District and College Governance Participation Guidelines

Revised Fall 2011
District Council

Membership:
Chancellor
Executive Vice Chancellor, Human Resources & Educational Services
Vice Chancellor, Business Operations/Fiscal Services
Santa Ana College President
Santiago Canyon College President
Director, Public Affairs & Governmental Relations
Academic Senate leadership
Classified leadership
Student leadership

- Provides advice to the Chancellor on district issues
- Is a communication tool for all constituents
- Reviews Board of Trustee Meeting agendas
- Reviews and considers recommendations from other committees as needed
- Reviews and considers requests from council members for special consideration
- Reviews board policies and administrative regulations as needed

Responsible Administrator: Chancellor

Budget Allocation and Planning Review Committee

Membership:
Six appointed by each college
Six appointed by district

- Develops recommendations regarding annual/other master planning activities (dates, etc.)
- Serves as a clearing house for college and district planning activities in order to provide linkages between planning activities and budget development
- Develops data of outcomes to assist Board of Trustees and Chancellor in development of annual vision and goals
- Develops recommended district budget assumptions for Board of Trustee consideration (FTES, projected funding, etc.)
- Reviews district allocation model and makes annual adjustment recommendation(s)
- Reviews FTES goals, allocation and generation and makes recommendation(s)
- Develops recommended annual district budget process calendar (colleges develop internal calendars which respond to the district calendar)
- Makes recommendations for funding
- Reviews business plans for new ventures

Responsible Administrator: Vice Chancellor, Business Operations/Fiscal Services
Human Resources Committee

Membership:  Four appointed by each college  
Four appointed by district

- Develops, reviews and recommends changes in personnel policies and procedures
- Develops, reviews and recommends changes in employee hiring procedures
- Develops, reviews and recommends changes in safety regulations/procedures (earthquake, AQMD, risk management, etc.)
- Develops, reviews and recommends changes in professional development guidelines and procedures
- Reviews staff reports and plans
- Recommends annual budget assumptions for district/college staffing needs for budget and planning allocation

Responsible Administrator:  Executive Vice Chancellor, Human Resources & Educational Services

District Facility Planning Committee

Membership:  Three appointed by each college  
Three appointed by district

- Advisory group to the district Facility Planning office
- Recommends annual budget assumptions for district/college facility needs for budget and planning allocation
- Provides input regarding:
  - Five-year facilities plan
  - State capital outlay projects
  - Scheduled maintenance
  - Hazardous mitigation program
  - Facilities Master Plans
  - Ancillary costs related to new construction

Responsible Administrator:  Vice Chancellor, Business Operations/Fiscal Services
**Technology Advisory Group**

Membership: Five appointed by each college
Five appointed by district

The Technology Advisory Group, through input from the college Technology Advisory Committees, serves as the technology advisor in a way that synthesizes district technology needs so that academic and administrative technology goals converge.

- Develops the technological strategy for the district, its colleges, staff, faculty and students
- Advises and supports ITS on its enterprise resource planning system
- Promotes and supports proper use of technology in curriculum and the classroom
- Proposes support and training methodologies for the district
- Develops and reviews hardware and software standards
- Recommends annual budget assumptions for the district/college technology needs for budget and planning allocation
- Reviews current and proposed annual hardware replacement cycle to make best use of limited funds

Responsible Administrator: Vice Chancellor, Business Operations/Fiscal Services