



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
0020.6

September 23, 2004

DISTRICT GOVERNANCE COUNCIL DESCRIPTION, FUNCTION AND OPERATING GUIDELINES

DESCRIPTION

The District Governance Council will serve as the Districtwide communication, planning, and review forum on matters pertaining to major issues affecting the District.

FUNCTION

The District Governance Council (DGC) is a standing council comprised of students, faculty, and staff representatives from throughout the District. The Council will meet to share information and review matters concerned with educational programs and services. The DGC shall not address matters which are negotiable (SB 160).

Specifically, the Council will:

1. Advise the Chancellor on the development and effects of policy implementation; and
2. Advise the Chancellor on matters referred to the Council by the respective colleges, Continuing Education or other college/district standing councils; and
3. Provide a forum for districtwide communication to ensure consistent, continuous reporting of information throughout the district.
4. Review and make recommendations on major issues, such as the annual district budget, long-range and strategic planning directions, educational and student services plans, and advocacy at the local, state and national levels.

RESPONSIBILITY AND AUTHORITY

1. Responsibilities
 - a. To review and recommend items pending Board of Trustees' consideration and to advise the Chancellor relative to those matters contained therein.
 - b. To receive information through periodic reports on major activities in progress such as development of new processes and services, policy review and development, and budget development.

- c. To identify "general issues" for discussion and follow up and/or formal assignment to staff and other committees.
2. Authority
 - a. The Council may request appropriate college/district personnel to provide other services considered necessary to accomplish the functions and responsibilities described and assigned herein.
 - b. The Council may refer matters to the other college/district standing councils for their review and consideration.
 - c. The Council may refer matters of business back to the originating source for reconsideration and revision. In such cases, the Council shall state the specific reasons for which referral is made, together with suggestions for revision, if any.

RELATIONSHIP

1. The Council shall serve in an advisory capacity to the Chancellor or his/her designee to promote effective communication and participatory governance throughout the District. The Chancellor shall provide a recording secretary to the Council.
2. The Council shall work cooperatively with other college/district standing councils/committees and such other agencies to carry out its prescribed functions and fulfill its prescribed responsibilities.

ACCOUNTABILITY

1. The Council is responsible to review with the Chancellor various reports or recommendations prior to their final development and submission to the Board of Trustees.
2. The Chancellor is responsible for reporting to the Board of Trustees the substance and the nature of the business transacted.

MEMBERSHIP

The Council is a District standing committee consisting of the following members:

Administrative Staff:

Chancellor, Chairperson
 Vice Chancellor, Business Services
 Vice Chancellor, Facilities Management
 Vice Chancellor, Human Resources and Administrative Services
 Vice Chancellor, Instructional Services, Planning and Technology
 Vice Chancellor, Student Services
 Director, Public Information and Governmental Affairs

Academic Senate President; and designee:

City
 Mesa
 Miramar
 Continuing Education

Presidents

City
Mesa
Miramar
Continuing Education

Student Representatives:

City, AS President
Mesa, AS President

Miramar, AS President
Continuing Education, AS President (to be determined)
Student Trustee

Classified Senate Representatives:

City
Mesa
Miramar
Continuing Education

Other observers and resource persons may attend.

OPERATING GUIDELINES

1. Agenda
 - a. Items for the Council agenda may be proposed by any member.
 - b. Docket items will be discussed on an exception basis.
2. Meetings: Regular and Special: Time and Place
 - a. **Regular meetings** shall be scheduled at 2:00 PM on the first and third Wednesday of the month; the meeting schedule is subject to alteration in order to ensure that the Council meets during the week which precedes a regularly scheduled meeting of the Board of Trustees.
 - b. **Special meetings** may be called by the chairperson or at the request of at least seven (7) members, at a time and place determined by the Chancellor.
 - c. Regular and special meeting shall take place at the District office unless notice is given to the contrary.

SUPERSEDES: 10/11/95; 10/14/98