

Governance Bylaws Handbook

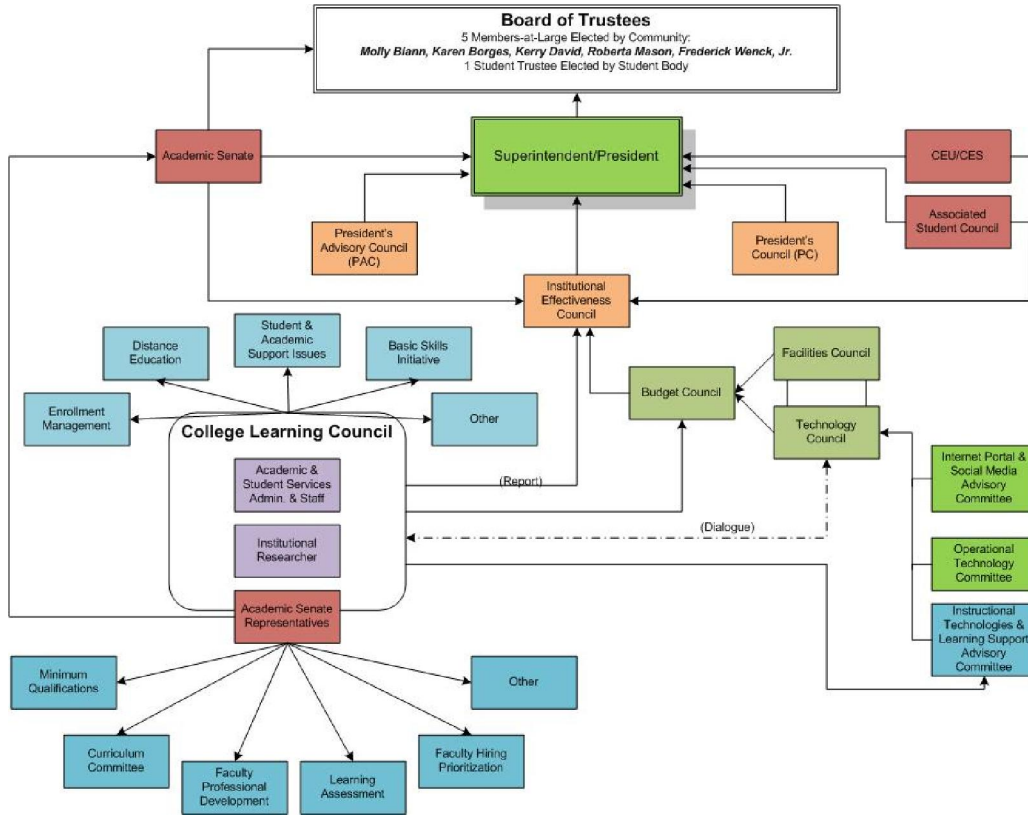
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LAKE TAHOE COMMUNITY COLLEGE BYLAWS

ORGANIZATIONAL GOVERNANCE CHART



BUDGET COUNCIL

REPORTS TO: INSTITUTIONAL EFFECTIVENESS COUNCIL

FUNCTIONS

1. Hold primary responsibility to assist in the development of the College Resource Plan, integrating recommendations from the educational, technology, and facilities master plan.
2. Develop and respond to the accreditation Standard III.D, as well as other relevant accreditation requirements.
3. Support and track College goals and objectives and ensure that the management of institutional financial resources support established goals and objectives.
4. Develop, interpret, recommend, and communicate policies, guidelines, and procedures related to budget processes and resource allocation.
5. Communicate information to faculty, staff, and administration.
6. Act as a recommending body to the Institutional Effectiveness Council on issues related to budget development and management.
7. Review and recommend assumptions for use in district budget development (i.e., the BAG)

MEMBERSHIP AND APPOINTMENT

Co-Facilitators:

Vice President of Administrative Services (ex-officio)
Annually rotated among Constituencies

3 Faculty

Academic Senate (2)
Faculty Association (1)

3 Staff

CES (1)
Confidential (1)
CEU (1)

3 Management

Director of Fiscal Services (ex-officio)
Administrators/Directors (2)

1 Student

COUNCIL BYLAWS

I - RESPONSIBILITIES OF CO-FACILITATORS

1. Preliminary Meetings
The Co-Facilitators will:
 - Meet twice monthly to agree on the items to be heard, discussed, coordinated and recommended for the Budget Council's consideration.
 - Communicate information and prepare to brief the Budget Council on events relevant to council business.

2. Authorization signatures
The Co-Facilitators will:
 - Provide official notification and authorization signatures for agenda items approved or actions accepted by the Budget Council.

3. Processing of Recommendations
The Co-Facilitators will:
 - Consider recommendations generated by the Budget Council's actions and follow up as necessary on business that results from the Budget Council's approval of items.
 - Select participant(s) to engage in activities and/or events funded by the Budget Council, if requested/authorized by the Budget Council to do so.

4. Meetings and Assemblies
The Co-Facilitators will:
 - Preside at all meetings of the Budget Council.
 - Serve as spokespersons for the Budget Council on all matters pertaining to the concerns of the Budget Council at meetings of the Board of Trustees and at meetings of other governing councils.
 - Provide mentoring services to student members of the Council.

5. Membership
The Co-Facilitators will:
 - Issue notices of meetings and provide supporting documents (agendas, minutes, etc.) to Budget Council members.
 - Make provisions for the discharge of necessary duties of absent members.

II - RESPONSIBILITIES OF MEMBERS

1. Membership
 - Membership
 - Voting:
 - Administration (1)
 - Faculty (3)
 - Staff (3)
 - Management (2)
 - Non-Voting:
 - Students (1)
 - Terms of Office
 - Terms will be for three years (August 1 – July 30) except for initial appointments and any mid-term replacements, which will result in staggered terms, and for ex-officio appointments which will reflect current office holders whatever their position terms of office may be. Appointments will be made in June proceeding the term of appointment.
 - Student terms will be for one year (August 1 – July 30) with appoints made in August/September proceeding the term of appointment.

2. Meeting Attendance
 - Members will prepare diligently for and attend Budget Council meetings.
 - If a member of the Budget Council misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the Budget Council might choose to have that member removed and replaced.

3. Quorum

A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the Budget Council's members.

III – ACTION BY CONSENSUS

- The co-Facilitators will seek consensus on each action item.
- Consensus will mean that there is general agreement that the item presented should be approved or disapproved, or that an amended or alternate version of the item should be approved.
- The co-Facilitators will seek to ensure that all members have had an opportunity to share ideas, concerns, and perspectives related to the agenda item.
- The co-Facilitators or any voting council member may indicate verbally that a consensus appears to have been reached.
- At that point, unless a voting council member objects, it will be recorded that consensus has been reached, and one of the co-Facilitators will state the consensus position for the record.
- If any council member objects, she/he can block consensus according to the guidelines described below. These groups use the term consensus to denote both the discussion process and the decision rule.
- Dissent Options

Groups that require unanimity allow individual members the option of blocking a group decision. This provision motivates a group to make sure that all group members consent to any new proposal before it is adopted. When there is potential for a group decision to be blocked, both the group and any dissenters in the group are encouraged to collaborate until agreement can be reached. Simply vetoing a decision is not considered a responsible use of consensus blocking.

When a participant does not support a proposal, he/she does not necessarily need to block it.

When a call for consensus on a motion is made, a dissenting delegate has one of three options:

- **Declare reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.
- **Stand aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
- **Block:** Any group member may "block" a proposal. In order for a block to be sufficient to stop a proposal, three blocks from at least two membership groups are required. Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger[s] the organization or its participants, or violate[s] the mission of the organization" (i.e., a principled objection).

IV – RESPONSIBILITIES OF SUPPORT STAFF

1. General Functions

- Offer support to the Budget Council as tasked in meetings
- Record all Budget Council meetings and maintain records (including agenda, minutes, and supporting documents).
- Schedule meetings, secure appropriate facilities, and make special arrangements with AV booking, etc.
- Track and process paperwork.
- Prepare meeting materials and/or post meeting materials as requested by the co-chairs.

- Generate and track correspondence and documentation to Budget Council activities.
2. Authorization to Process
 - Support Staff do not initiate or proceed on any tasks without the prior approval of the Budget Council and/or co-Facilitators.

V – WORK TEAMS

- The Budget Council will name “Lead” for each work team that it creates.
- Work teams will be created and charged by the Budget Council based on requirements specific to the tasks at hand. The Budget Council will use a matrix to determine the composition of all work teams. The Budget Council will reserve the right to both name individuals to work teams, as well as ask that appropriate groups to select their representatives.
- Work teams will provide the Budget Council with reports and other deliverables as requested.

VI – MEETINGS AND ASSEMBLIES

1. The Meeting Schedule
 - The Budget Council will meet once each month unless otherwise decided by the co-Facilitators and/or the council members.
 - A meeting schedule will be proposed by the co-chairs on an annual basis and distributed to the Budget Council at a meeting for approval.
 - The schedule will include date, time and tentative location for each meeting.
2. Order of the Meeting

Meetings will:

 - Follow the agenda
 - Be facilitated by a co-Facilitators
 - Include pertinent material to aid Budget Council in their decision-making

I. PURPOSE AND PHILOSOPHY

The College Learning Council (CLC) serves as a college-wide governing body for coordinated quality learning at Lake Tahoe Community College. The CLC is to commission, review, and approve the work of various committees, task forces, and individuals in areas related to the general charge of the Council.

The CLC will act as an effective and efficient participatory governance body to assist in the decision making around and the implementation of decisions involving academic matters. The CLC will act in compliance with Board Policy and the nature of participatory governance as established in Title 5, California Education Code, and California state regulation and legislation.

The CLC will ensure that its communication, deliberation, and decision-making processes incorporate the input of the Academic Senate and that all 10+3 matters are forwarded to the Academic Senate for its recommendation. Additionally, the CLC will determine by consensus whether items will be forwarded to the Institutional Effectiveness Council (IEC) as consent or action items.

II. PROPOSED AREAS OF RESPONSIBILITY, OVERSIGHT, AND COMMUNICATION:

- A. Support Curriculum Processes
- B. Academic and Student Services Policies, Program Planning/Review and Unit Planning, including Associated Funding Prioritization.
- C. Faculty Hiring Prioritization
- D. Faculty Professional Development
- E. Catalog
- F. Credit and Non-Credit Schedules
- G. Enrollment Planning & Management
- H. Coordination of Endowed Chairs, Scholarships, Grants, and Awards via LTCC Foundation
- I. Faculty Orientation, Induction, Tenure, and Review Processes
- J. Distance Learning
- K. Learning Support, Learning Resources, Libraries, and Learning Technology
- L. College Assessment and Placement Programs
- M. Learning-related Partnerships and School and University Articulation
- N. Coordination of Learning-related Grants (Perkins, Title III, TRiO, etc.)
- O. Relationship between Community Education and Credit Programs
- P. Program Development/Revitalization/Discontinuance Policies
- Q. Accreditation where applicable

III. COUNCIL MEMBERSHIP:

- A. Vice-President of Academic Affairs & Student Services (Chair)
- B. Academic Senate President (Chair)
- C. Academic Senate Vice-President
- D. Other Faculty Representatives (4) (as appointed by Academic Senate President)

- E. Academic Deans (2)
- F. Student & Academic Support Dean (1)
- G. Director of Vocational & Technical Programs (1)
- H. Student Representatives (1)
- I. Director of Institutional Research & Planning (1-Ex Officio)
- J. Director of Admission & Records (1-Ex Officio)

IV. RESPONSIBILITIES OF CO-CHAIR

A. Preliminary Meetings

The Co-Chairs will:

1. Meet twice monthly to agree on the items to be heard, discussed, coordinated and recommended for the CLC's consideration.
2. Communicate information and prepare to brief the CLC on events relevant to council business.

B. Authorization signatures

The Co-Chairs will:

1. Provide official notification and authorization signatures for agenda items approved or actions accepted by the CLC.

C. Processing of Recommendations

The Co-Chairs will:

1. Consider recommendations generated by the CLC's actions and follow up as necessary on business that results from the CLC's approval of items.
2. Select participant(s) to engage in activities and/or events funded by the CLC, if requested/authorized by the CLC to do so.

D. Meetings and Assemblies

The Co-Chairs will:

1. Preside at all meetings of the CLC.
2. Serve as spokespersons for the CLC on all matters pertaining to the concerns of the CLC at meetings of the Board of Trustees and at meetings of other governing councils.
3. Provide mentoring services to student members of the Council.

E. Quorum

A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the College Learning Council's members.

F. Membership

The Co-Chairs will:

1. Issue notices of meetings and provide supporting documents (agendas, minutes, etc.) to CLC members.
2. Make provisions for the discharge of necessary duties of absent members.

V. RESPONSIBILITIES OF MEMBERS

A. Membership

1. Membership

Faculty	(6)
Administration	(5)
Students	(1)
Ex-Officio	(2)

2. Terms of Office

- a. Terms will be for three years (October 1- September 30) except for initial appointments and any mid-term replacements, which will result in staggered terms, and for ex-officio appointments which will reflect current office holders whatever their position terms of office may be. Appointments will be made in June preceding the term of appointment.
- b. Student terms will be for one year (October 1 – June 30) with appoints made in September preceding the term of appointment

B. Meeting Attendance

1. Members will prepare diligently for and attend CLC meetings two times per month.
2. If a member of the CLC misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the CLC might choose to have that member removed and replaced.

VI. ACTION BY CONSENSUS

- A. Decisions of the CLC will be made by Consensus.
- B. Please refer to the details of consensus decision making as laid out in the Institutional Effectiveness Council (IEC) Bylaws.

VII. RESPONSIBILITIES OF SUPPORT STAFF

A. General Functions

1. Offer support to the CLC as tasked in meetings
2. Record all CLC meetings and maintain records (including agenda, minutes, and supporting documents).
3. Schedule meetings, secure appropriate facilities, and make special arrangements with AV booking, etc.
4. Track and process paperwork.
5. Prepare meeting materials and/or post meeting materials as requested by the co-chairs.
6. Generate and track correspondence and documentation to CLC activities.

B. Authorization to Process

1. Support Staff do not initiate or proceed on any tasks without the prior approval of the CLC and/or co-chairs.

VIII. WORK TEAMS

- A.** The CLC will name “Lead” for each work team that it creates.
- B.** Work teams will be created and charged by the CLC based on requirements specific to the tasks at hand. The CLC will use a matrix to determine the composition of all work teams. The CLC will reserve the right to both name individuals to work teams, as well as ask that appropriate groups to select their representatives.
- C.** Work teams will provide the CLC with reports and other deliverables as requested.

IX. MEETINGS AND ASSEMBLIES

A. The Meeting Schedule

- 1. The CLC will meet twice each month unless otherwise decided by the co-chairs and/or the council members.
- 2. A meeting schedule will be proposed by the co-chairs on an annual basis and distributed to the CLC at a meeting for approval.
- 3. The schedule will include date, time and tentative location for each meeting.

B. Order of the Meeting

Meetings will:

- 1. Follow the agenda
- 2. Be facilitated by a co-chair
- 3. Include pertinent material to aid CLC members in their decision-making

FACILITIES COUNCIL

REPORTS TO: BUDGET COUNCIL

Functions

1. Hold primary responsibility to develop the facilities master plan.
2. Develop and respond to accreditation Standard III.B, as well as other relevant accreditation requirements.
3. Build institutional annual and long term goals to develop and implement initiatives leading toward the recommendation of the FMP, the 5-year capital outlay plan, space inventory, scheduled maintenance, and other required state and federal reports.
4. Develop, interpret, recommend, and communicate policies, guidelines, and procedures related to the facilities master plan.
5. Communicate information to faculty, staff, and administration as well as through Institutional Effectiveness Council as appropriate.
6. Act as a recommending body to the Budget Council on issues related to facilities.
7. Provide overall guidance and direction to Emergency Preparedness/SEMS/Safety efforts.
8. Provide overall guidance and direction to college sustainability efforts.
9. Collaborate with the College Learning Council around issues specific to instructional and student services' facility needs.

MEMBERSHIP AND APPOINTMENT

Co-Facilitators:

Vice President of Administrative Services (ex-officio)

Annually rotated among Constituencies

3 Faculty

Academic Senate (3)

3 Staff

CES (1)

CEU (1)

Safety Officer (ex-officio)

3 Management

Director of Maintenance and Operations (ex-officio)

Administrators/Directors (2)

1 Student

COUNCIL BYLAWS

I - RESPONSIBILITIES OF CO-FACILITATORS

1. Preliminary Meetings
The Co-Facilitators will:
 - Meet twice monthly to agree on the items to be heard, discussed, coordinated and recommended for the Facilities Council's consideration.
 - Communicate information and prepare to brief the Facilities Council on events relevant to council business.
2. Authorization signatures
The Co-Facilitators will:
 - Provide official notification and authorization signatures for agenda items approved or actions accepted by the Facilities Council.
3. Processing of Recommendations
The Co-Facilitators will:
 - Consider recommendations generated by the Facilities Council's actions and follow up as necessary on business that results from the Facilities Council's approval of items.
 - Select participant(s) to engage in activities and/or events funded by the Facilities Council, if requested/authorized by the Facilities Council to do so.
4. Meetings and Assemblies
The Co-Facilitators will:
 - Preside at all meetings of the Facilities Council.
 - Serve as spokespersons for the Facilities Council on all matters pertaining to the concerns of the Facilities Council at meetings of the Board of Trustees and at meetings of other governing councils.
 - Provide mentoring services to student members of the Council.
5. Membership
The Co-Facilitators will:
 - Issue notices of meetings and provide supporting documents (agendas, minutes, etc.) to Facilities Council members.
 - Make provisions for the discharge of necessary duties of absent members.
6. Quorum
A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the Facilities Council's members.

II - RESPONSIBILITIES OF MEMBERS

1. Membership
 - Membership
 - Voting:
 - Administration (1)
 - Faculty (3)
 - Staff (3)
 - Management (2)
 - Non-Voting:
 - Students (1)
 - Terms of Office

- Terms will be for three years (October 1 – September 30) except for initial appointments and any mid-term replacements, which will result in staggered terms, and for ex-officio appointments which will reflect current office holders whatever their position terms of office may be. Appointments will be made in June preceding the term of appointment.
- Student terms will be for one year (October 1 – June 30) with appoints made in August/September proceeding the term of appointment.

2. Meeting Attendance

- Members will prepare diligently for and attend Facilities Council meetings.
- If a member of the Facilities Council misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the Facilities Council might choose to have that member removed and replaced.

III – ACTION BY CONSENSUS

- The co-facilitators will seek consensus on each action item.
- Consensus will mean that there is general agreement that the item presented should be approved or disapproved, or that an amended or alternate version of the item should be approved.
- The co-facilitators will seek to ensure that all members have had an opportunity to share ideas, concerns, and perspectives related to the agenda item.
- The co-facilitators or any voting council member may indicate verbally that a consensus appears to have been reached.
- At that point, unless a voting council member objects, it will be recorded that consensus has been reached, and one of the co-chairs will state the consensus position for the record.
- If any council member objects, she/he can block consensus according to the guidelines described below. These groups use the term consensus to denote both the discussion process and the decision rule.
- Dissent Options
 - Groups that require unanimity allow individual members the option of blocking a group decision. This provision motivates a group to make sure that all group members consent to any new proposal before it is adopted. When there is potential for a group decision to be blocked, both the group and any dissenters in the group are encouraged to collaborate until agreement can be reached. Simply vetoing a decision is not considered a responsible use of consensus blocking.

When a participant does not support a proposal, he/she does not necessarily need to block it.

When a call for consensus on a motion is made, a dissenting delegate has one of three options:

- **Declare reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.
- **Stand aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
- **Block:** Any group member may "block" a proposal. In order for a block to be sufficient to stop a proposal, three blocks from at least two membership groups are required. Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger[s] the organization or its participants, or violate[s] the mission of the organization" (i.e., a principled objection).

IV – RESPONSIBILITIES OF SUPPORT STAFF

1. General Functions
 - Offer support to the Facilities Council as tasked in meetings
 - Record all Facilities Council meetings and maintain records (including agenda, minutes, and supporting documents).
 - Schedule meetings, secure appropriate facilities, and make special arrangements with AV booking, etc.
 - Track and process paperwork.
 - Prepare meeting materials and/or post meeting materials as requested by the co-chairs.
 - Generate and track correspondence and documentation to Facilities Council activities.
2. Authorization to Process
 - Support Staff do not initiate or proceed on any tasks without the prior approval of the Facilities Council and/or co-facilitators.

V – WORK TEAMS

- The Facilities Council will name “Lead” for each work team that it creates.
- Work teams will be created and charged by the Facilities Council based on requirements specific to the tasks at hand. The Facilities Council will use a matrix to determine the composition of all work teams. The Facilities Council will reserve the right to both name individuals to work teams, as well as ask that appropriate groups to select their representatives.
- Work teams will provide the Facilities Council with reports and other deliverables as requested.

VI – MEETINGS AND ASSEMBLIES

1. The Meeting Schedule
 - The Facilities Council will meet once each month unless otherwise decided by the co-chairs and/or the council members.
 - A meeting schedule will be proposed by the co-chairs on an annual basis and distributed to the Facilities Council at a meeting for approval.
 - The schedule will include date, time and tentative location for each meeting.
2. Order of the Meeting

Meetings will:

 - Follow the agenda
 - Be facilitated by a co-facilitators
 - Include pertinent material to aid Facilities Council in their decision-making

I. PHILOSOPHY

Participating effectively at Lake Tahoe Community College is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions with cooperation and trust, with the understanding that the Board of Trustees has the ultimate authority and accountability.

II. PURPOSE

At Lake Tahoe Community College the Institutional Effectiveness Council serves as the official body on campus to provide for faculty, staff, administrators, and students the opportunity to participate in the governance and consensus decision-making processes of the college in areas specified in Article VII, Scope, of these Policies and Procedures. The Institutional Effectiveness Council recognizes that ethical and effective leadership resides throughout the institution and encourages all constituents to participate in an ongoing effort to improve the practices, programs, and services of the college. When ideas for improvement have policy, budget or other significant institution-wide implications, the Institutional Effectiveness Council provides a process for effective discussion, planning, and implementation. The Institutional Effectiveness Council also recognizes and respects that other organizations on campus have areas of responsibility for college governance issues.

III. MEMBERSHIP

A. Composition by groups (total of 11 members):

3 Faculty (of which one may be adjunct)

3 Classified Staff

CEU 1

CES 1

Confidential 1

2 Students

3 Management

Vice President of Academic Affairs
& Student Services 1

Vice President Administrative Services 1

Directors 1

B. Selection

Each organization will inform the IEC Secretary (Administrative Assistant to the Superintendent/President) of their appointments to the IEC.

C. Term of Office

1. Terms will be for **three** years (October 1-September 30) except for initial appointments and any mid-term replacements, which will result in staggered terms. Appointments will be made in June preceding the term of appointment.
2. Student terms will be for one year (October 1-June 30) with appointments made in September preceding the term of appointment.

D. Facilitator

1. The Council will select its facilitator and co-facilitator annually at the first meeting in October. Should the elected facilitator not be able to attend a scheduled meeting, the co-facilitator shall serve in his/her absence. Should the co-facilitator be the facilitator, and is absent, he/she shall appoint a designated facilitator for that meeting by notifying the IEC Secretary.
2. The facilitator and co-facilitator shall provide mentoring services to student members of the Council.

IV. Clerical Support

The Administrative Assistant to the Superintendent/President will serve as IEC Secretary and provide clerical support to the Council, to include attending all meetings to take minutes, preparing and distributing meeting agendas, and providing associated assistance to the facilitator of the Council.

V. Meetings

A. Rules of Procedure for Conduct of Meetings

1. The Council will operate from the consensus building process. Decisions arising from agenda items will process through the following structure:
 - a. Discussion of the item: The objective is to identify opinions and information on the topic along with the possible general direction of the group.
 - b. Formation of a proposal: From the discussion, a formal proposal on the issue is presented to the group.
 - c. Call for consensus: The facilitator calls for consensus on the proposal where each member of the group must actively state their agreement with the proposal.
 - d. Identification and addressing of concerns: If consensus is not achieved, each dissenter presents her or his concerns with the proposal, potentially starting another round of discussion to address or clarify the concern.
 - e. Modification of the proposal: The proposal may be amended or re-phrased in an attempt to address the concerns of the decision-makers.
2. Quorum
A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the IEC's members.

3. Decisions

Decisions will be made by unanimous agreement once the agenda item has come to a call for consensus (see IV.A.1.c above). If any member objects, she/he can block consensus according to the guidelines described below (see IV.A.4.). These groups use the term consensus to denote both the discussion process and the decision rule.

4. Dissent Options

Groups that require unanimity allow individual members the option of blocking a group decision. This provision motivates a group to make sure that all group members consent to any new proposal before it is adopted. When there is potential for a group decision to be blocked, both the group and any dissenters in the group are encouraged to collaborate until agreement can be reached. Simply vetoing a decision is not considered a responsible use of consensus blocking.

When a participant does not support a proposal, he/she does not necessarily need to block it. When a call for consensus on a motion is made, a dissenting delegate has one of three options:

- **Declare reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.
- **Stand aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
- **Block:** Any group member may "block" a proposal. In order for a block to be sufficient to stop a proposal, three blocks from at least two membership groups are required. Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger[s] the organization or its participants, or violate[s] the mission of the organization" (i.e., a principled objection).

B. Recommendations

The Board of Trustees of the Lake Tahoe Community College District has established an Institutional Effectiveness Council to ensure faculty, staff, and students the right to participate effectively in district and college governance.

All Institutional Effectiveness Council recommendations will be forwarded to the Superintendent/President. The Superintendent/President will rely upon the advice and judgment of the Institutional Effectiveness Council and will normally accept recommendations of the Council.

If Board action is required, the Superintendent/President will make his/her comments and recommendation and these, along with the original motion from the Institutional Effectiveness Council, will be passed on to the Board of Trustees.

In instances where a recommendation is modified or is not accepted by the Superintendent/President or by the Board of Trustees, the Superintendent/President shall promptly communicate the reasons for the decision in writing to the Institutional Effectiveness Council and the Board of Trustees.

Final action on Institutional Effectiveness Council recommendations taken by the Superintendent/President or the Board of Trustees will be forwarded to the Institutional Effectiveness Council by the Superintendent/President at the next scheduled Institutional Effectiveness Council meeting.

C. Agenda

1. Distribution

Agenda packets will be distributed electronically one (1) week in advance of meetings to all Council members, administrators, and leaders of the Academic Senate, Faculty Association, Classified Employees Association, Associated Student Council. Copies of the agenda and minutes shall be distributed to all full-time employees and will also be posted on public notice boards within the guidelines of the Brown Act.

2. Items on Agenda

- a. A Council member may request items be placed on the agenda by submitting his/her recommendation in writing to the Secretary of the Institutional Effectiveness Council using the approved "Agenda Item Request" form.
- b. To ensure open access and to promote communication within the college community, any individual or group may submit a request that an item be placed on the agenda by following the procedure in IV.C.2.a. above. The "Agenda Item Request" form must contain an acknowledgement from one of the Council member representatives from the originator's constituent group.
- c. The Institutional Effectiveness Council secretary will forward all requests to the Council's facilitator and the Superintendent/President who will review requests and determine if they fall within the scope of the Council. In the absence of the Superintendent/President, the Vice President, Academic Affairs & Student Services will review requests.

Should the facilitator and/or Superintendent/President determine a request is not suitable for inclusion on a meeting agenda, he/she will return the request to the originator with an explanation of why the item is not appropriate for the Council. The decision not to recommend an item for inclusion on a meeting agenda may be appealed by the originator to the Council as a whole.

- d. The completed "Agenda Item Request" form along with supporting information must be submitted to the Secretary to the Institutional Effectiveness Council seven (7) days prior to a meeting.

- D. The Institutional Effectiveness Council shall meet regularly throughout the calendar year. At the first meeting of each regular academic quarter, the facilitator shall present a schedule of meeting dates for approval by the Council. Meetings may be called during the summer session by the facilitator as needed.

VI. POLICY AND PROCEDURE CHANGES

- A. Any member of the Council may request a rule change by submitting the request on the "Agenda Request Form."
- B. The initial presentation/discussion would constitute a "first reading." A "second reading" would occur at the next meeting of the Council and the proposed rule change would appear on the agenda as an action item.

VII. FUNCTIONS

The functions of the Institutional Effectiveness Council are to:

- A. Advise the Superintendent/President on policies and procedures and related college issues and implement the college's overall planning activities with the prioritization of short- and long-term goals and priorities.
- B. Act as the institutional accreditation steering committee and make recommendations for ongoing institutional improvement.
- C. Be a resource to the campus on accreditation issues; understand accrediting standards and inform the college community.
- D. Develop and implement processes and procedures to evaluate institutional integrity and effectiveness, including governance and consensus decision-making structures and processes; widely communicate these results and assure their use for institutional improvement.
- E. Facilitate communication and consultation on issues related to institutional policy and planning including progress in achieving college goals and institutional effectiveness.
- F. Review recommendations of the institutional councils - Learning Council, Budget Council, Facilities Council, and Technology Council - and facilitate collaboration between these councils to ensure alignment with the strategic plan and its short- and long-term goals and priorities.
- G. Review and update the college's strategic plan and its mission, vision, and philosophy statements through the coordination of college-wide consultation.

TECHNOLOGY COUNCIL

REPORTS TO: BUDGET COUNCIL

FUNCTIONS

1. Hold primary responsibility to develop the Technology Master Plan.
2. Develop and respond to accreditation Standard III. C, as well as other relevant accreditation requirements.
3. Develop, interpret, recommend, and communicate policies, guidelines, and procedures related to the Technology Master Plan.
4. Communicate information to faculty, staff, and administration as well as through Institutional Effectiveness Council as appropriate.
5. Act as a recommending body to the Budget Council on issues related to technology.
6. Collaborate with the College Learning Council around issues specific to instructional and student services' technology needs.

MEMBERSHIP AND APPOINTMENT

Co-Facilitators:

Interim Executive Director of Technology and Education Services (ex-officio)

Annually rotated among Constituencies

3 Faculty

Academic Senate (3)

3 Staff

*CES (1)

*CEU (1)

Confidential (1)

3 Management

Vice President, Academic Affairs and Student Services (ex-officio)

Administrators/Directors (2)

1 Student

*Priority for one of these appointments to be granted from the Office of Information Technology.

COUNCIL BYLAWS

I - RESPONSIBILITIES OF CO-FACILITATORS

1. Preliminary Meetings
The Co-Facilitators will:
 - Meet twice monthly to agree on the items to be heard, discussed, coordinated and recommended for the Technology Council's consideration.
 - Communicate information and prepare to brief the Technology Council on events relevant to council business.
2. Authorization signatures

The Co-Facilitators will:

- Provide official notification and authorization signatures for agenda items approved or actions accepted by the Technology Council.

3. Processing of Recommendations

The Co-Facilitators will:

- Consider recommendations generated by the Technology Council's actions and follow up as necessary on business that results from the Technology Council's approval of items.
- Select participant(s) to engage in activities and/or events funded by the Technology Council, if requested/authorized by the Technology Council to do so.

4. Meetings and Assemblies

The Co-Facilitators will:

- Preside at all meetings of the Technology Council.
- Serve as spokespersons for the Technology Council on all matters pertaining to the concerns of the Technology Council at meetings of the Board of Trustees and at meetings of other governing councils.
- Provide mentoring services to student members of the Council.

5. Membership

The Co-Facilitators will:

- Issue notices of meetings and provide supporting documents (agendas, minutes, etc.) to Technology Council members.
- Make provisions for the discharge of necessary duties of absent members.

II - RESPONSIBILITIES OF MEMBERS

1. Membership

- Membership
 - Voting:
 - Administration (1)
 - Faculty (3)
 - Staff (3)
 - Management (2)
 - Non-Voting:
 - Students (1)
- Terms of Office
 - Terms will be for three years (August 1 – July 30) except for initial appointments and any mid-term replacements, which will result in staggered terms, and for ex-officio appointments which will reflect current office holders whatever their position terms of office may be. Appointments will be made in June proceeding the term of appointment.
 - Student terms will be for one year (August 1 – July 30) with appoints made in August/September proceeding the term of appointment.

2. Meeting Attendance

- Members will prepare diligently for and attend Technology Council meetings.
- If a member of the Technology Council misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the Technology Council might choose to have that member removed and replaced.

III – ACTION BY CONSENSUS

- The co-facilitators will seek consensus on each action item.

- Consensus will mean that there is general agreement that the item presented should be approved or disapproved, or that an amended or alternate version of the item should be approved.
- The co-facilitators will seek to ensure that all members have had an opportunity to share ideas, concerns, and perspectives related to the agenda item.
- The co-facilitators or any voting council member may indicate verbally that a consensus appears to have been reached.
- At that point, unless a voting council member objects, it will be recorded that consensus has been reached, and one of the co-facilitators will state the consensus position for the record.
- If any council member objects, she/he can block consensus according to the guidelines described below. These groups use the term consensus to denote both the discussion process and the decision rule.
- Dissent Options
 - Groups that require unanimity allow individual members the option of blocking a group decision. This provision motivates a group to make sure that all group members consent to any new proposal before it is adopted. When there is potential for a group decision to be blocked, both the group and any dissenters in the group are encouraged to collaborate until agreement can be reached. Simply vetoing a decision is not considered a responsible use of consensus blocking.

When a participant does not support a proposal, he/she does not necessarily need to block it.

When a call for consensus on a motion is made, a dissenting delegate has one of three options:

- **Declare reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.
- **Stand aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
- **Block:** Any group member may "block" a proposal. In order for a block to be sufficient to stop a proposal, three blocks from at least two membership groups are required. Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger[s] the organization or its participants, or violate[s] the mission of the organization" (i.e., a principled objection).

IV – RESPONSIBILITIES OF SUPPORT STAFF

1. General Functions
 - Offer support to the Technology Council as tasked in meetings
 - Record all Technology Council meetings and maintain records (including agenda, minutes, and supporting documents).
 - Schedule meetings, secure appropriate facilities, and make special arrangements with AV booking, etc.
 - Track and process paperwork.
 - Prepare meeting materials and/or post meeting materials as requested by the co-chairs.
 - Generate and track correspondence and documentation to Technology Council activities.
2. Authorization to Process
 - Support Staff do not initiate or proceed on any tasks without the prior approval of the Technology Council and/or co-facilitators.

V – WORK TEAMS

- The Technology Council will name “Lead” for each work team that it creates.
- Work teams will be created and charged by the Technology Council based on requirements specific to the tasks at hand. The Technology Council will use a matrix to determine the composition of all work teams. The Technology Council will reserve the right to both name individuals to work teams, as well as ask that appropriate groups to select their representatives.
- Work teams will provide the Technology Council with reports and other deliverables as requested.

VI – MEETINGS AND ASSEMBLIES

1. The Meeting Schedule
 - The Technology Council will meet once each month unless otherwise decided by the co-facilitators and/or the council members.
 - A meeting schedule will be proposed by the co-facilitators on an annual basis and distributed to the Technology Council at a meeting for approval.
 - The schedule will include date, time and tentative location for each meeting.
2. Order of the Meeting

Meetings will:

 - Follow the agenda
 - Be facilitated by a co-facilitators
 - Include pertinent material to aid Technology Council in their decision-making
3. Quorum

A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the Technology Council’s members.