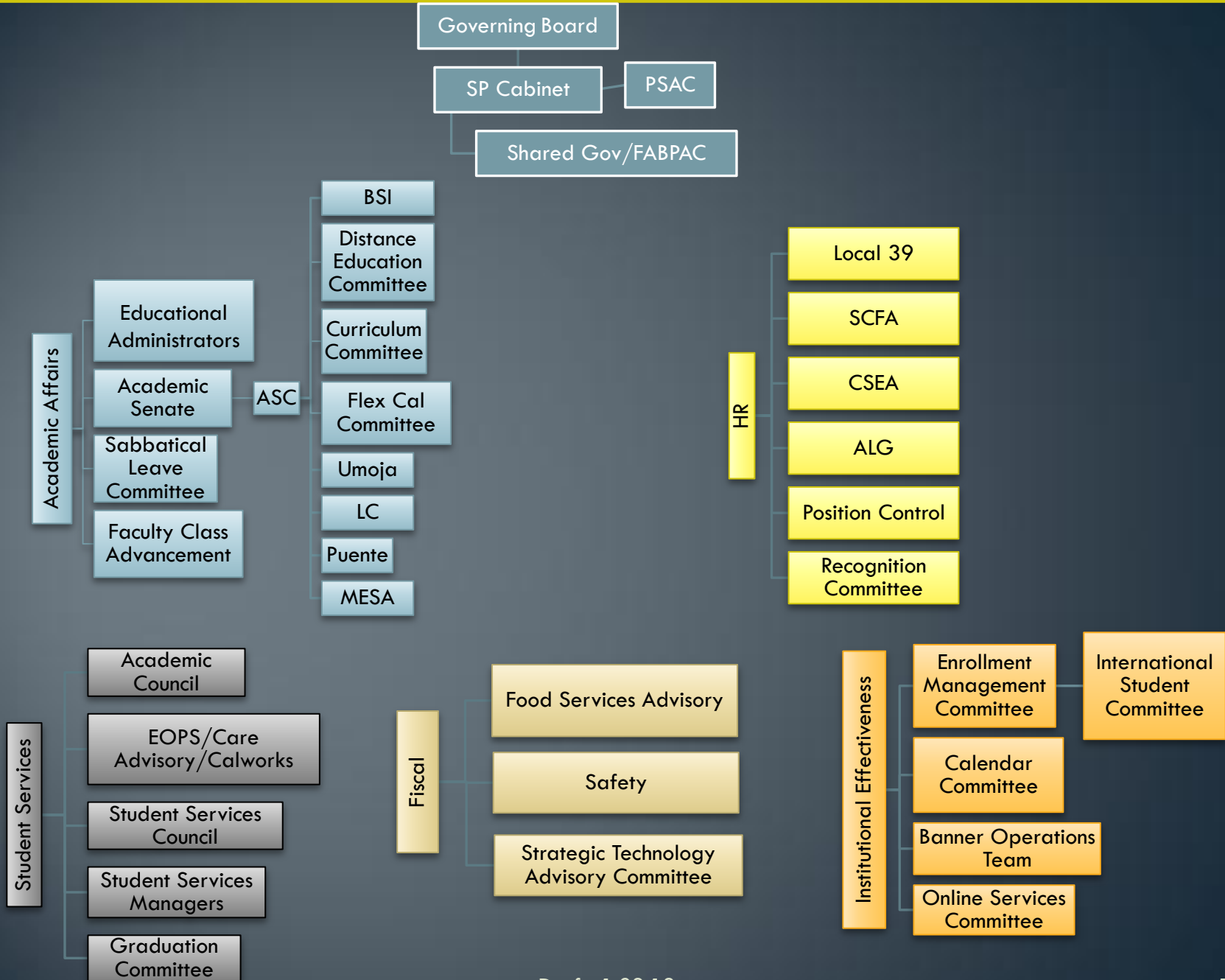
# Recommendations

## 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)



## Committee Agenda Item Proposal

Proposed by	
Date	

Proposal

Rationale Including Pros and Cons (If Applicable)

## SGC Recommendation for Governing Board Approval

Proposed by	
Date	

Recommendation

Other Supporting Information (If Applicable)

Attachments (If Applicable)

SGC Outcome	
Date	

- 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