



Lake Tahoe Community College District

Governance Handbook

2017-2018



Lake Tahoe Community College
One College Drive
South Lake Tahoe, CA 96150
www.ltcc.edu

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Introduction

Lake Tahoe Community College (College) is committed to the principles of participatory governance founded on consultation and collegiality. The principles facilitate stakeholder participation in College decision-making through recommendations from the various standing councils and committees, which guide the achievement of the College's mission and strategic goals.

The Lake Tahoe Community College District Board of Trustees recognizes that one of the basic principles of academic governance in higher education is that authority derives not only from the powers vested in governing boards and their staff by law, but also from the knowledge and experience possessed by the faculty, administration, staff, and students. Because both sources of authority are vital to the development and implementation of sound educational policy, the Board of Trustees wishes to encourage to the greatest extent possible, the practice of participating effectively in the governance process at the College.

Participating effectively recognizes, and indeed is predicated on, the sincere commitment of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from the Board of Trustees, faculty, administrators, staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise. Participating effectively embraces the basic objective that all key parties of interest should participate in jointly developing recommendations for governing board action. It is with this in mind that the College uses consensus decision-making as its model of participating effectively.

Consensus decision-making is designed to be a collaborative and cooperative process where participants contribute to a shared proposal that becomes the best possible decision by addressing the concerns of all group members. Furthermore, it recognizes the need for all members to provide, when possible, equal input into the process. The ethics of consensus decision-making encourage participants to place the good of the whole group above their own individual preferences.

Organization of Handbook

This Governance Handbook (Handbook) was developed as a resource for all College employees to provide information and an overview of the participatory decision-making structures and process. This Handbook contains information on the organizational structure of the college, participatory councils, other representing bodies, standing committees, and bargaining units of the College. It also covers the bylaws governing each group, the purpose and membership of each council, as well as a flow chart of relationships between councils. The Handbook reflects the organizational charts as of June 15, 2017. The document is expected to go through changes based on assessment of the effectiveness of the new governance structure.

Background

The current structure of governance at the College was first established as a result of the College-wide Governance Summit in 2012, as a result of survey results and preparation of the 2010 Institutional Self-Evaluation Report (ISER) submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC). At the time, the newly restructured Institutional Effectiveness Council (IEC) was charged with the ongoing

assessment of the overall effectiveness of the new governance system. Their evaluation included a biennial Governance Council Self-Evaluation Survey which was conducted in the Spring of 2013 and 2015.

During the 2015-16 and 2016-17 Academic Years, the results of these surveys were reviewed by the participatory councils and additional revisions to the structure and process were identified. These changes included the expansion of the College Learning Council to the College Learning and Enrollment Management Council, closer alignment of council membership representation and numbers, and merging the Organization and Governance Handbook with the Governance Bylaws Handbook into this single Governance Handbook. These changes go into effect in the Fall of 2017.

Lake Tahoe Community College Vision Statement

California's premier destination community college

Lake Tahoe Community College Mission Statement

Lake Tahoe Community College serves our local, regional, and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.

Lake Tahoe Community College Beliefs

We at Lake Tahoe Community College believe:

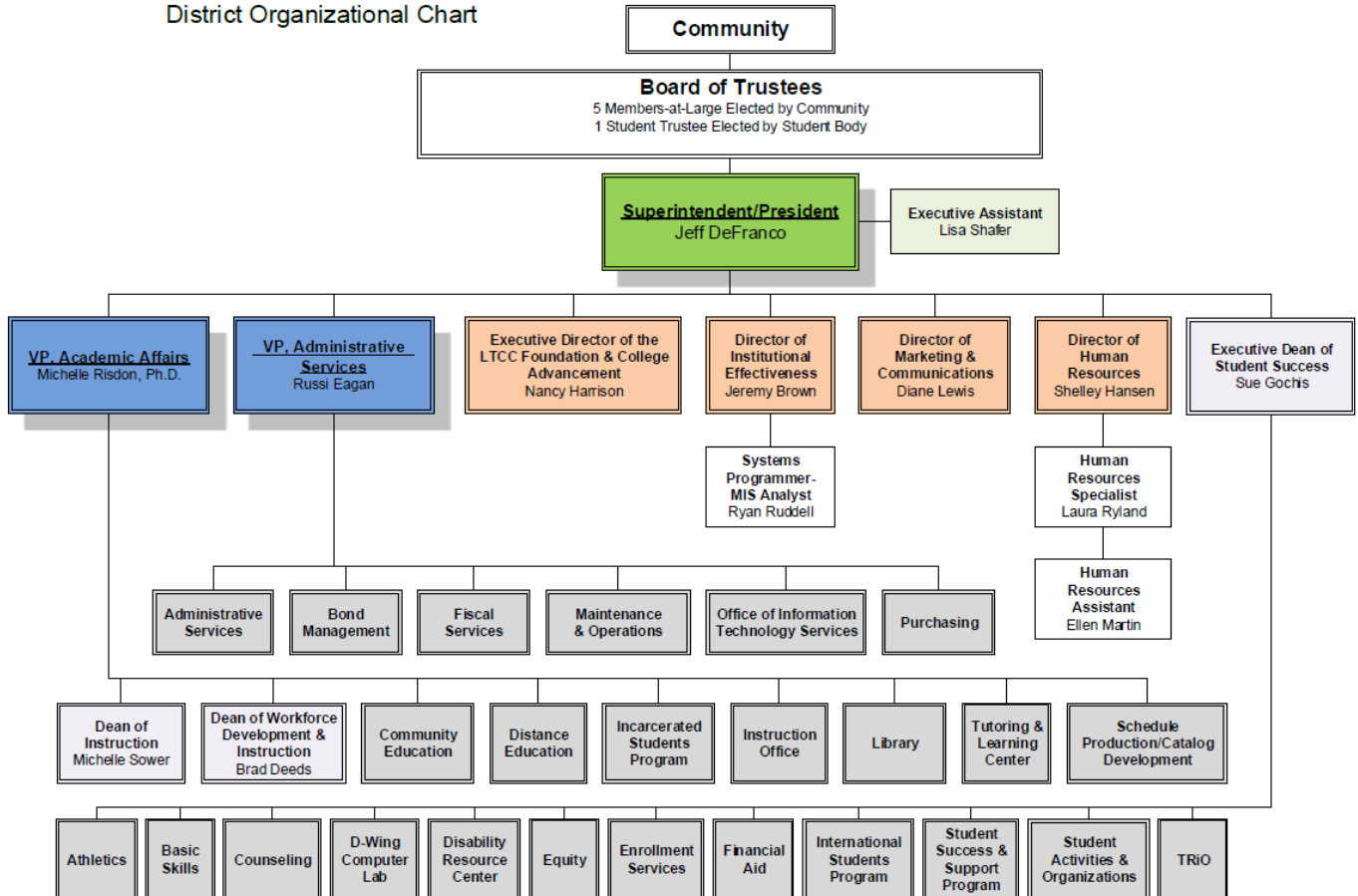
- Students come first
- An educated citizenry is fundamental
- Learning enhances the quality of life
- Innovation, integrity, high standards and the pursuit of excellence are essential
- Diversity enriches
- We make a difference

Lake Tahoe Community College Organizational Charts

Board of Trustees and Administration

Lake Tahoe Community College

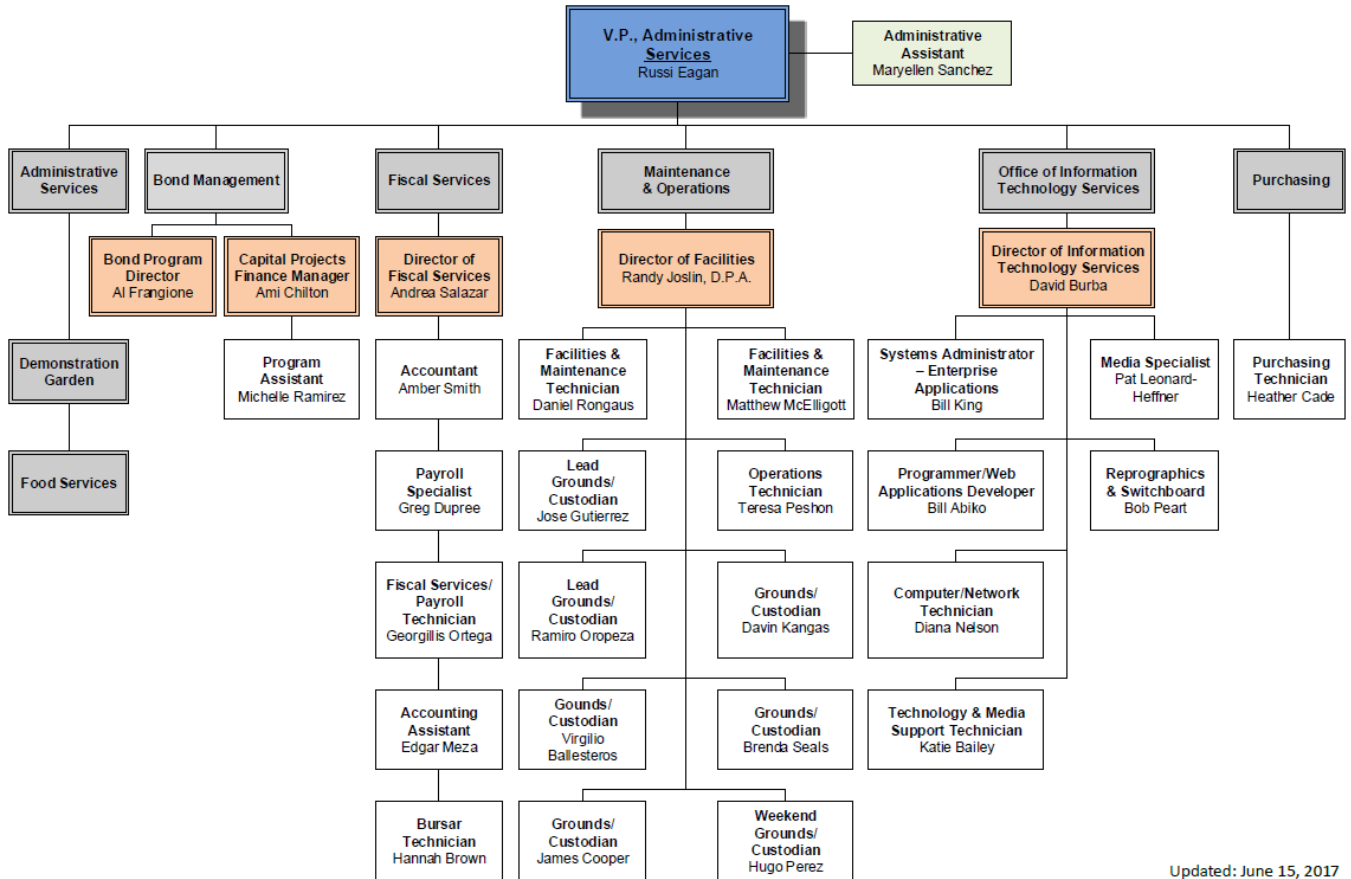
District Organizational Chart



Updated: June 15, 2017

Administrative Services

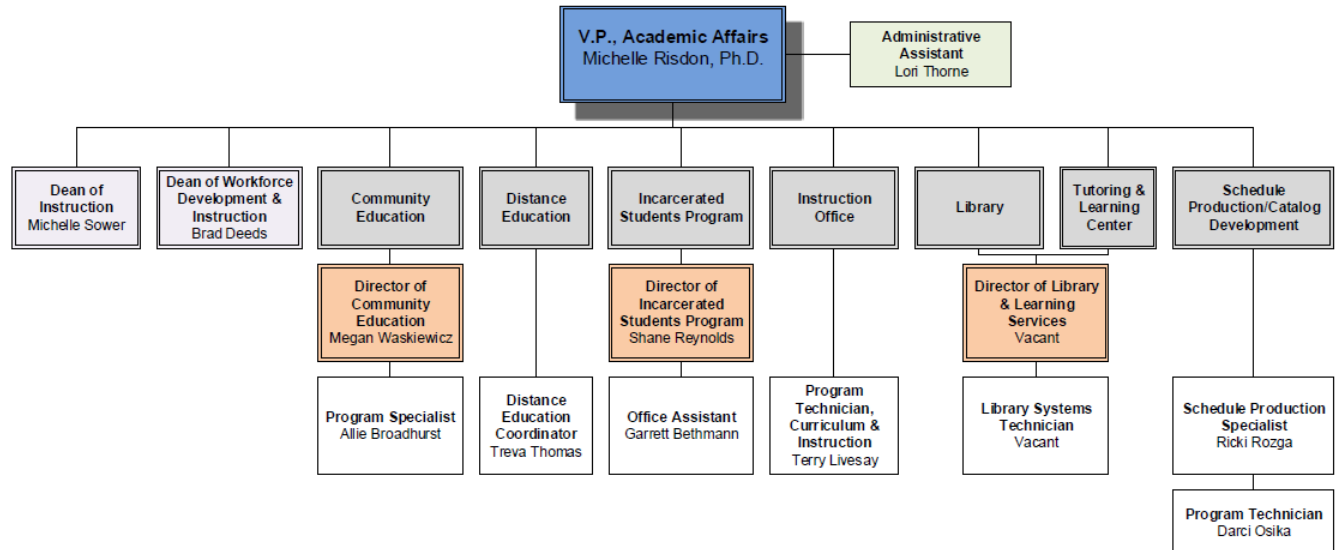
Lake Tahoe Community College Administrative Services



Updated: June 15, 2017

Academic Affairs

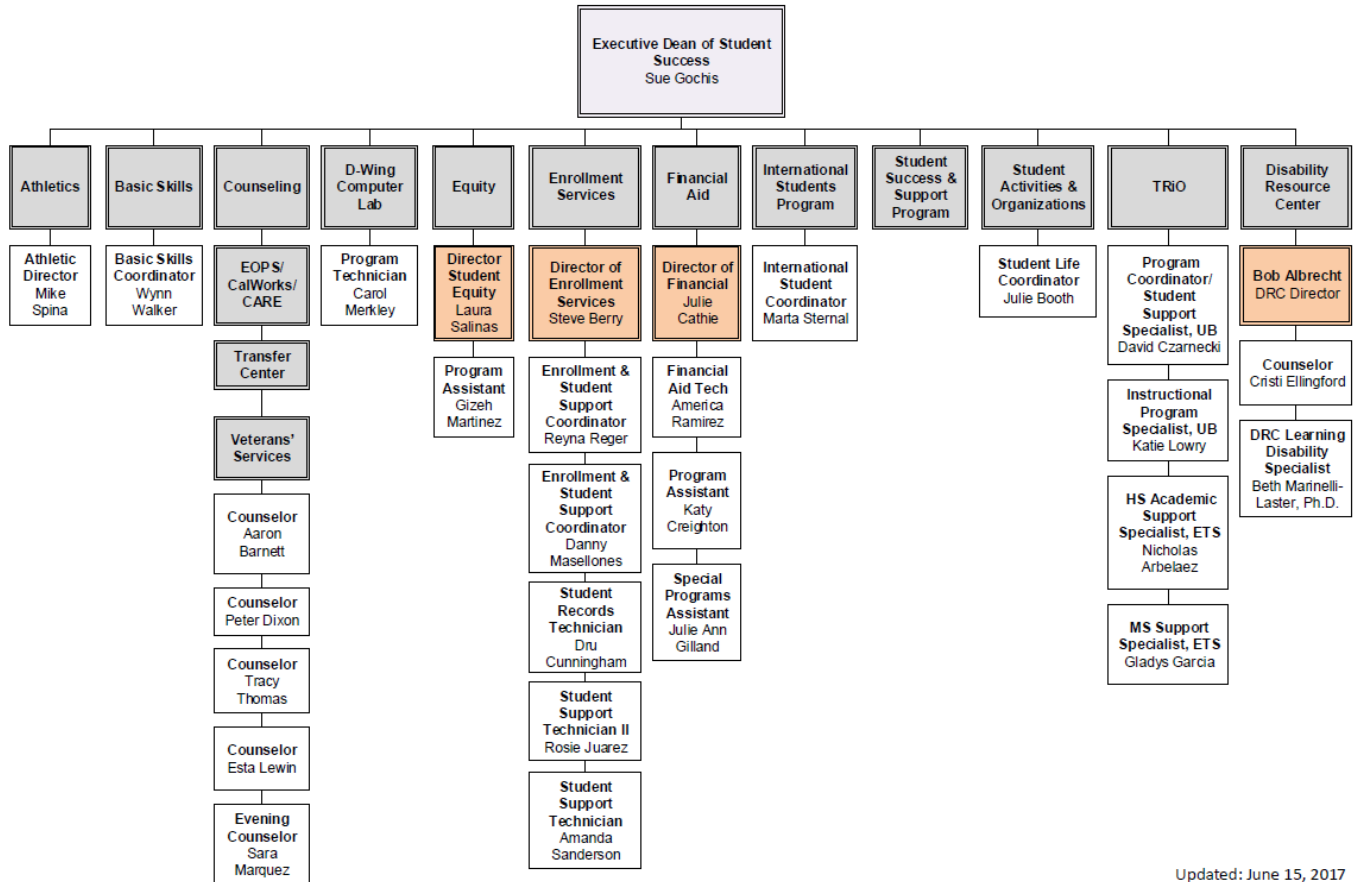
Lake Tahoe Community College Academic Affairs



Updated: June 15, 2017

Student Success

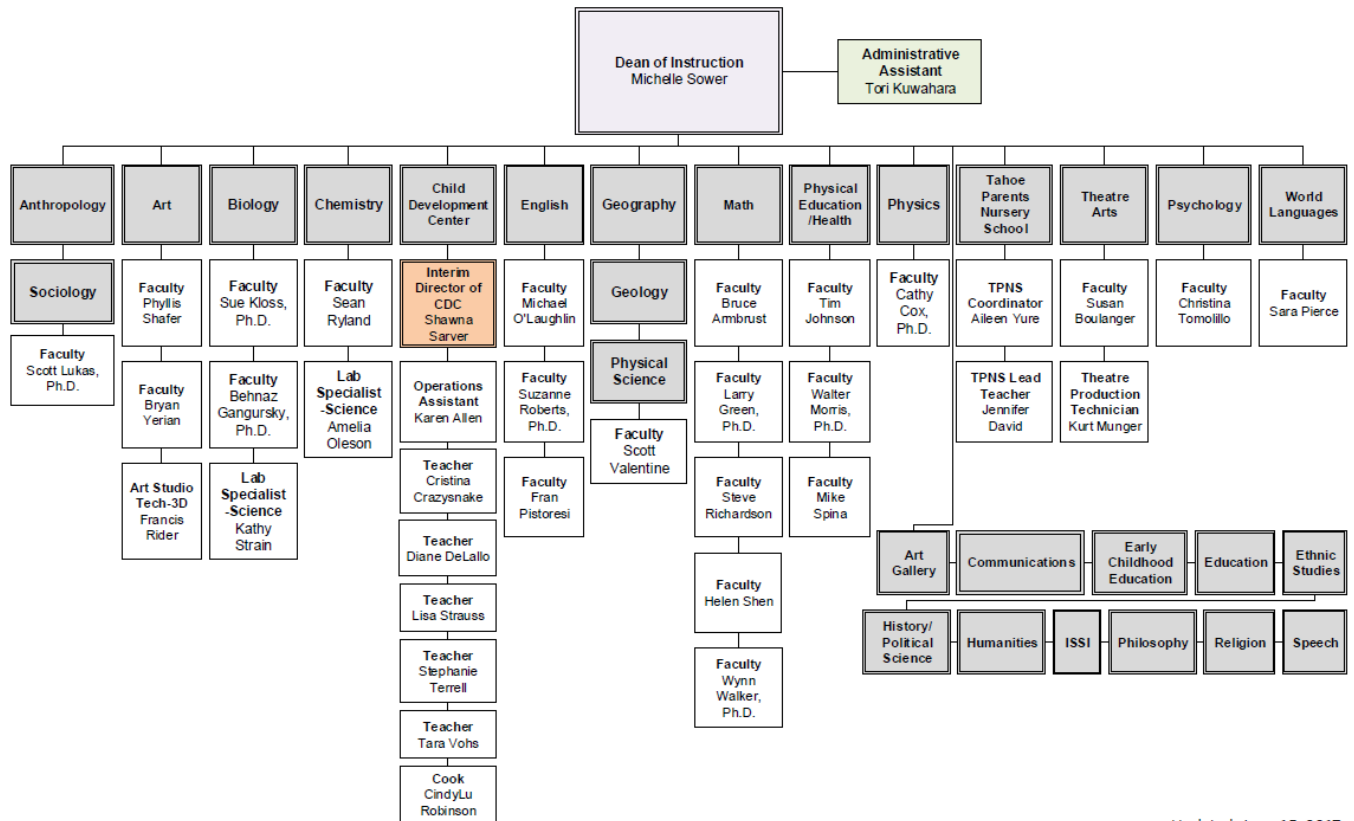
Lake Tahoe Community College Student Services



Updated: June 15, 2017

Academic Affairs – Instruction

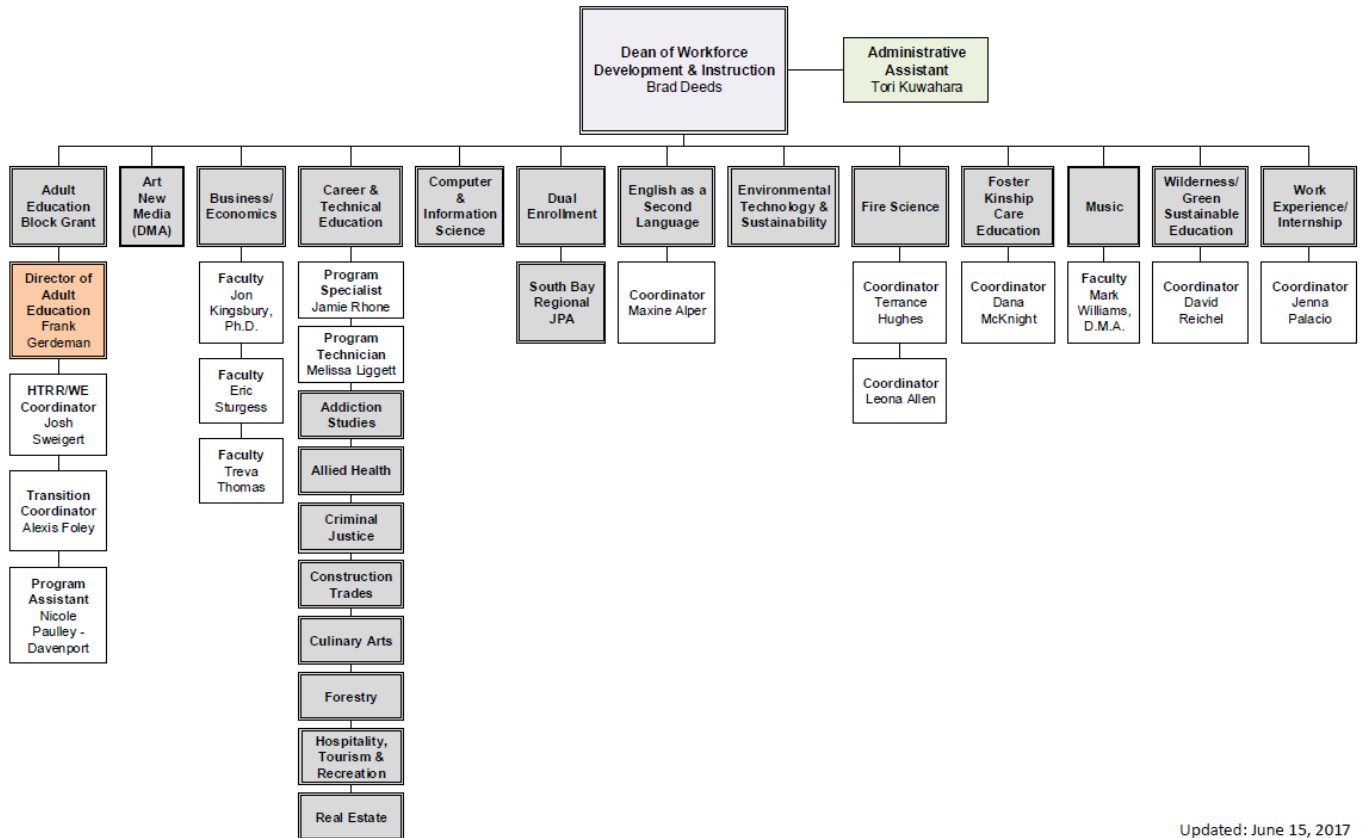
Lake Tahoe Community College Academic Affairs Instruction



Updated: June 15, 2017

Academic Affairs – Workforce Development and Instruction

Lake Tahoe Community College Academic Affairs Workforce Development and Instruction



Updated: June 15, 2017

Participatory Governance Roles and Processes

While the California Education Code, Title 5 California Code of Regulations, and the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards establish minimum standards to ensure faculty, staff, and students the right to participate effectively in college governance, the College is committed to the spirit and practice of inclusive and comprehensive consultation in College decision-making.

This commitment includes:

- A. All employees should have a clear understanding of their roles and responsibilities in College decision-making processes;
- B. All employees should have opportunities to participate meaningfully in College governance;
- C. Information should be shared openly and in a timely manner with all constituencies;
- D. The use of a “first reading” and “second reading” is considered best practice and will be utilized, where relevant, across governance groups in order to garner feedback from stakeholders. Governance groups may choose to “suspend the rule” and forego a second reading as appropriate; and
- E. College decision-making processes should undergo regular review and assessment by all constituencies to ensure their continuing effectiveness and improvement.

Membership Information:

Membership to councils and committees will be based on position (ex-officio) or by appointment. Appointments are made by the constituency group being represented. It is the responsibility of the appointing group to notify the facilitator and clerical support staff of membership changes.

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. Where changes or substitutions are required, the facilitators and appointing groups will be responsible for ensuring new appointments are made in a timely manner. Appointments will be made in June preceding the term of appointment.

Ex-officio appointments will reflect current office holders whatever their position terms of office may be.

Student terms will be for one year (October 1 – June 30) with appointments made in September preceding the term of appointment

Facilitator(s) and Clerical Staff:

Facilitator and Co-Facilitator:

A Facilitator and Co-Facilitator will be selected annually, or be appointed as an ex-officio as detailed in each council’s information below, at the first meeting of the academic year. Should both the Facilitator and Co-Facilitator be absent, they shall appoint a designated Facilitator for that meeting by notifying the appropriate clerical support staff.

Responsibilities of Facilitator and Co-Facilitator:

- A. Preside over all meetings of the council;
- B. Review and approve agenda items and materials to confirm and ensure agenda items fall within the jurisdiction of the council;

- C. Manage and track membership and attendance, in coordination with clerical support staff;
- D. Communicate information and prepare briefs on business appropriate to the council;
- E. Serve as the spokesperson for the council on matters pertaining to the business of the council to other governance groups or the Board of Trustees, as appropriate;
- F. Consider recommendations generated by the council and follow up as necessary on business that results from the council's approval of items.
- G. Select participants to engage in activities and/or events, if requested/authorized to do so; and
- H. Provide mentoring services to the student member(s) of the council.

Responsibilities of Clerical Staff:

- A. Assist the Facilitator and/or Co-Facilitator in the preparation and distribution of agendas; and
- B. Attend all meetings, take minutes, maintain records, schedule meetings, secure facilities and make arrangements for technology needs, track and process paperwork, and generate and track correspondence and documentation.

* Support staff do not initiate or proceed on any task without the prior approval of the appropriate Facilitator and/or Co-Facilitator.

Meetings and Agendas:

Meetings:

All governance groups will meet regularly, throughout the academic year. A master calendar will be developed and distributed to Facilitators and Co-Facilitators at the beginning of each academic year. Each council will be presented with a list of meetings for review and approval at the first meeting of the year.

Meetings will follow the agenda, be facilitated by the co-facilitators, and include pertinent materials to aid the council in their decision-making

Agendas:

Councils governed by the Brown Act will post and distribute agendas and meeting materials at least 72 hours in advance of the meeting. All other councils will post and distribute agendas at least 24 hours in advance of the meeting. The Lake Tahoe Community College Districts uses [BoardDocs](#) for agendas and meeting materials; a link to BoardDocs is available on the District website.

A council member or campus stakeholder may request items be placed on the agenda by submitting his/her recommendation in writing to the appropriate clerical staff member.

- The clerical staff will forward all requests to the Facilitator and Co-Facilitator, and the Superintendent/President when appropriate, who will review requests and determine if they fall within the scope of the committee.
- Should it be determined that a request is not suitable for inclusion on a meeting agenda, the request will be returned to the originator with an explanation of why the request is not appropriate. The decision not to recommend an item for inclusion on a meeting agenda may be appealed to the council as a whole.
- Agenda requests must be submitted, along with supporting documents, at least seven (7) days prior to a meeting.

Rules:

- A. Council members will prepare diligently for and attend meetings as scheduled;
- B. Attendance of stated members is expected and the Facilitator and/or Co-Facilitator should be notified of anticipated absences in advance of the meeting. If a member misses two (2) consecutive regular meetings, or three (3) meetings during the course of a calendar year, the member may be removed and replaced.
- C. Councils may establish Work Teams to assist with the business of the council:
 - a. The Facilitator and Co-Facilitator will name the “Lead” for each work team.
 - b. Work Teams will be created and charged by the council based on the requirements specific to the task at hand. Councils reserve the right to both name individuals to work teams as well as ask appropriate groups to name their representatives.
 - c. Work Teams will provide the council with reports and other deliverables as requested.
- D. All councils will operate from the Consensus Decision-Making process (see below).

Consensus Decision-Making:

As part of the commitment the College uses consensus as a decision-making model.

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-worded in an attempt to address the concerns of the decision-makers.
2. Quorum
For this purpose, a quorum is defined as a majority of the specific council’s members, or one more than half (1/2) of the voting membership. A quorum is required for any action items. However, a council or committee may meet for information sharing or discussion without a quorum present.
3. Decisions
Decisions will be made by unanimous agreement once the agenda item has come to a call for consensus (see A.1.c above). If any member objects, s/he can block consensus according to the guidelines described below (see A.4.). These groups use the term consensus to denote both the discussion process and the decision rule.

In rare circumstances, when a decision must be reached prior to the next scheduled meeting, a “virtual” vote (via email), may be requested. All voting members must respond in the case of a virtual vote.

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, s/he 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).

Governance Relationships

It is vital to effective governance at the College that each employee understands their role in the process. Below is a description of the role of the Board of Trustees in the decision-making process and a chart showing the relationship between governance groups.

The Board of Trustees

The Board of Trustees, as elected representatives of the community, is the final voice in the district, in accordance with the authority granted and duties defined in [Education Code 70902](#).

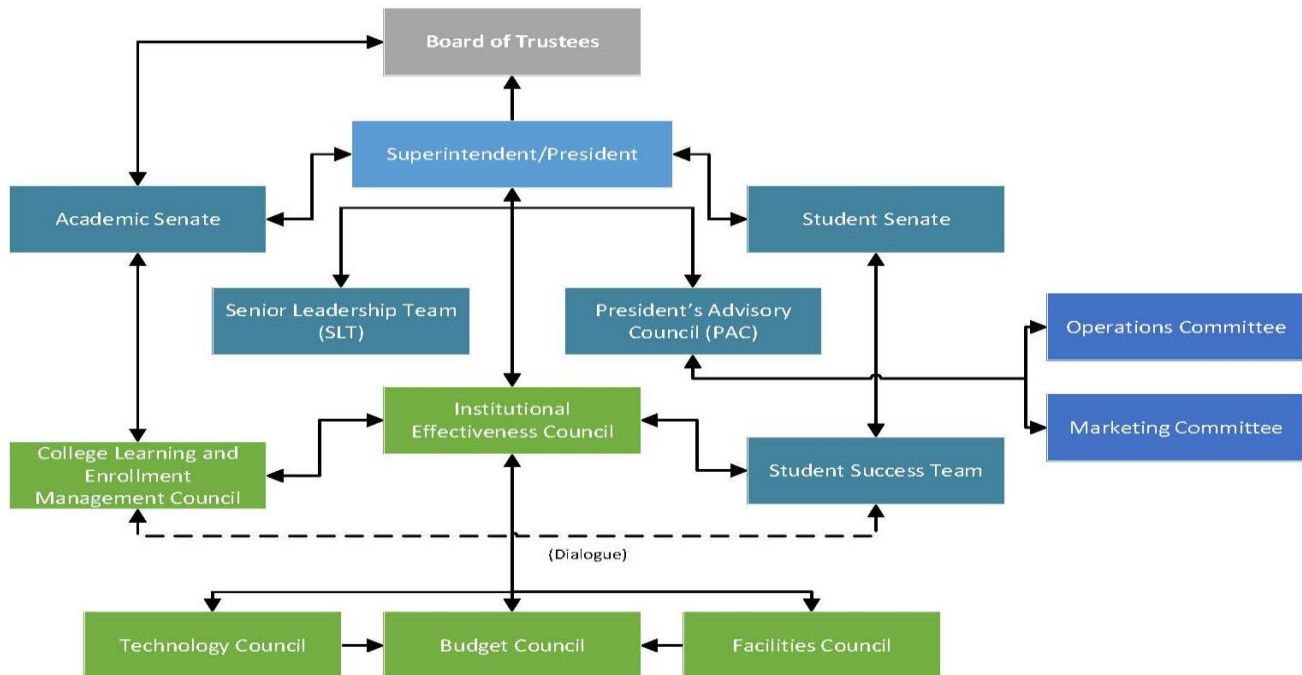
The relationship between a board of trustees and an administration is that the board sets policy and the administration carries it out. The College Board of Trustees is responsible for policy decisions.

Responsibilities:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Hire and evaluate the Chief Executive Officer
- Delegate power and authority to the chief executive to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

LTCC Participatory Governance

Organizational Chart



Governance Group Descriptions

Definitions

Participatory Council

A council meets on a regular basis and is composed of constituency representatives designated or selected to act in an advisory capacity. A council often directs the work of numerous committees or task forces:

- Institutional Effectiveness Council (IEC)
- College Learning and Enrollment Management Council (CLEMC)
- Budget Council (BC)
- Technology Council (TC)
- Facilities Council (FC)

Other Recommending Bodies

- President's Council (PC)
- President's Advisory Council (PAC)
- Student Success Team
- Academic Senate
- Student Senate

Standing Committee

A standing committee is composed of constituency representatives and considers matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies.

- **Operations:** Operations is not a decision-making group but helps other groups know how to implement decisions that are made. The group also provides support in vetting possible alternatives when councils or recommending bodies are considering a decision. Finally, Operations will work to identify issues across departments and propose solutions for other groups to consider.
- **Marketing:** The Marketing Committee is a representative group made up of members from all stakeholders on campus (faculty, classified, and administrators) that meets to discuss the College's overall Marketing plan and make suggestions. Discussion typically revolves around major marketing efforts and key messaging.

Bargaining Units and Meet and Confer Groups

- Faculty Association
- Classified Employees Union
- Confidentials and Directors Meet and Confer
- Administrators Meet and Confer

Task Force or Ad-hoc

A task force or ad-hoc committee addresses special College-wide issues or tasks and meets until the issue is resolved or the task is completed.

Participatory Councils

Institutional Effectiveness Council

| | |
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| Purpose | At Lake Tahoe Community College, the Board of Trustees established the Institutional Effectiveness Council (IEC) to serve 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 the Functions listed below. 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 | <ul style="list-style-type: none"> • Advise 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. • Act as the institutional accreditation steering committee and makes recommendations for ongoing institutional improvement. • Act as a resource to the campus on accreditation issues; understands accrediting standards and informs the College community. • Develop 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. • Facilitate communication and consultation on issues related to institutional policy and planning including progress in achieving College goals and institutional effectiveness. • Review 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 <i>Strategic Plan</i> and its short- and long-term goals and priorities. • Review and updates the College's <i>Strategic Plan</i> and its mission, vision, and belief statements through the coordination of college-wide consultation. |
| Recommends To | Superintendent/President |
| Staff | Co-Facilitator: To be elected annually from membership Co-Facilitator: Director of Institutional Effectiveness Clerical Staff: Executive Assistant to the Superintendent/President |
| Membership | Composition by groups (total of 11 voting members): <ul style="list-style-type: none"> • 3 Faculty (of which one may be adjunct) • 3 Classified Staff <ul style="list-style-type: none"> ○ CEU (2) ○ Confidential (1) • 1 Student |

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| | <ul style="list-style-type: none"> • 4 Management <ul style="list-style-type: none"> ○ Vice President of Academic Affairs (ex-officio) ○ Vice President of Administrative Services (ex-officio) ○ Director of Institutional Effectiveness (ex-officio) ○ Director (1) <p>Regular Guests (non-voting):</p> <ul style="list-style-type: none"> • Superintendent/President |
| Quorum | 6 voting members |
| Recommendations | <ul style="list-style-type: none"> • All IEC recommendations will be forwarded to the Superintendent/President. The Superintendent/President will rely upon the advice and judgement 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 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 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 by the Board of Trustees will be forwarded to the IEC by the Superintendent/President at the next scheduled IEC meeting. |
| Brown Act | Yes |
| Accreditation Standard | Standard I and Standard IV |

College Learning and Enrollment Management Council (CLEMC)

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| Purpose | The College Learning and Enrollment Management Council (CLEMC) serves as a college-wide governing body for coordinated quality learning and enrollment management at Lake Tahoe Community College. The purpose of CLEMC is to commission, review, and approve the work of various committees, task forces, and individuals in areas related to the general charge of the CLEMC. |
| Functions | <ul style="list-style-type: none"> • Acts as an effective participatory governance body to assist in the decision making and the implementation of decisions involving academic matters. The CLEMC will act in compliance with Board Policy and the nature of participatory governance as established in Title 5, California Education Code, and California State regulations and legislation. • 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. • Determines, by consensus, whether items will be forwarded to the Institutional Effectiveness Council (IEC) as consent or action items. • The CLEMC contributes to discussions and decision making regarding academic and student services policies. • Specifically, the CLEMC is responsible for, has oversight of, and/or supports communication and coordination of the following: <ul style="list-style-type: none"> ○ Educational master Planning ○ Enrollment Management Planning ○ Program Planning/Review and Unit Planning, including relevant Funding Prioritization ○ Faculty Orientation and Professional Development ○ Catalog and Course Scheduling ○ Distance Learning ○ Learning Support, Learning Resources, Libraries and Learning Technology ○ Learning-related Partnerships and School and University Articulation ○ Learning-related Grants ○ Relationship between Credit, Non-Credit, and Not-for-Credit Programs ○ Program Development/Revitalization/ Discontinuance Policies |
| Recommends To | Academic Senate and Institutional Effectiveness Council |
| Staff | <p>Co-Facilitator: Vice President of Academic Affairs</p> <p>Co-Facilitator: Academic Senate President</p> <p>Clerical Staff: Administrative Assistant to the Vice President of Academic Affairs</p> |
| Membership and Appointment | <p>Composition by groups (total of 12 voting members):</p> <ul style="list-style-type: none"> • 5 Faculty <ul style="list-style-type: none"> ○ Academic Senate President (ex-officio) ○ Counselor (ex-officio) ○ Academic Senate Representative (1) ○ Faculty Representatives (2) • Staff <ul style="list-style-type: none"> ○ CEU (1) ○ Enrollment Services Staff Member (1) |

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| | <ul style="list-style-type: none"> • 1 Student • 4 Management <ul style="list-style-type: none"> ○ Vice President of Academic Affairs (ex-officio) ○ Executive Dean of Student Services (ex-officio) ○ Dean of Instruction (ex-officio) ○ Director of Institutional Effectiveness (ex-officio) <p>Regular Guests (non-voting):</p> <ul style="list-style-type: none"> • Vice President of Administrative Services • Director of Enrollment Services • Director of Marketing and Communications • Schedule Production Specialist |
| Quorum | 7 voting members |
| Recommendations | <ul style="list-style-type: none"> • The co-facilitators will forward recommendations generated by the CLEMC to the relevant Governance Council, consider recommendations generated by the CLEMC's actions, and follow up as necessary on business that results from the CLEMC's approval of items. |
| Work Teams | <ul style="list-style-type: none"> • Basic Skills • Distance Education/Online Education Initiative |
| Brown Act | No |
| Accreditation Standard | Standard II |

Budget Council

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| Purpose | The Budget Council provides guidance and direction for budget management and development and provides input to issues related to the budget. The Budget Council is responsible for reviewing, developing, and recommending the annual budget. In addition, the Budget Council provides ongoing oversight in relation to budget changes and information at the State and District level. |
| Functions | <ul style="list-style-type: none"> • Hold primary responsibility to assist in the development of the College Resource Plan, integrating recommendations from the educational, technology and facilities master plan. • Develop and respond to the accreditation Standard III.D, as well as other relevant accreditation requirements. • Support and track College goals and objectives and ensure that the management of institutional financial resources support established goals and objectives. • Develop, interpret, recommend and communicate policies, guidelines and procedures related to budget processes and resource allocation. • Communicate information to faculty, staff and administration. • Act as a recommending body to the Institutional Effectiveness Council on issues related to budget development and management. • Review and recommend assumptions for use in district budget development (i.e., the BAG) |
| Recommends To | Institutional Effectiveness Council (IEC) |
| Staff | Co-Facilitator: Vice President of Administrative Services Co-Facilitator: Annually elected from voting members Clerical Staff: Administrative Assistant to the Vice President of Administrative Services |
| Membership | Composition by groups (total of 11 voting members): <ul style="list-style-type: none"> • 3 Faculty (one may be adjunct) • 3 Staff <ul style="list-style-type: none"> ○ CEU (1) ○ Confidential 1) ○ Fiscal Services Staff Member (1) • 1 Student • 4 Management <ul style="list-style-type: none"> ○ Vice President of Academic Affairs (ex-officio) ○ Director of Fiscal Services (ex-officio) ○ Director/Administrator (2) |
| Quorum | 6 voting members |
| Recommendations | <ul style="list-style-type: none"> • The Co-Facilitators will forward recommendations generated by the Budget Council to the relevant Governance Council and follow up as necessary on business that results from the Budget Council's approval of items. |
| Brown Act | No |
| Accreditation Standard | Standard III.D |

Technology Council

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| Purpose | <p>The Technology Council provides oversight for development and implementation of the College's technology strategic plan as well as the initiatives of the Board of Trustees. The council acts on the proposals and recommendations by the Office of Information Technology Services (OITS) and the various Governance Councils. The proposals and recommendations may be approved, rejected, or returned to the recommending committee for modification. Additionally, the council recommend and reviews technology related policies and procedures.</p> <p>The Technology Council resolves any prioritization, resource allocation, and standards or policy conflicts that cannot be resolved by the OITS in working with other Governance Councils. The Technology Council ensures that technology initiatives are consistent with College goals, priorities, and resources; and appoints project teams for approved projects</p> |
| Functions | <ul style="list-style-type: none"> • Holds primary responsibility for the development of the Technology Master Plan • Coordinate the response to relevant accreditation requirements for the Self Study. • Develop, interpret, recommend, and communicate policies, guidelines, and procedures related to the Technology Master Plan • Communicate information to faculty, staff, and administration as well as through the IEC as appropriate • Act as a recommended body to the Budget Council on issues related to technology • Collaborate with the College Learning and Enrollment Management Council (CLEMC) |
| Recommends To | Institutional Effectiveness Council (IEC) |
| Staff | <p>Co-Facilitator: Vice President of Administrative Services</p> <p>Co-Facilitator: Annually elected from voting members</p> <p>Clerical Staff: Administrative Assistant to the Vice President of Administrative Services</p> |
| Membership and Appointment | <p>Composition by groups (total of 11 voting members)</p> <ul style="list-style-type: none"> • 3 Faculty <ul style="list-style-type: none"> ○ 2 Faculty (one may be adjunct) ○ Distance Education Coordinator (ex-officio) • 3 Staff <ul style="list-style-type: none"> ○ CEU (1) ○ Confidential (1) ○ Information Technology Staff (1) • 1 Student • 4 Management <ul style="list-style-type: none"> ○ Vice President of Administrative Services (ex-officio) ○ Director of Information Technology Services (ex-officio) ○ Director/Administrator (2) <p>Regular Guests (non-voting):</p> <ul style="list-style-type: none"> • Bond Project Director |

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| | <ul style="list-style-type: none"> • Director of Institutional Effectiveness |
| Quorum | 6 voting members |
| Recommendations | The Co-Facilitators will forward recommendations generated by the Technology Council to the relevant Governance Council and follow up as necessary on business that results from the Technology Council's approval of items. |
| Brown Act | No |
| Accreditation Standard | Standard III.C |

Facilities Council

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| Purpose | The Facilities Council provides guidance and direction to overseeing facility management and provides input to all issues related to facilities and maintenance, particularly with regard to new construction. The Facilities Council is also responsible for coordinating the Facilities Master Plan (FMP) and ongoing review and revision of the Campus Master Plan (CMP). |
| Functions | <ul style="list-style-type: none"> • The Facilities Council hold primary responsibility to develop the Facilities Master Plan (FMP). • Develops and responds to accreditation Standard III.B, as well as other relevant accreditation requirements. • Builds institutional annual and long term goals to develop and implement initiatives leading towards the recommendation of the FMP, the 5-year capital outlay plan, use of space, scheduled maintenance and other state and federal reports. • Develops, interprets, recommends and communicates policies, guidelines and procedures related to the FMP. • Communicates information to faculty, staff and administration as well as through the Institutional Effectiveness Council (IEC) as appropriate. • Acts as a recommending body to the Budget Council on issues related to facilities. • Provides overall guidance and direction to the Emergency Preparedness/SEMS/Safety efforts. • Provides overall guidance and direction to College sustainability efforts. • Collaborates with the College Learning and Enrollment Management Council (CLEMC) around issues specific to instruction and student services' facility needs |
| Recommends To | Institutional Effectiveness Council |
| Staff | <p>Co-Facilitator: Vice President of Administrative Services</p> <p>Co-Facilitator: Annually elected from voting members</p> <p>Clerical Staff: Administrative Assistant to the Vice President of Administrative Services</p> |
| Membership | <p>Composition by groups (total of 11 voting members)</p> <ul style="list-style-type: none"> • 3 Faculty <ul style="list-style-type: none"> ○ One may be adjunct • 3 Staff <ul style="list-style-type: none"> ○ CEU (1) ○ Confidential (1) ○ Schedule Production (ex-officio) • 1 Student • 3 Management <ul style="list-style-type: none"> ○ Director of Facilities (ex-officio) ○ Director Bond Programs (ex-officio) ○ Director/Administrator <p>Regular Guests (non-voting):</p> <ul style="list-style-type: none"> • Capital Projects Finance Manager • Science Laboratory and Instructional Safety Specialist |

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| Quorum | 6 voting members |
| Recommendations | The Co-Facilitators will forward recommendations generated by the Facilities Council to the relevant Governance Council and follow up as necessary on business that results from the Facilities Council's approval of items. |
| Brown Act | No |
| Accreditation Standard | Standard III.B |

Other Recommending Bodies

The following recommending bodies operate outside of the framework of the Participatory Governance structure, but still provide input and/or make recommendations to the decision making process at Lake Tahoe Community College.

Senior Leadership Team

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| Purpose | The Senior Leadership Team (SLT) is the administrative advisory group to the Superintendent/President. |
| Functions | <ul style="list-style-type: none"> • Advise the Superintendent/President on important issues and upcoming decisions concerning the district • Come to consensus on pending recommendations to the Institutional Effectiveness Council and Board of Trustees on budget issues, planning, staffing, and strategy. • Discuss enrollment projections • Provide recommendation on budget and staffing decisions • Discuss strategic issues that impact the future of LTCC |
| Recommends To | Superintendent/President |
| Staff | Facilitator: Superintendent/President Clerical Staff: The “note-taker” shall rotate alphabetically every week |
| Membership | <ul style="list-style-type: none"> • Superintendent/President (Chair) • Vice President, Academic Affairs • Vice President, Administrative Services • Executive Dean of Student Success • Dean of Instruction • Dean of Workforce Development and Instruction • Director of Institutional Effectiveness • Director of Human Resources |
| Meetings and Agendas | <p>The meeting schedule:</p> <ul style="list-style-type: none"> • The SLT meets on the first and third Tuesday of the month • The SLT will participate in at least twice annual offsite strategy retreats <p>Items on the agenda</p> <ul style="list-style-type: none"> • All members of SLT can add items to the agenda on Dropbox no later than the Monday at noon prior to the meeting. • Agenda items will be reviewed before the meeting to ensure there is sufficient time to address all items they will be prioritized using the following criteria: <ul style="list-style-type: none"> ○ Items requiring action before the next scheduled meeting ○ Items for first read ○ Other action items ○ Information items • The agenda will also include time for brief reports where appropriate <p>Distribution</p> <ul style="list-style-type: none"> • Agendas and packets are available in Dropbox |

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| | <ul style="list-style-type: none"> Minutes of the meetings should be posted no later than the Friday following the meeting. |
| Recommendations | All SLT recommendations will be addressed to the Superintendent/President for consideration |
| Brown Act | No |

President's Advisory Council

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| Purpose | The President's Advisory Council (PAC) is a management advisory group to the Superintendent/President, which serves as the conduit of information between the administration and all campus departments. The PAC also recognizes and respects that other organizations on campus have areas of responsibility for college governance issues. |
| Functions | <ul style="list-style-type: none"> • Advise the Superintendent/President on College-related issues • Act as the conduit for information to move between the administration and all campus departments • Review and recommend new and revised Board Policy and Administrative Procedures • Provide and avenue for professional development for College Leadership |
| Recommends To | The Superintendent/President |
| Staff | <p>Facilitator: Annually elected from members</p> <p>Co-Facilitator: Annually elected from members (serves as the time keeper)</p> <p>Clerical Staff: The "note-taker" shall rotate alphabetically every week</p> |
| Membership | <p>Composition by groups</p> <ul style="list-style-type: none"> • 1 Superintendent/President • 5 Administrators (2 VPs and 3 Deans) • All Full-time Directors (Academic and Non-Academic) • 1 Faculty (appointed by the Academic Senate President) <p>Regular Guests</p> <ul style="list-style-type: none"> • Confidential Staff |
| Meetings and Agendas | <p>The meeting schedule:</p> <ul style="list-style-type: none"> • The PAC meets on the second and fourth Tuesday of the month <p>Items on the agenda</p> <ul style="list-style-type: none"> • All members of PAC can add items to the agenda on Dropbox no later than the Thursday prior to the meeting. • Agenda items will be reviewed the Friday before the meeting to ensure there is sufficient time to address all items they will be prioritized using the following criteria: <ul style="list-style-type: none"> ○ Items requiring action before the next scheduled meeting ○ Items for first read ○ Other action items ○ Information items • The agenda will also include time for brief reports from Governance Councils and Standing Committees where appropriate • Approximately 20-30 minutes of the 2nd meeting of each month shall be set aside for professional development activities AND ALL Confidential staff will be invited to attend this portion • After review the Friday prior to the meeting, the agenda is final. Any urgent issues can be brought to the Facilitator and Co-facilitator for consideration <p>Distribution</p> <ul style="list-style-type: none"> • Agendas and packets are available in Dropbox |

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| | <ul style="list-style-type: none"> Minutes of the meetings should be posted no later than the Friday following the meeting. |
| Recommendations | All PAC recommendations will be addressed to the Superintendent/President for consideration |
| Brown Act | No |

Student Success Team

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| Purpose | The Student Success Team (SST) was developed to provide better coordination in campus efforts and initiatives directed at improving student success at the college. This interdisciplinary team works to improve efficiencies and reduce duplication in all student success efforts. |
| Functions | <ul style="list-style-type: none"> • Develop and ensure implementation of the Integrated Plan for the Basic Skills Initiative (BSI), the Student Equity Program, and the Guidance and Planning for Success Program (GPS). <i>GPS is the local brand for the state Student Success and Support Program (SSSP).</i> • Provide a venue for collaboration with student support work teams and categorical programs at the college. • Review and analyze student success data and MIS reports related to activities and programs at the college. • Serve as the lead team in revisions and analysis of the annual Student Engagement Survey. • Guide and direct campus goals related to student success and allocate resources from BSI, SSSP, Student Equity, and other categorical programs toward activities related to the college goals. • Assist with collection of information related to Standard II for accreditation. |
| Recommends To | Institutional Effectiveness Council |
| Staff | <p>Co-Facilitator: Executive Dean of Student Success</p> <p>Co-Facilitator: Director of Institutional Effectiveness</p> <p>Co-Facilitator: Vice-President of Academic Affairs</p> <p>Clerical Staff: The “note-taker” shall rotate alphabetically every week</p> |
| Membership and Appointment | <ul style="list-style-type: none"> • Executive Dean of Student Success (Co-Facilitator) • Director of Institutional Effectiveness (Co-Facilitator) • Vice President, Academic Affairs (Co-Facilitator) • Chair of BSI Work Team (Faculty) • Chair of Student Equity Work Team (Director of Equity) • Chair of GPS Work Team (Faculty Counselor) • Director of Library and Learning Services • Director of Enrollment Services • Director of Disability Resource Center • Director of Financial Aid • Director of Information Technology Services • Counseling Division Chair • Adjunct Faculty • Coordinator of Student Life • Analyst • Student Senate Appointee <p>Selection and Term of Office: Members are appointed annually according to their position title from the above list. Work team chairs may already be on the SST based on their position title.</p> |

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| Responsibilities of Facilitators | <p>The Executive Dean of Student Success will be the lead facilitator and create agendas each meeting.</p> <p>In the absence of the lead facilitator, either the Director of Institutional Effectiveness or Vice President of Academic Affairs shall serve in his/her absence.</p> <p>Should all three co-facilitators be absent, they shall appoint a designated Facilitator for that meeting.</p> <p>Clerical Support for meeting minutes shall rotate and be appointed by the Co-Chairs each meeting.</p> |
| Meetings and Agendas | <p>Meetings will be held monthly; however, the Team may be called upon to meet additionally depending upon various deadlines and initiative launch dates.</p> <p>Agenda will be created by the Facilitator who will request agenda items from team members.</p> <p>Program Reports will be a standing agenda item and include updates from BSI, GPS, and Student Equity work teams.</p> <p>MIS and Success Data Review will be a standing agenda item</p> |
| Rules | Consensus decision making processes will be used by this Team. |
| Recommendations | <p>All recommendations will be forwarded to the President for approval.</p> <p>If board action is required, upon approval from the President, the recommendation will then go to the board.</p> |
| Brown Act | No |
| Accreditation Standard | Standard II |

LTCC Academic Senate

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| Purpose | <p>The Academic Senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration and Board of Trustees of Lake Tahoe Community College in matters concerning academic and professional issues, and shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature.</p> <p>The purpose of the Senate shall be to:</p> <ul style="list-style-type: none"> • Promote the general welfare of Lake Tahoe Community College and the faculty. • Promote the development and maintenance of high standards in teaching within a framework of academic freedom, professional responsibility and ethics. • Strengthen the role that faculty members play in the College’s governance processes. • Participate in the process of developing the educational philosophy, objectives, plans and budgets of the district. • Participate in the selection of administrative and management personnel and faculty. • Assess and declare positions on existing and proposed legislation relative to the welfare of the district and the California Community College system. • Represent the faculty of Lake Tahoe Community College and make recommendations to the College administration and the Board of Trustees with respect to local and statewide academic and professional matters and the formation of college policy. "Academic and professional matters" means the policy development and implementation matters delineated in “Functions”. |
| Functions | <p>The Academic Senate shall have primary responsibility (the Board of Trustees shall “rely primarily” on the Senate) and shall work with the Board of Trustees to reach mutual agreement (“mutually agree”) on academic and professional matters as follows (Board/Senate Agreement):</p> <ul style="list-style-type: none"> • Curriculum, including establishing prerequisites and placing courses within disciplines—rely primarily • Degree and certificate requirements—rely primarily • Grading policies—rely primarily • Educational program development—mutually agree • Standards or policies regarding student preparation and success—rely primarily • District and college governance constitutions, as related to faculty roles—rely primarily • Faculty roles and involvement in accreditation processes, including self-study and annual reports—mutually agree • Policies for faculty professional development activities—rely primarily • Processes for program review—mutually agree • Processes for institutional planning and budget development—mutually agree • Appointment of faculty to committees—rely primarily • Prioritization and processes for hiring of faculty—rely primarily |

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| | <ul style="list-style-type: none"> Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the Senate—mutually agree <p><i>Please see Board Policy 4.23 for additional information and definitions</i></p> |
| Recommends To | The Superintendent/President and Board of Trustees |
| Membership | <p>Membership in the Academic Senate shall consist of those individuals employed by the Lake Tahoe Community College District who as contract employees are employed one-half time or more in regular, authorized positions and who are employed in positions that are not designated as supervisory or management. An adjunct faculty member is eligible for membership only if currently employed by the district.</p> <p>Members (Senators) will regularly attend meetings of the Academic Senate of Lake Tahoe Community College and will professionally discuss, debate and take opinions on matters brought before the Academic Senate.</p> <p>Ineligibility If a member of the Academic Senate becomes ineligible for membership (refer to Constitution, Article III, Section 1), that person will no longer continue to be a member of the Senate and the vacancy shall be filled as provided in the Bylaws.</p> <p>Regular Guests (non-voting)</p> <ul style="list-style-type: none"> Superintendent/President Vice President of Academic Affairs Vice President of Administrative Services Executive Dean of Student Success Dean of Instruction Dean of Workforce Development |
| Officers and Senators | <p>Composition The Academic Senate shall be composed of the officers and additional full-time and adjunct faculty as elected by the faculty.</p> <p>Officers The officers of the Senate shall include a President, Vice-President and a Secretary. The officers' terms, election procedures and duties are set forth in the Bylaws.</p> <p>Representation Representation of the Senate shall reflect the diversity of the academic areas of the College. The composition of the academic areas, the number of representatives in each area, and the number of adjunct representatives shall be determined by the Academic Senate.</p> <p>The President, Vice-President and Secretary shall be nominated and elected by the faculty as a whole. Academic area members shall nominate and elect Senators from their own area. If any academic area chooses not to elect a Senator that position will become an at-large position, and the person elected to that at-large position will represent all full-time faculty members. Only Senators elected by the means set forth in the Bylaws will be seated. Officers and Senators shall not hold concurrent positions, except if necessary to fill a vacancy on an emergency and/or temporary basis.</p> |

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| Meetings and Agendas | <p>The meeting schedule:</p> <ul style="list-style-type: none"> The Academic Senate meets twice monthly on the Friday prior to the regularly scheduled meeting of the Board of Trustees, and in alignment with the other participatory governance groups. <p>Items on the agenda:</p> <ul style="list-style-type: none"> All members of the LTCC campus community may request items be placed on the Academic Senate agenda Agenda items will be reviewed by the Academic Senate Vice President, in consultation with the President and Secretary as appropriate, to ensure requests fall within the jurisdiction of the Academic Senate and are addressed as: <ul style="list-style-type: none"> Action Items <ul style="list-style-type: none"> First Reading Only Second Reading/Action First Reading/Action/Suspension of the Rule Discussion Item (No Actions) Information Item Only The agenda will include time for standing reports from the senate president, college administrators, senate officers, and standing committees, councils and workgroups <p>Distribution</p> <ul style="list-style-type: none"> Agendas and packets are available in BoardDocs and are posted in accordance with the Brown Act |
| Recommendations | All Academic Senate recommendations will be addressed to the Superintendent/President for consideration and recommendation to the Board of Trustees |
| Work Teams | Curriculum Committee, Student Learning Outcome(SLO)/Assessment Committee, Professional Development Committee, Committee On Online Learning (COOL), Equivalency Committee, Faculty Hiring Prioritization Committee |
| Brown Act | Yes |

Student Senate

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| Purpose | The purpose of the LTCC Student Senate is to inform students of their rights and responsibilities and to motivate students to participate in policy making that affects their education, thereby improving the quality of their educational experience. The Student Senate encourages student engagement by involving students in extra-curricular activities, and maintaining a high standard of student life by promoting and administering programs that enrich academic, cultural and social life at Lake Tahoe Community College. |
| Functions | It is the function of the Student Senate of Lake Tahoe Community College (SSLTCC) to provide the students with a voice in the College's participatory governance process. It is further the mission of the SSLTCC to promote the intellectual, artistic, cultural, and social life of students, and to provide a mechanism for the appropriate allocation of Associated Student resources. |
| Recommends To | The Superintendent/President and Board of Trustees |
| Membership | <p>The Student Senate of LTCC is the primary governing and representative organization of the Associated Students of LTCC. The Senate consists of a President, Vice President, Political Affairs Officer, Treasurer, Activities Officer, Public Relations Officer, Secretary, Student Trustee, and Parliamentarian, as well as nine Senators with voting privileges and a number of non-voting representatives not to exceed 10% of the student body.</p> <ul style="list-style-type: none"> • Student Senate members shall be currently enrolled in a minimum of eight (8) units while maintaining a 2.0 cumulative grade point average. • Student Senate members not maintaining eligibility shall be dismissed from office by an Advisor of the Student Senate within two (2) school days. • Student Senate members removed from office at any time as a result of impeachment shall be permanently ineligible to hold any office of the Student Senate. <p>Regular Guests (non-voting)</p> <ul style="list-style-type: none"> • Superintendent/President • Executive Dean of Student Success |
| Officers and Senators | The composition, officers, representation, and roles of the Student Senate are outlined in the Constitution and Bylaws . |
| Meetings and Agendas | <p>The meeting schedule:</p> <ul style="list-style-type: none"> • The Student Senate meets regularly at a time and a place agreed upon and set by the President and approved by a majority of the members of the Student Senate at the first Student Senate meeting of each quarter. <p>Items on the agenda:</p> <ul style="list-style-type: none"> • All members of the LTCC campus community may request items be placed on the Student Senate agenda • Agenda items will be reviewed by the Student Senate President, in consultation with the Student Senate Club Advisors, to ensure requests fall within the jurisdiction of the Student Senate and are addressed as: <ul style="list-style-type: none"> ○ Action Items <ul style="list-style-type: none"> ▪ First Reading Only |

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| | <ul style="list-style-type: none"> ▪ Second Reading/Action ▪ First Reading/Action/Suspension of the Rule <ul style="list-style-type: none"> ○ Discussion Item (No Actions) ○ Information Item Only • The agenda will include time for standing reports from the student senate officers, club advisors, and standing committees. <p>Distribution</p> <ul style="list-style-type: none"> • Agendas and packets are available in BoardDocs and are posted in accordance with the Brown Act. |
| Recommendations | All Student Senate recommendations will be addressed to the Superintendent/President. |
| Brown Act | Yes |

Bargaining and Meet and Confer Organizations

Faculty Association

The Board of Trustees and the Lake Tahoe Community College District recognize the Lake Tahoe Community College Faculty Association/CCA/CTA/NEA as the exclusive representative of the Faculty for representation in the collective bargaining process in matters of employment.

- [Agreement Between the Lake Tahoe Community College Board of Trustees and the Lake Tahoe Community College Faculty Association CCA/CTA/NEA](#)

Classified Employees Union (CEU)

The Board of Trustees and the Lake Tahoe Community College District recognize the Lake Tahoe Community College Classified Employees Union CCA/CTA/NEA as the exclusive representative of the Classified Staff for representation in the collective bargaining process in matters of employment.

- [Agreement Between the Lake Tahoe Community College District Board of Trustees and the Lake Tahoe Community College Classified Bargaining Unit \(CCA/CTA/NEA\)](#)

Meet and Confer

Confidentials and Directors

The Confidentials and Directors Meet and Confer Group is recognized by the Board of Trustees and the Lake Tahoe Community College District as the representative of Classified Confidential and Directors/Managers in matters of employment.

Administrators

The Administrators Meet and Confer Group is recognized by the Board of Trustees and the Lake Tahoe Community College District as the representative of Administrators in matters of employment.