

# **Governance Bylaws Handbook**

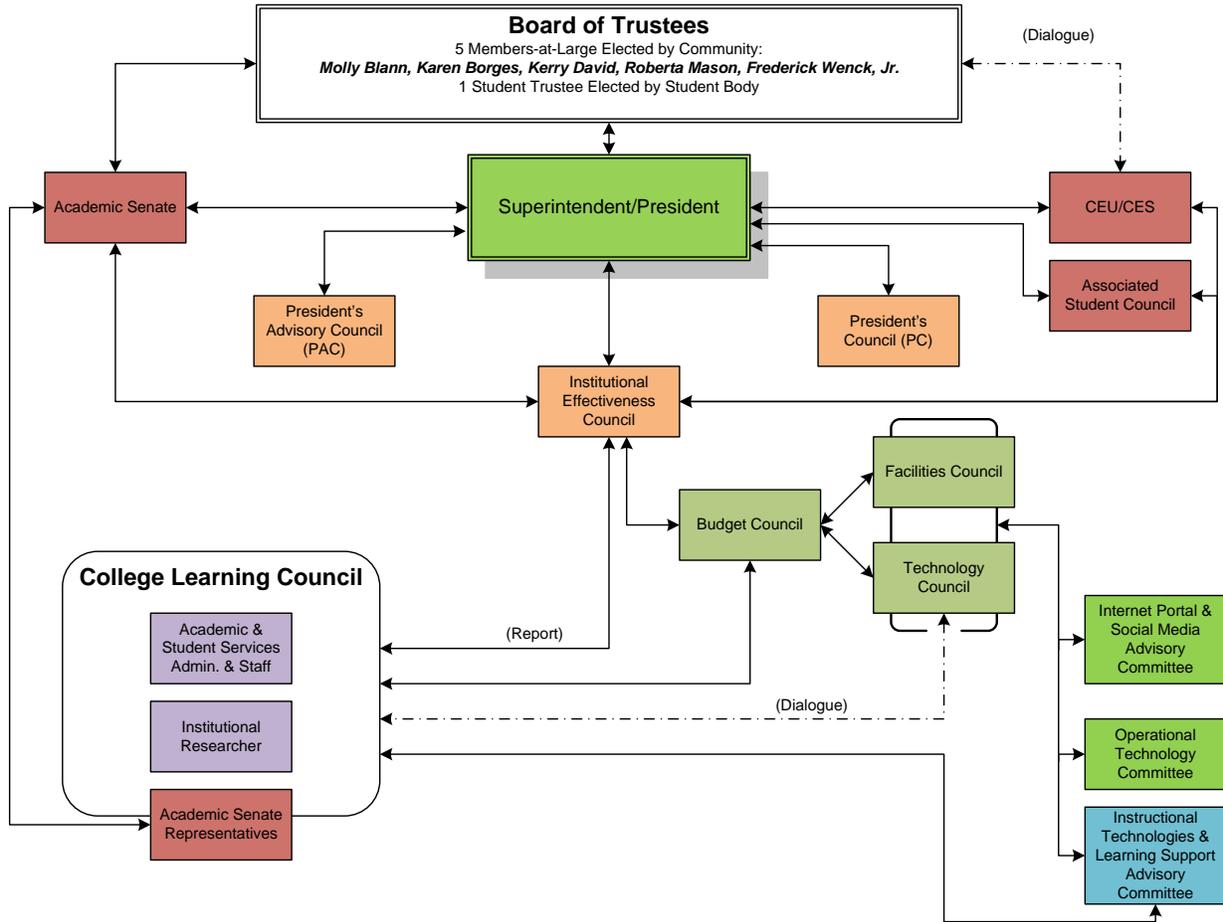
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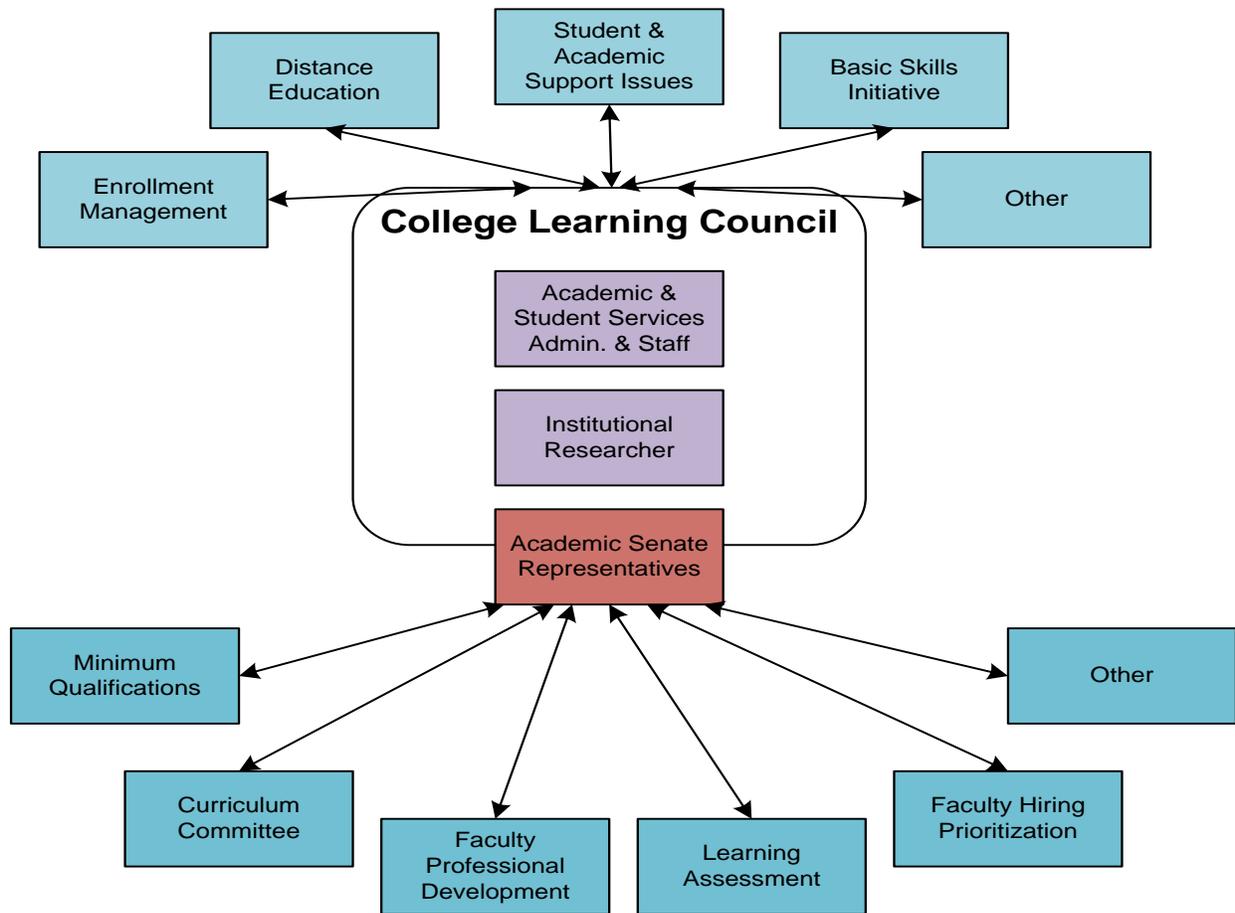
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# LAKE TAHOE COMMUNITY COLLEGE BYLAWS

## ORGANIZATIONAL GOVERNANCE CHART





## BUDGET COUNCIL

### RECOMMENDS TO: INSTITUTIONAL EFFECTIVENESS COUNCIL

#### FUNCTIONS

1. The Budget Council (BC) holds primary responsibility to assist in the development of the *College Resource Plan*, integrating recommendations from the *Educational, Technology and Facilities Master Plans*.
2. Develops and responds to the accreditation Standard III.D, as well as other relevant accreditation requirements.
3. Supports and tracks College goals and objectives and ensures that the management of institutional financial resources support established goals and objectives.
4. Develops, interprets, recommends and communicates policies, guidelines and procedures related to budget processes and resource allocation.
5. Communicates information to faculty, staff and administration.
6. Acts as a recommending body to the Institutional Effectiveness Council (IE on issues related to budget development and management.
7. Reviews and recommends 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

## BC BYLAWS

#### I - RESPONSIBILITIES OF CO-FACILITATORS

##### A. Preliminary Meetings

The Co-Facilitators will:

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

- B. Authorization Signatures  
The Co-Facilitators will:
  - Provide official notification and authorization signatures for agenda items approved or actions accepted by the BC.
  
- C. Processing of Recommendations  
The Co-Facilitators will:
  - Consider recommendations generated by the BC's actions and follow up as necessary on business that results from the BCs approval of items.
  - Select participant(s) to engage in activities and/or events funded by the BC, if requested/authorized by the BC to do so.
  
- D. Meetings and Assemblies  
The Co-Facilitators will:
  - Preside at all meetings of the BC.
  - Serve as spokespersons for the BC on all matters pertaining to the concerns of the BC at meetings of the Board of Trustees and at meetings of other governing councils.
  - Provide mentoring services to student members of the BC.
  
- E. Membership  
The Co-Facilitators will:
  - Issue notices of meetings and provide supporting documents (agendas, minutes, etc.) to BC members.
  - Make provisions for the discharge of necessary duties of absent members.

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## II - RESPONSIBILITIES OF MEMBERS

- A. Membership and Appointment  
Composition by groups (total of 10 members):
  - Membership
    - Administration (1)
    - Faculty (3)
    - Staff (3)
    - Management (2)
    - 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 appointments made in September preceding the term of appointment.
  
- B. Meeting Attendance
  - Members will prepare diligently for and attend BC meetings.
  - If a member of the BC misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the BC might choose to have that member removed and replaced.
  
- C. Quorum
  - A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the BC's members.

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### III - ACTION BY CONSENSUS

- A. Decisions of the BC 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.

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### IV - RESPONSIBILITIES OF SUPPORT STAFF

- A. General Functions
  - Offer support to the BC as tasked in meetings.
  - Record all BC 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-Facilitators.
  - Generate and track correspondence and documentation to BC activities.
- B. Authorization to Process
  - Support Staff do not initiate or proceed on any tasks without the prior approval of the BC and/or Co-Facilitators.

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### V - WORK TEAMS

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

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### VI - MEETINGS AND ASSEMBLIES

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

Meetings will:

  - Follow the agenda.
  - Be facilitated by Co-Facilitators.
  - Include pertinent material to aid the BC in their decision-making.

## COLLEGE LEARNING COUNCIL

RECOMMENDS TO: ACADEMIC SENATE, COLLEGE COUNCIL, BUDGET COMMITTEE,  
SUPERINTENDENT/PRESIDENT AND INSTITUTIONAL EFFECTIVENESS COUNCIL (IEC)

### FUNCTIONS

1. 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 CLC.
2. Acts as an effective and efficient participatory governance body to assist in the decision making 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.
3. Ensures 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.
4. Determines by consensus whether items will be forwarded to the Institutional Effectiveness Council (IEC) as consent or action items.
5. Specifically, the CLC is responsible, has oversight and/or supports communication and coordination of the following:
  - Curriculum Processes
  - Academic and Student Services Policies, Program Planning/Review and Unit Planning, including Associated Funding Prioritization
  - Faculty Hiring Prioritization
  - Faculty Professional Development
  - Catalog
  - Credit and Non-Credit Schedules
  - Enrollment Planning and Management
  - Coordination/support of Endowed Chairs, Scholarships, Grants and Awards via LTCC Foundation
  - Faculty Orientation, Induction, Tenure and Review Processes
  - Distance Learning
  - Learning Support, Learning Resources, Libraries and Learning Technology
  - College Assessment and Placement Programs
  - Learning-related Partnerships and School and University Articulation
  - Learning-related Grants (Perkins, Title III, TRiO, etc.)
  - Relationship between Community Education and Credit Programs
  - Program Development/Revitalization/Discontinuance Policies
  - Accreditation where applicable

### MEMBERSHIP AND APPOINTMENT

Co-Facilitators:

*Vice President of Academic Affairs & Student Services (ex-officio)*

*Academic Senate President*

*Annually rotated among Constituencies*

#### 6 Faculty

Academic Senate (2)

Other Faculty Representatives (4)

#### 5 Management

Academic Deans	(3)
Director of Career & Technical Education	(ex-officio)
Director of Institutional Research & Planning	(ex-officio)
Director of Admissions & Records	(ex-officio)

1 Student

## CLC BYLAWS

### I - RESPONSIBILITIES OF CO-FACILITATORS

#### A. Preliminary Meetings

The Co-Facilitators will:

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

#### B. Authorization Signatures

The Co-Facilitators will:

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

#### C. Processing of Recommendations

The Co-Facilitators will:

- Consider recommendations generated by the CLC's actions and follow up as necessary on business that results from the CLC's approval of items.
- 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-Facilitators will:

- Preside at all meetings of the CLC.
- 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.
- Provide mentoring services to student members of the CLC.

#### E. Membership

The Co-Facilitators will:

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

### II - RESPONSIBILITIES OF MEMBERS

#### A. Membership and Appointment

Composition by Groups (Total of 14 members):

- Membership
 

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

- 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 appointments made in September preceding the term of appointment.
  
- B. Meeting Attendance
  - Members will prepare diligently for and attend CLC meetings two times per month.
  - 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.
  
- C. Quorum
  - A quorum must be present to hold a meeting. For this purpose, a quorum is defined as a majority of the CLC’s members.

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### III - 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.

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### IV - RESPONSIBILITIES OF SUPPORT STAFF

- A. General Functions
  - Offer support to the CLC as tasked in meetings.
  - Record all CLC 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-Facilitators.
  - Generate and track correspondence and documentation to CLC activities.
  
- B. Authorization to Process
  - Support Staff do not initiate or proceed on any tasks without the prior approval of the CLC and/or Co-Facilitators.

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### V - WORK TEAMS

- The CLC will name “Lead” for each work team that it creates.
- 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 appropriate groups to select their representatives.
- Work teams will provide the CLC with reports and other deliverables as requested.

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## VI - MEETINGS AND ASSEMBLIES

### A. The Meeting Schedule

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

### B. Order of the Meeting

Meetings will:

- Follow the agenda.
- Be facilitated by a Co-Facilitator.
- Include pertinent material to aid CLC members in their decision-making

## FACILITIES COUNCIL

### RECOMMENDS TO: BUDGET COUNCIL

#### FUNCTIONS

1. The Facilities Council (FC) holds primary responsibility to develop the *Facilities Master Plan (FMP.)*
2. Develops and responds to accreditation Standard III.B, as well as other relevant accreditation requirements.
3. Builds 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. Develops, interprets, recommends and communicates policies, guidelines and procedures related to the *FMP.*
5. Communicates information to faculty, staff and administration as well as through Institutional Effectiveness Council (IEC) as appropriate.
6. Acts as a recommending body to the Budget Council (BC) on issues related to facilities.
7. Provides overall guidance and direction to Emergency Preparedness/SEMS/Safety efforts.
8. Provides overall guidance and direction to College sustainability efforts.
9. Collaborates with the College Learning Council (CLC) 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

## FC BYLAWS

### I - RESPONSIBILITIES OF CO-FACILITATORS

- A. Preliminary Meetings  
The Co-Facilitators will:

- Meet twice monthly to agree on the items to be heard, discussed, coordinated and recommended for the FC's consideration.
  - Communicate information and prepare to brief the FC on events relevant to FC business.
- B. Authorization Signatures  
The Co-Facilitators will:
- Provide official notification and authorization signatures for agenda items approved or actions accepted by the FC.
- C. Processing of Recommendations  
The Co-Facilitators will:
- Consider recommendations generated by the FC's actions and follow up as necessary on business that results from the FC's approval of items.
  - Select participant(s) to engage in activities and/or events funded by the FC, if requested/authorized by the FC to do so.
- D. Meetings and Assemblies  
The Co-Facilitators will:
- Preside at all meetings of the FC.
  - Serve as spokespersons for the FC on all matters pertaining to the concerns of the FC at meetings of the Board of Trustees and at meetings of other governing councils.
  - Provide mentoring services to student members of the FC.
- E. Membership  
The Co-Facilitators will:
- Issue notices of meetings and provide supporting documents (agendas, minutes, etc.) to FC members.
  - Make provisions for the discharge of necessary duties of absent members.

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## II - RESPONSIBILITIES OF MEMBERS

- A. Membership and Appointment  
Composition by Groups (Total of 10 members):
- Membership
 

Administration	(1)
Faculty	(3)
Staff	(3)
Management	(2)
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 to office may be. Appointments will be made in June preceding the term of appointment.
    - Student term will be for one year (October 1 – June 30) with appointments made in September preceding the term of appointment.
- B. Meeting Attendance
- Members will prepare diligently for and attend FC meetings.
  - If a member of the FC misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the FC might choose to have that member removed or replaced.

- C. Quorum
  - A quorum must be presented to hold a meeting. For this purpose, a quorum is defined as a majority of the FC's members.

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### III - ACTION BY CONSENSUS

- A. Decisions of the FC 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.

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### IV - RESPONSIBILITIES OF SUPPORT STAFF

- A. General Functions
  - Offer support to the FC as tasked in meetings.
  - Record all FC 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-Facilitators.
  - Generate and track correspondence and documentation to FC activities.
- B. Authorization to Process
  - Support Staff do not initiate or proceed on any tasks without the prior approval of the FC and/or Co-Facilitators.

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### V - WORK TEAMS

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

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### VI - MEETINGS AND ASSEMBLIES

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

Meetings will:

  - Follow the agenda.
  - Be facilitated by Co-Facilitators.
  - Include pertinent material to aid the FC in their decision-making.

## INSTITUTIONAL EFFECTIVENESS COUNCIL

### RECOMMENDS TO: SUPERINTENDENT/PRESIDENT

#### PHILOSOPHY

Participating effectively at Lake Tahoe Community College is a decision-making process committed to the best interests of students and the 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.

#### PURPOSE

At Lake Tahoe Community College the Institutional Effectiveness Council (IEC) serves as the official body on campus to provide 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 IEC 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 IEC provides a process for effective discussion, planning and implementation. The IEC also recognizes and respects that other organizations on campus have areas of responsibility for college governance issues.

#### FUNCTIONS

1. The IEC advises the Superintendent/President on policies and procedures and related College issues and implements the College's overall planning activities with the prioritization of short- and long-term goals and priorities.
2. Acts as the institutional accreditation steering committee and makes recommendations for ongoing institutional improvement.
3. Acts as a resource to the campus on accreditation issues; understands accrediting standards and informs the College community.
4. Develops and implements processes and procedures to evaluate institutional integrity and effectiveness, including governance and consensus decision-making structures and processes; widely communicates these results and assures their use for institutional improvement.
5. Facilitates communication and consultation on issues related to institutional policy and planning including progress in achieving College goals and institutional effectiveness.
6. Reviews recommendations of the institutional councils – College Learning Council, Budget Council, Facilities Council and Technology Council - and facilitates collaboration between these councils to ensure alignment with the *Strategic Resources Plan* and its short- and long-term goals and priorities.
7. Reviews and updates the College's *Strategic Resources Plan* and its mission, vision and philosophy statements through the coordination of college-wide consultation.

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## MEMBERSHIP AND APPOINTMENT

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	(ex-officio)
Vice President Administrative Services	(ex-officio)
Directors	(1)

## IEC BYLAWS

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### I - RESPONSIBILITIES OF CO-FACILITATORS

- A. Selection
- Each organization will inform the IEC Secretary (Administrative Assistant to the Superintendent/President) of their appointments to the IEC.
- B. Term 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. Appointments will be made in June preceding the term of appointment.
  - Student terms will be for one year (October 1-June 30) with appointments made in September preceding the term of appointment.
- C. Facilitator
- The IEC 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.
  - The Facilitator and Co-Facilitator shall provide mentoring services to student members of the IEC.
- D. Clerical Support
- The Administrative Assistant to the Superintendent/President will serve as IEC Secretary and provide clerical support to the IEC, to include attending all meetings to take minutes, preparing and distributing meeting agendas and providing associated assistance to the Facilitator of the IEC.

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### II - ACTION BY CONSENSUS

#### A. Meetings

1. Rules of Procedure for Conduct of Meetings
  - The IEC 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/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-worded 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 II.A.1.c above). If any member objects, she/he can block consensus according to the guidelines described below (see II.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).

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### III - RECOMMENDATIONS

- The Board of Trustees of the Lake Tahoe Community College District has established an IEC to ensure faculty, staff and students the right to participate effectively in District and College governance.
- All IEC recommendations will be forwarded to the Superintendent/President. The Superintendent/President will rely upon the advice and judgment of the IEC and will normally accept recommendations of the IEC.

- If Board action is required, the Superintendent/President will make his/her comments and recommendation and these, along with the original motion from the IEC, 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 IEC and the Board of Trustees.
- Final action on IEC recommendations taken by the Superintendent/President or the Board of Trustees will be forwarded to the IEC by the Superintendent/President at the next scheduled IEC meeting.

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#### IV - AGENDA

##### A. Distribution

- Agenda packets will be distributed electronically one (1) week in advance of meetings to all IEC members, Administrators and leaders of the Academic Senate, Faculty Association, Classified Employees Association and 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.

##### B. Items on Agenda

1. An IEC member may request items be placed on the agenda by submitting her/his recommendation in writing to the IEC Secretary using the approved "Agenda Item Request" form.
2. 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.B.1. above. The "Agenda Item Request" form must contain an acknowledgement from one of the IEC member representatives from the originator's constituent group.
3. The IEC Secretary will forward all requests to the IEC's Facilitator and the Superintendent/President who will review requests and determine if they fall within the scope of the IEC. In the absence of the Superintendent/President, the Vice President of 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 IEC. The decision not to recommend an item for inclusion on a meeting agenda may be appealed by the originator to the IEC as a whole.

4. The completed "Agenda Item Request" form along with supporting information must be submitted to the IEC Secretary seven (7) days prior to a meeting.

- ##### C. The IEC 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 IEC. Meetings may be called during the summer session by the Facilitator as needed.

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#### V - POLICY AND PROCEDURE CHANGES

- A. Any member of the IEC 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 IEC and the proposed rule change would appear on the agenda as an action item.

## TECHNOLOGY COUNCIL

### RECOMMENDS TO: BUDGET COUNCIL

#### FUNCTIONS

1. The Technology Council (TC) holds primary responsibility to develop the *Technology Master Plan*.
2. Develops and responds to accreditation Standard III. C, as well as other relevant accreditation requirements.
3. Develops, interprets, recommends and communicates policies, guidelines and procedures related to the *Technology Master Plan*.
4. Communicates information to faculty, staff and administration as well as through IEC as appropriate.
5. Acts as a recommending body to the BC on issues related to technology.
6. Collaborates with the CLC 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 and Technology.

## TC 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 TC's consideration.
  - Communicate information and prepare to brief the TC 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 TC.

3. Processing of Recommendations

The Co-Facilitators will:

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

4. Meetings and Assemblies

The Co-Facilitators will:

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

5. Membership

The Co-Facilitators will:

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

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## II - RESPONSIBILITIES OF MEMBERS

1. Membership and Appointment

Composition by Groups (Total 10 members):

- Membership
  - Administration (1)
  - Faculty (3)
  - Staff (3)
  - Management (2)
  - 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 appointments made in September preceding the term of appointment.

2. Meeting Attendance

- Members will prepare diligently for and attend TC meetings.
- If a member of the TC misses two (2) consecutive regular meetings or three (3) meetings during the course of a calendar year, the TC 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 TC's members.

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## III - ACTION BY CONSENSUS

- A. Decisions of the TC 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.

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#### IV - RESPONSIBILITIES OF SUPPORT STAFF

1. General Functions
  - Offer support to the TC as tasked in meetings.
  - Record all TC 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-Facilitators.
  - Generate and track correspondence and documentation to TC activities.
2. Authorization to Process
  - Support Staff do not initiate or proceed on any tasks without the prior approval of the TC and/or Co-Facilitators.

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#### V - WORK TEAMS

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

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#### VI - MEETINGS AND ASSEMBLIES

1. The Meeting Schedule
  - The TC will meet once each month unless otherwise decided by the Co-Facilitators and/or the TC members.
  - A meeting schedule will be proposed by the Co-Facilitators on an annual basis and distributed to the TC 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 Co-Facilitators.
  - Include pertinent material to aid TC in their decision-making.

## 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).