Moreno Valley College

Leadership & Governance Handbook
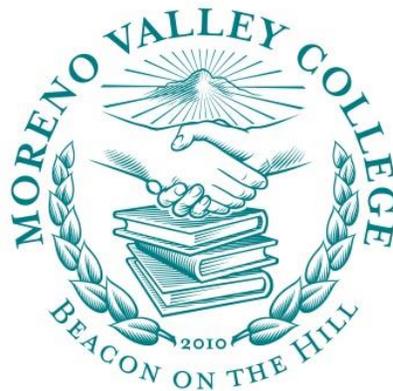
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INTRODUCTION

Moreno Valley College's Leadership and Governance Handbook is a resource to faculty, staff, students, and administrators on all matters related to the leadership and governance process of the College. This handbook is a "living" document and reviewed and updated, at minimum, on an annual basis. This handbook will provide information about how decisions are made and provide each member of the college community with the opportunity and knowledge needed to participate in the myriad of participatory governance structures available at our college.

Moreno Valley College is California's 111th Community College administered by the Riverside Community College District. The College offers credit programs leading to transfer employment, and skills development. The mission is of the college:

> Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

> To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:

> - Baccalaureate Transfer
> - Associate Degrees in Arts and Sciences
> - Certificates in Career and Technical Education Fields
> - Post-employment Opportunities

As a California Community College, Moreno Valley College (MVC) is mandated to operate under the principle of participatory governance. Education Code 70902(b) (7) mandates that the Board of Governors adopt regulations that "…ensure faculty, staff, and students… the right to participate effectively in district and college governance." Title 5 regulations implementing this mandate (sections 53200 et seq., 51023.5, and 15023.7) require that the governing board "consult collegially" with the Academic Senate on academic and professional matters, and that staff and students have the opportunity to "participate effectively" in the development of procedures and recommendations that have a significant effect on them.

Participatory governance is a college process which involves faculty, staff, administration and students in college decision-making. The term "governance" also refers to the role of a community college's Board of Trustees. Board-adopted policies that protect the rights of faculty, staff, and students to "participate" in decision-making by making recommendations to the board do not replace the board's governance role. Neither do these policies abrogate the College President's responsibility for making decisions, given that s/he is solely accountable to Riverside Community College District's Chancellor for the outcomes of all decisions made.

In addition, the College President is responsible for establishing timelines and institutional priorities, development structures and processes, providing information, and ensuring that certain policies are in place and procedures are followed. District executives and the College President are the critical links between constituencies and the Board of Trustees, and usually serve as the designees of the board in governance matters. Therefore, by virtue of the position, the College President serves as ex officio on all participatory governance committees.

The Community College League of California (CLCC) and the State Academic and Classified Senates encourage use of the more precise term, "participatory governance." For more information, visit the CCLC website at http://www.ccleague.org/i4a/pages/index.cfm?pageid=3359 or read the position paper representing the view of the California Community Colleges. Classified Senate (4CS) is available at http://www.cccs.org/documents/positionpapers/particapatory_govn.pdf. A copy of the text of the applicable Education Code and Title 5 sections can be accessed from the website of the State of California's Office of Administrative Law located at http://www.oal.ca.gov.

PARTNERS IN PARTICIPATORY GOVERNANCE

Participatory governance is characterized by inclusiveness, rigorous dialogue, and participatory decision-making involving all constituents. Moreno Valley College constituencies include:

- Students
- Faculty
- Classified & Confidential Staff
- Administration

Students

Student members are appointed by MVC's Associated Students Senate of the Associated Students of Moreno Valley (ASMVC) to serve on participatory District and College committees, task forces, and advisory bodies. Moreno Valley College's Associated Student Senate appoints members at the beginning of each academic year, though due to attrition or lack of student volunteers, vacancies may occur. Student appointments are for one year or as noted in the approved by-laws.

Faculty

All faculty appointments to college governance bodies are made by the Academic Senate with College Administration consulting collegially. Committees concerning the Faculty Association are appointed by the Faculty Association. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge; membership and/or by-laws. Additional terms are subject to Senate approval. The Senate will work collegially to ensure continuity by reappointing faculty to committees and councils.

Classified and Confidential Staff

Each participatory governance committee with staff representation must have a classified staff appointee from the California School Employees Association (CSEA). Staff appointments to standing committees and councils follow published terms of services noted in the committees/councils charge and/or bylaws. Additional terms for classified staff are subject to CSEA approval. Whenever possible, the CSEA will alternate new appointments to ensure continuity on committees and councils.

It is important to note while Confidential staff are not part of CSEA and do not have bargaining rights, they play an important role in participatory governance representing confidential staff college-wide. Confidential staff participates as members of governance committees. CSEA is responsible for all committee appointments and replacements.

Administration

While Title 5 includes administrators as staff, it also requires that they be categorized separately from non-management staff for the purposes of participation in governance. Administrators may either be appointed to committees by the President or serve as an *ex officio/resource*. Administrators are typically non-voting committee members. However, committees may include administrators as voting members in their structure and by-laws at their discretion. Depending on the administrator's committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the administrator named in the membership list.

Administration Organizational Chart*
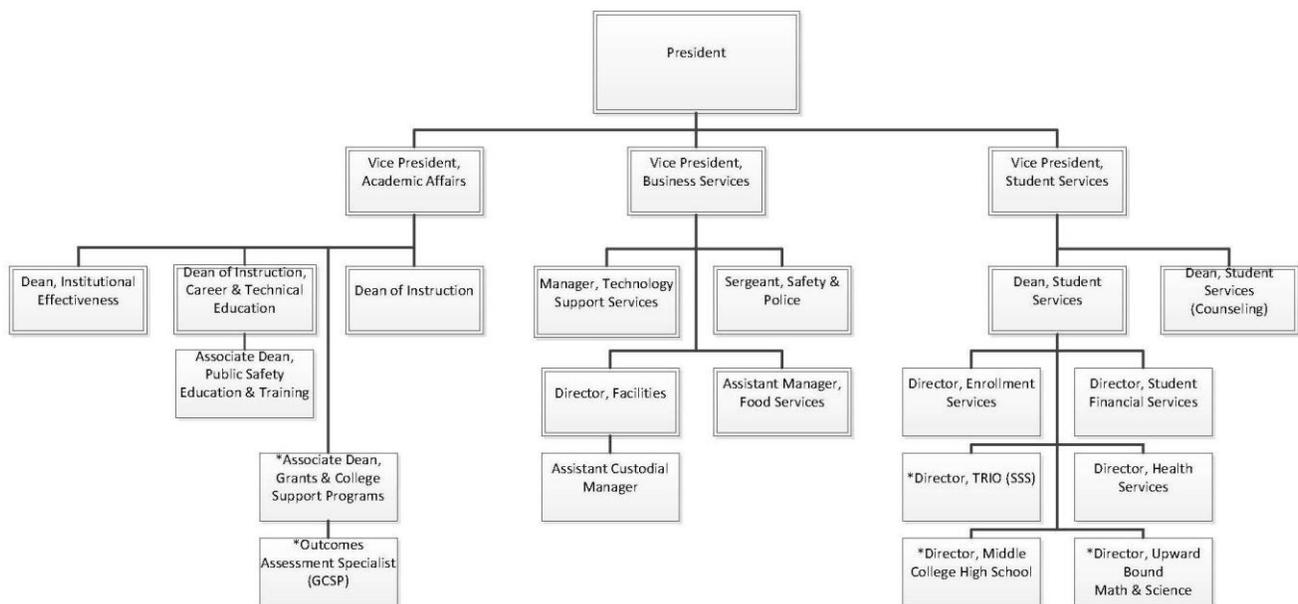
*Grant funded position.

*College Division (Academic Affairs, Business Services, Student Services) organization charts may be found in the Appendices section an online at www.mvc.edu.

INCLUSIVENESS IN PARTICIPATORY GOVERNANCE

Participatory governance occurs effectively when there is shared responsibility by all the constituencies that are impacted by decisions. To develop a college climate that encourages and supports participation in governance, certain facilitative steps must be taken. These steps may be specific to each of the constituencies, or they may apply to the college community as a whole.

Facilitating Leadership and Governance Participation

Student

Student involvement in participatory governance is vital, however, sometimes difficult to accomplish. Students have class and work schedules to accommodate, limited knowledge of scope of their role, and may lack confidence. A student representative may stop attending committee meetings because of other demands, leaving students without a representative voice. For these reasons it is important that the committee chair, in consultation with MVC's Student Activities Coordinator, either acts as or appoints a student mentor. Chairs can also facilitate students' participation by asking directly for their input, providing committee reinforcement for their contributions, and ensuring that communication with committee members occurs in a student-friendly way. For instance, students may not have access to Outlook, so it is important that alternate methods are also used for meeting announcements and other communication.

In accordance with Title 5, section 51023.7, students make recommendations regarding district and college policies and procedures that have or will have significant effect on students with respect to the following (10+1) matters:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and

10. Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Student vacancies on committees should be reported to the Student Activities Coordinator at the earliest opportunity to ensure a timely replacement.

Faculty

The full participation of faculty is critical to participatory governance. Faculty members are largely responsible for the central functions of the college, including curriculum, education program development, program review, planning, and many other academic and professional matters. Though the work calendars for faculty include time for committee participation and leadership, Academic Senate may facilitate participation by closely communicating with faculty to determine their strengths, interests, preferences, and the amount of time they have available for committee participation. Faculty in particular disciplines or divisions may wish to discuss their strategic representation on particular committees, sharing the workload so that no one person is overburdened. In addition, administration must ensure that faculty members have the flexibility to engage in their vitally important role in participatory governance. Faculty vacancies on committees should be reported to the Academic Senate at the earliest opportunity to ensure a timely replacement.

The primary function of MVC's Academic Senate, in accordance with BP 4005 and Title 5 Sections 53200-53205, is to make recommendations with respect to the following (10+1) academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;

2. Degree and certificate patterns;

3. Grading policies;

4. Educational program development;

5. Standards or policies regarding student preparation and success;

6. Policies for Faculty professional development activities;

7. District and College governance structures, as related to Faculty roles;

8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;

9. Processes for program review;

10. Processes for institutional planning and budget development; and

11. Other academic and professional matters.

Classified and Confidential Staff

Classified staff members provide the logistical and technical help that is so crucial to facilitating both student success and smooth college operations. They often hold jobs that leave them little flexibility in their schedule. For this reason, administrative support for their participation in governance is vital. Allowing staff member's time for committee service and preparation away from the workstation, desk, or duties facilitates their participation in governance, and helps committees by ensuring their access to the valuable experience and fresh perspective that classified employees bring. Some other steps administrators might wish to consider include the following:

- Talk with staff members about their interests, and make suggestions for committee membership.
- Ask staff representatives to report committee activities at division or department meeting agendas.
- Encourage staff to read, review, and respond to drafts of important college-wide documents, such as the Educational Master Plan.

It is important to note that the President has conveyed in a written directive to all administrators her expectation that they "facilitate participation in college governance activities by classified staff members under their supervision, to the extent feasible."

Classified vacancies on committees should be reported to CSEA as applicable at the earliest opportunity to ensure a timely replacement and appointment while confidential staff vacancies should be reported to the administrator facilitator.

CSEA promotes the good and welfare of the members of this organization under the available labor relations system, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the

economic and social welfare of the members of the Association through unity of action and mutual cooperation.

Administration

Administrators often serve on multiple committees because they are operationally responsible for carrying out many of the tasks recommended by committees. Also, many committees list administrators as *ex officio/resource* members. If a scheduling conflict arises for a given meeting, an administrative representative may send a designee, but must make it clear to the committee chair that s/he is doing so. However, if an appointed administrator has to send a designee on more than an occasional basis, it may be appropriate to ask the President to designate another appointee. Administrators serve as non-voting committee facilitators or committee members.

Administration vacancies on committees should be reported to the President at the earliest opportunity to ensure a timely replacement.

Participation by All College Constituents/Stakeholders

It is important for all employees of the college from Academic Affairs, Student Services, Business Services, and the President's office to have adequate opportunities to participate in governance activities. Moreover, all other things being equal, each Area's committee participation ought to be roughly at parity with the number of college employees in that Area, although on some committees it makes sense for an Area to have a disproportionate number of representatives (e.g. academic representatives on the Curriculum Committee). Assigning each new member a mentor will promote the effectiveness of the committee and support the effectiveness and retention of new members.

Monitoring Participation and Evaluating Effectiveness

An annual census of committee participation by constituency and area is conducted by the Leadership and Governance subcommittee. In addition, a committee self-evaluation instrument will be completed annually by each major committee, and the results will be compiled in a report by the Office of Institutional Research. Finally, questions related to governance will be included in the annual climate survey, and the results will be analyzed and broadly participatory by the Institutional Research. MVC's Strategic Planning Council and Academic Senate will revise participation and effectiveness of committees, and use data to improve governance processes and structures as needed.

PARTICIPATORY GOVERNANCE STRUCTURE

The governance structure at Moreno Valley College is a committee structure. This committee structure, in parallel to MVC's Academic Senate, includes representation from the four College constituencies/stakeholders (Students, Faculty, Staff, and Administration) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action. The term for each member of the standing committees is defined by each committee and included in the approved by-laws of said committee.

The Moreno Valley College Academic Senate, composed of elected faculty representatives, makes recommendations to the College administration and to the Board of Trustees regarding academic and professional matters (defined by AB1725, Section 53200) and facilitates communication among faculty, students, administration, and the Board of Trustees in all matters related to community college education. Faculty are encouraged to express their views and concerns on a regular basis to their elected Senate representatives.

MVC's Academic Senate may make direct recommendations, in relation to 10+1 as defined by Title 5 and BP4005, to the President bypassing the institution's Strategic Planning Council and its processes.

RCCD's Faculty Association and Classified School Employees Association are union based bargaining organizations rather than participatory and shared governance committees. However, representatives appointed by each association serve on District and College participatory governance committees.

Committee descriptions including purpose, membership, terms, and by-laws are included in this section of the Governance and Leadership Handbook. Active links to direct committee webpages and supporting documents may be accessed throughout the living document (Leadership & Governance Handbook). The most recent edition of this handbook and most committee information may be accessed through the College's website at www.mvc.edu. MVC is committed to creating a strong web presence by each constituency/stakeholder group, committee, and college led initiative being online and accessible to supporting documents and information.

Charts on the following pages describe the governance structures for strategic planning and college committees. Constituency groups represented on the college's various committees and councils provide input through defined channels. As a result of broadly shared input, the implementation of our decision is more effective, and the college community develops a sense of valid "participatory governance".

STRATEGIC PLANNING AT MVC

Strategic Planning Council is the central deliberative collegial consultation body. Its purpose is to provide recommendations, information, facilitate transparency, and solving problems related to participatory governance and the decision-making process. The primary function of the SPC is as follows:

1. Function as clearinghouse for potential or actual participatory -governance issues.
2. Provide information to and model best practices for participatory -governance committees.
3. Serve as a forum for discussion of the progress of identified participatory-governance committees that report to it.
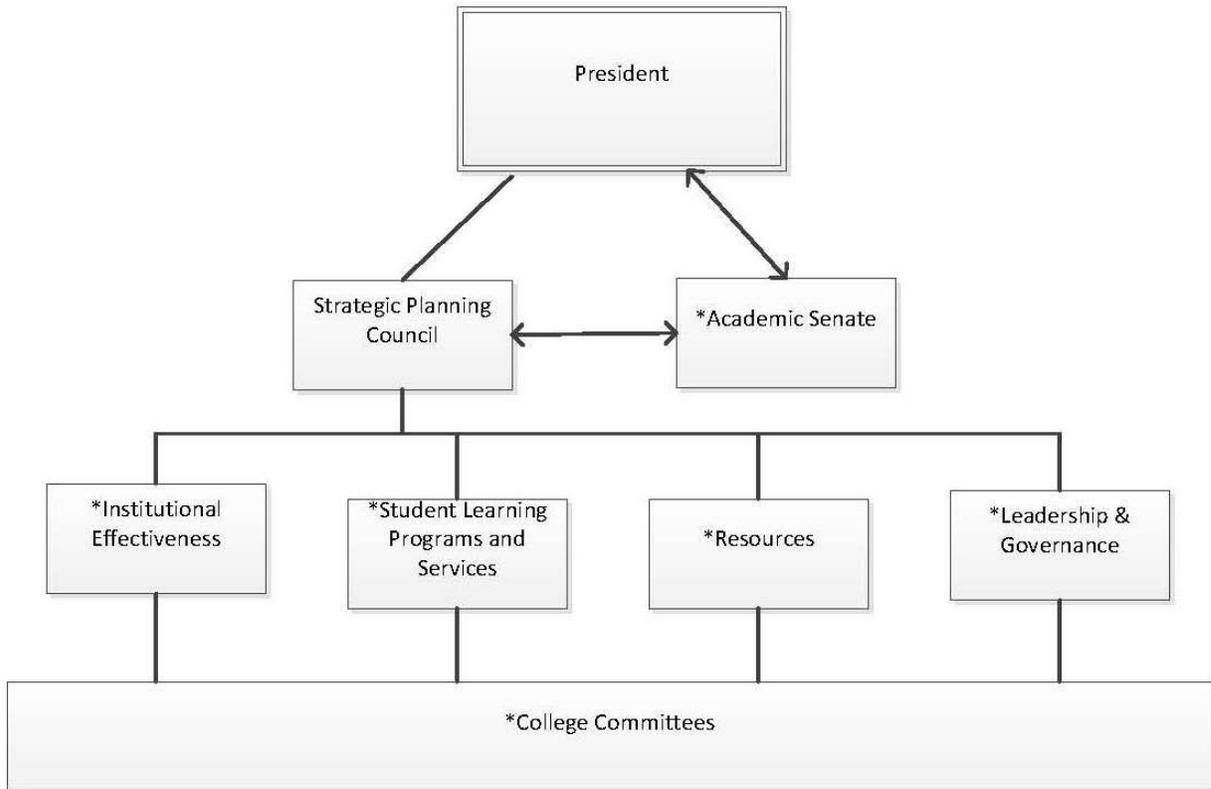
*Academic Senate approves and confirms faculty appointments to college committees as defined in the Moreno Valley College Academic Senate Constitution and Committee By-Laws.

4. Review policies and administrative regulations related to participatory governance, and recommend modifications thereof, or new policies or administrative regulations, as needed.
5. Coordinate the systematic evaluation of governance and administrative structures, processes, and services.
6. Leads the integration of plans by monitoring alignment among them, and recommending corrective action when necessary.

MORENO VALLEY COLLEGE COMMITTEES

I Institutional Mission & Effectiveness	*Assessment Committee	*Program Review Committee

II Student Learning Programs & Services	*Academic Planning Council (APC)	*Basic Skills Committee	CARE/Cal Works Advisory Committee	Crisis intervention Resource Team	*Curriculum Committee	*Distance Education Advisory Committee	Diversity Committee
	EOPS Advisory Committee	*Faculty Development Committee	Grievance Committee	Student Equity Committee	Student Services Planning Committee	Student Success Committee	

III Resources	Financial Resources Advisory Group (FRAG)	Grants Advisory Committee (GAC)	Human Resources Advisory Group (HRAG)	Green Initiative Committee
	Physical Resources Advisory Group (PRAG)	Safety Committee	Technology Resources Advisory (TRAG)	

IV Leadership & Governance

*Academic Senate approves and confirms appointments to college committees as defined in the Moreno Valley College Senate Constitution and Committee By-laws.
**CSEA

Moreno Valley College actively encourages collaborative participation in the participatory governance process from all levels of the college community including students, faculty, staff, administrators, and members of the surrounding community. The College respects diversity, creativity, and innovative thought.

COLLEGE COMMITTEE DESCRIPTIONS

Academic Planning Council (APC): Advises and/or recommends to Dean(s) of Instruction; Vice President of Academic Affairs; Academic Senate; President. APC is a primary participatory governance committee and is representative of the instructional division. Its membership consists of department and/or discipline chairs and co-chairs.

Academic Senate:

MVC's Academic Senate provides for the effective participation of faculty in governance and assumes primary responsibility for making recommendations in the areas of instruction, curriculum, and academic and professional standards as required in Title 5, Education Code and BP 4005.

The purposes of this Senate shall be to:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;

2. Degree and certificate patterns;

3. Grading policies;

4. Educational program development;

5. Standards or policies regarding student preparation and success;

6. Policies for Faculty professional development activities;

7. District and College governance structures, as related to Faculty roles;

8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;

9. Processes for program review;

10. Processes for institutional planning and budget development; and

11. Other academic and professional matters.

==Associated Student MVC Senate:== The Associated Student Senate of MVC represents the students in the participatory governance process. The purpose of this body is to:

- Provide students with the opportunity to participate in the decision making process of the College and improve the college experience for all students
- Provide students with support in achieving their educational and social goals through interaction with college constituencies, community, and peers.

==Basic Skills Initiative Committee== Advises the Academic Senate, Academic Planning Council, Vice President of Academic Affairs, and Dean(s) of Instruction and Student Services.

Moreno Valley College is committed to empowering students with basic skills needs by teaching them the necessary academic skills, counseling them about educational and career opportunities, and providing them with necessary academic support.

==CARE/CalWORKs Advisory Committee:==

==Commencement Committee==: Advises the President and Cabinet

The group oversees committee plans and Commencement – and is coordinated by the Vice President, Student Services; President's Office; and the Associated Students of MVC.

Crisis Intervention and Resource Team (CIRT):

==Curriculum Committee==: Advises the Academic Senate; Academic Planning Committee; District Curriculum Committee

The committee is appointed by the Academic Senate and acts as a curricular advisory body to the Board of Trustees in consultation with the Vice President, Academic Affairs and College ??? President. The primary function of the Curriculum Committee is to approve new or updated curriculum and programs to District and coordinate and monitor MVC's curricular offerings so that they shall uphold the California Education Code.

Distance Education Committee: Advises the Academic Planning Council; Curriculum Committee; Vice President of Academic Affairs; DOI; Academic Senate

Moreno Valley College supports distance education programs that consist of courses offered completely online or in hybrid format. Where appropriate, use of technologies in traditional face to face courses will also be considered for planning by this committee.

Diversity Committee: Advises the President and Cabinet

The committee provides leadership in the development of best practices, activities, and resources that promote diversity awareness and equity within a safe, respectful, and inclusive learning and working environment.

EOPS Advisory Committee: Advises the Vice President, Student Services

Mandated by Title 5, this committee consists of students, faculty, and staff and provides feedback to the program staff for program improvement.

Faculty Development Committee (FDC): Oversight by Vice President, Academic Affairs

This committee meets regularly and reviews flex day activities; requests faculty development proposals; and applications from academic employees seeking funding to update, retrain, and extend their expertise to meet current and future student instructional needs.

Fiscal Resources Advisory Group (FRAG): Advises the Resources Subcommittee

FRAG, is made up of representatives of each of the constituency groups. The purpose is to:

- Facilitate fiscal planning committee's processes
- Encourage open dialogue and involvement in the participatory governance process for resource allocation
- Promote advancement of the mission and strategic goals of the College in direct relation to fiscal resources

Grievance Committee(s): Advises the Vice President, Student Services and/or Vice President, Academic Affairs, and as required President

Set up on an "as-needed" basis (and identified from a pool of trained faculty, staff and student(s) the Grievance Committee may review either grievances from students or violations of the student code of conduct. In either case,

the committee hears the case, determines whether the student violated the code of conduct or has valid rationale for their grievance, and then makes recommendations to the Vice President, Student Services and/or Vice President, Academic Affairs.

Physical Resources Advisory Group: Advises Resources Subcommittee, Vice President, Business Services

President's Cabinet: Advises the President

The Cabinet consists of direct reports to the President. This group serves to provide feedback on major college issues to the President and includes the Vice President of Business Services, Student Services, and Academic Affairs.

Program Review Committee:

Safety Committee: Advises the Vice President, Business Services and Resources Subcommittee

The Safety Committee works to improve safety on campus for staff and students and provides emergency situation training (earthquake and fire preparedness) and procedures.

Student Equity Committee: Advises the Vice President, Student Services and Vice President, Academic Affairs

The Student Equity Committee will update MVC's Student Equity Plan in accordance with the California Code of Regulations Title 5, Section 54200, and will research monitor, and make recommendations to appropriate college bodies regarding student equity issues and efforts.

Student Success Committee:

Student Services Planning Committee:

Technology Committee: Recommending body of Resource Sub-committee

The Technology Committee was formed to keep the College current in a continually changing teaching and learning environment. MVC's Technology Committee will ascertain that its plan informs and is integrated with Moreno Valley College's Strategic Plan.

Participatory governance through Strategic Planning and Committee structure is reflected in MVC's Resource Allocation Models, ==Non-Personnel (equipment, supplies, materials, services, and contracts) and Personnel (faculty and Staff).==

MVC's Strategic Planning Council (SPC) uses the institution's Integrated Strategic Plan (ISP) and Comprehensive Master Plan (CMP) to inform decisions based upon its resources which include data, student learning effectiveness, and leadership. The Program Review document is developed based on MVC's mission and uses goals, data, and relevant standards. Moreno Valley College's Academic Planning Council (APC) uses Program Review to create a prioritized faculty hiring list which may include new tenure-track vacancies caused by retirements. The respective Academic Services/Student Services/Business Services Councils create a prioritized staff and management hiring list from Program Review. The Vice President of Academic Affairs/Vice President of Student Services/Vice President of Business Services then reviews the proposed list for Cabinet consideration. Other position requests caused by grant funding, long-term temporary faculty needs, staff/management vacancies, or other mandated positions are immediately discussed within Cabinet. Cabinet affirms the integrated, prioritized hiring list for staff and faculty. The integrated list serves as a living document which the President approves and then, notifies the Strategic Planning Council.

New faculty positions are more often necessary due to data driven need (i.e., efficiencies, impacted courses due to new prerequisites, growth in FTEs) rather than retirement replacements. APC utilizes Program Review data to prioritize the need for hire of faculty positions. This prioritized list reflects the need for new faculty as well as filling faculty vacancies created by retirements.

The newly established Program Review Committee, Student Equity Plan, SSSP uses MVC's ISP, CMP, and division reports and plans to develop the Annual Program Review document. Instructional and Student Services Administrators use Annual Program Review documents to create prioritized resource request lists for Academic Services and Student Services Councils, respectively. The Business Services Council uses Annual Program Review to create a prioritized resource request list also. The request lists are submitted to the respective Vice President (i.e., Vice President of Academic Affairs, Vice President of Student Services, or Vice President of Business Services) who then presents the information to MVC's Cabinet. Other resource requests caused by emergency equipment needs, District initiatives, District contracts, or other circumstances are immediately discussed with Cabinet. Cabinet affirms the integrated, prioritized resource list. The integrated list serves as a living document which the President

acts upon and notifies the college community with the advice and consent of the Academic Senate. The living document is shared with the Strategic Planning Council as well.

APPENDICES

Appendix 1:   College Committee Information and Roster Form

Appendix 2:   Guidelines for Establishing a Committee

Appendix 3:   Recommended Committee Operational Rules

Appendix 4:   Agenda and Minutes Templates

Appendix 5:   Guidelines and Tips for Taking Minutes

Appendix 6:   Website Guidelines

Appendix 7:   Board of Trustees

Appendix 8:   Planning and Program Review Forms

Appendix 9:   Division Organizational Charts (Academic Affairs, Business Services, Student Services)

Appendix 10: Board Policy – Academic Senate, Role & Scope (BP 4005)

Appendix 11: Board Policy – Institutional Planning (BP 3250)

Appendix 12: Board Policy – District Budget (BP 6200; BP 6250)

Appendix 13: Excerpts from Title 5 (Sections 53200; 53206; 5102 3.5; 51023.7)

College Committee Information & Roster

Committee:	
Purpose:	
Date Established:	
Brown Act (Applicable?)	☐ Yes ☐ No
Meeting Schedule:	
Reports , Advises, or Recommends to:	
Chair/Co-Chairs:	
Recorder/Documenter/Secretary:	
Appointment of Chair and Term of Office:	
Members Name and Term (if applicable):	
Method of Action:	☐Majority ☐Mixed ☐ Consensus
Sub-Committees or Advisory Groups:	
Reports and/or Updates Required:	
Review and Self-Evaluation Date(s)	

GUIDELINES FOR ESTABLISHING A COMMITTEE

The following guidelines were developed to assist in the establishment of new committees. These recommendations serve to provide standardized procedures for creating college committees.

It is recommended the following process be adhered to in establishing new participatory governance college committees:

- New committees must be established through MVC's Participatory Governance structure.
- Proposed committees are to be requested through one or more (as applicable) Standard (I-IV) Subcommittees.
- Proposed committees will move through Academic Senate and Strategic Planning Council.
- Recommendations of approval or non-approval will be forwarded to the President.
- President will move final approval or non-approval.
- Approved committees will be added to participatory governance structure under "college committees".

The following tasks should be completed by the first semester of the committee being established:

For new committees:

- Establish a mission or purpose statement for the committee. Link statements to the College Mission, goals or purpose, and objectives.
- Establish committee membership (faculty, staff, students, public, etc.)
- Establish authority and charge (recommending or approving) (what your committee is charged to do and by whom)
- Draft by-laws, operating guidelines, and establish reporting structure.
- Complete the required college committee and Information form.
- Design website in coordination with college webmaster and established posting guidelines.

It is recommended following tasks are to be completed annually:

For new and established committees:

- Review by-laws or operating guidelines at the first meeting of each academic year.

- Evaluate the committee's mission or purpose statement to ensure it is relevant to the present college environment and is linked and appropriate to the college mission, goals, and objectives.

- Update College Committee and Information form.

- Review and affirm the charge (what your committee is charged to do and by whom) and authority (recommending or approving) of the committee.

- Establish regular meetings and publish the meeting schedule for the academic year on the website.

- Establish/update an area on the Moreno Valley Website to publish information related to the committee's activity. Make sure the current year is visible first, with an archive section for previous year's activity. Establish

- Establish committee goals for the year (2-3 maximum). Make sure all goals are attainable and measureable. Make sure they link and support the committee's purpose and the college's mission and goals.

- Annually report committee activities in a summary report and present to the Strategic Planning Council.

Meetings:

- Meetings will be regularly scheduled on a monthly basis.

- Agendas must be sent out to MV-All one week prior to the scheduled meeting.

- Minutes must be taken and rosters maintained and updated by committee co-chairs.

- Approved agendas and minutes must be posted and archived on the committee's website.

- Establish meeting protocols (i.e. Robert's Rules).

- Archive documents must be accessible. Make sure archive processes are included in the by-laws. Others should be able to locate information in the event a chair or other person maintaining records is unavailable.

Minutes:

- Minutes will be taken at each meeting by the co-chairs or designee and will follow the agreed format.

- Draft minutes will be sent out with the agenda a week prior to the next meeting.

- Approved minutes will be posted online.

RECOMMENDED COMMITTEE OPERATIONAL RULES

Quorum

The term "quorum" refers to the minimum percentage or number of members of a committee who must be present before the members can conduct valid business. While a quorum for legislative bodies is a majority of the members, for voluntary committees it can be less than a majority. Committees should decide what their quorum will be at the first meeting of each academic year and, as necessary, update by-laws annually.

Open vs. Closed Meetings

Any individual may attend and fully participate in all committee meetings. However, some committees review and discuss confidential information as part of their charge, and meetings of these groups may be designated as closed as required by College, District, or Ed Code policy. Nonmembers of such a committee may not attend unless the committee invites them.

Committee Decision Models

Committees may choose to use one of the common decision models described below. There are advantages and disadvantages to each model. Consensus is the preferred model at MVC for participatory governance committees, because it tends to produce results with the widest buy-in across constituency groups, but developing consensus often takes considerable time. Majority vote yields a clear-cut decision relatively quickly, but may obscure the opinions and viewpoints of dissenting members. A mixed model allows committees to adopt majority rule for some decisions and consensus for others, but the situation to which each model applies must be carefully defined and the rules must be applied consistently. Committees should choose which decision model they will use at the beginning of each academic year and should discuss annually.

Committees may find it helpful to adopt procedures that expedite dialogue, regardless of the model chosen. Examples of some typical committee procedures are listed below:

- Committee members have a shared and mutually agreed-upon charge, mission, or purpose.
- Committee members value civil, respectful, and honest communication.
- Opinions are backed up, whenever feasible, by high-quality information and relevant data and evidence.
- Creativity is encouraged.

- Opposing viewpoints are equally valuable. Disagreements are framed as expressions of different perspectives or positions that must be considered.
- All viewpoints are accepted and carefully examined.

Majority Vote. Majority vote is a decision rule that selects and alternative that has the support of a majority that is more than half the votes. If there are more than two choices on which to vote, a committee can elect instead to use plurality, a decision rule that selects the option with the most votes.

Consensus. Consensus is a way to use discourse to arrive at a shared understanding and a mutually agreeable path of action for the greater good. A formal process of achieving consensus ideally requires serious treatment of the considered opinions of all members. Attention should be given to dissenting opinions, so that issues can be fully examined. Consensus does not mean unanimity, however: Dissent on minor points, or even mild dissent on a major point, is to be expected. As long as all representatives have had a chance to speak their minds, a few dissenting opinions should not keep the committee from finding a solution acceptable enough to all for the committee to move forward.

Example of One Method for Generating Consensus

1. Clarify the problem or question being addressed.
2. Determine the essential criteria for a good solution (e.g., organization, cost, scale, scope, and acceptance). Ensure that all committee members understand and buy into the essential criteria.
3. Brainstorm a range of alternative solutions.
   a. DO NOT evaluate the alternatives during brainstorming.
   b. Record all alternatives in a comprehensive list that can be seen by everyone.
4. Take a straw poll to check for the possibility of early agreement. If there is only a little disagreement, determine and, if possible, resolve the reasons for the disagreement.
5. Evaluate alternatives according to the essential criteria.
   a. If any alternatives require further research, carry out that research.
   b. Rule out any alternatives that fail to meet the criteria or are rejected by the committee after reflection.
6. Make a decision, which might involve combining or modifying the remaining alternatives to elicit the support of as many committee members as possible.

Mixed Model. Committees may find that a mixed model for decision-making, in which consensus applies in certain prescribed situations and majority rules applies in others, works best for them. It is important that committees make a careful, proactive decision on which decision model is to be used for which situations, that those situations are mutually exclusive, and that rule is thereafter applied consistently. For instance, the Technology Committee may agree to consensus for most committee decisions, but majority vote for hardware, standards, and recommendations.

Note that using majority vote as a failsafe method to resolve a lack of consensus is not an appropriate application of the mixed model. Most of the time, such an approach merely serves to undermine members' confidence in the collaborative decision-making process.

The Committee Chair/Co-Chair's Role

- Communicate the purpose of the committee and of each meeting to all committee members
- Start and end meetings on time
- Publish and distribute an agenda prior to the meeting
- Distribute information to committee members i.e. by-laws; committee purpose; changes in "work"; mission; and committee goals
- Schedule meeting rooms and arrange for equipment as required
- Conduct "progress" and process" checks with committee members between meetings
- Act as liaison with college committees, administrators, Strategic Planning Council, or employees
- Keep discussion "on track"
- Summarize results at the end of each meeting
- Provide for "official" record keeping of the committee
- Ensure full participation and open discussion at all meetings

The Committee Members Role

- Know the purpose of the committee is
- Attend meetings regularly
- Actively engage and participate in your selected committee
- Communicate between meetings with the chairperson and other committee members

- Represent your constituency: It may be your department, your supervisor, your classification, etc. Ensure constituency representation through active participation and "reporting back" mechanisms.
- Communicate with your constituency
- Stay on task

Meeting Notifications

Agendas for all meetings must be available to all members no later than the day prior to the meeting (unless the Brown Act which requires earlier postings & applies to said committee). Meeting announcements can be posted on the college or committee website, and committee members may be notified via email. Outlook announcement, or other mutually agreed-upon method.

Minutes or Summaries

Whether or not a specific committee is governed by the Brown Act, college governance committee deliberations, votes, and decisions, as well as the method used to arrive at them, should be public. In the interests of transparency and shared understanding, all college governance councils and committees will record and post written committee minutes. Committees may post minutes on the "Committees" webpage of the college website under the appropriate committee name.

Suggestions for Productive Meetings

Productive meetings don't just happen. They require planning and commitment by the committee chair/co-chairs (s) and committee members. It is recommended committees:

- Schedule meetings well in advance
- Reserve meeting rooms as soon as the committee meeting schedule is set
- Choose a location that is convenient for the majority of the participants
- Prepare and distribute the agenda and background material at least several days before the meeting
- Schedule any required audio/visual equipment in advance
- Start and end meetings on time
- Stay on the agenda and subject
- Effectively manage use of time

- Limit or avoid "side-bar" conversations and distractions
- Participate in the discussion; be open-minded and receptive to ideas and opinions
- Ask questions to assure understanding
- Clarify action(s) to be taken
- Take minutes
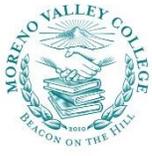
Moreno Valley College

<mark>**MINUTES TEMPLATE**</mark>

Date
Location
Time

Call to Order:

I.   Roll Call:

Faculty co-chair	Name (Insert: Present/Absent)
Staff co-chair	Name (Insert: Present/Absent)
Administrative Facilitator	Name (Insert: Present/Absent)
Member	Name (Insert: Present/Absent)
(List members)	(List member names)
Other	(List names)

II.   Approval of Agenda
Motion: (Insert last name), Second: (Insert last name): Unanimous Approval (if there are nay votes or abstentions, state votes for each area)

III.   Approval of Meeting Notes: (Insert meeting notes date)
(Note a motion as in the above agenda or if meeting notes are postponed for further review)

IV.   Co-Chairs' Announcements

V.   Old Business:

(Use alpha letters for each item.)

VI.   New Business:

(Use alpha letters for each item.)

VII.   Other:

VIII. Adjournment

Motion: (insert last name), Second: (insert last name. (note: No discussion or discussion. Unanimously approved/not approved (or state the dissention). (Insert name) adjourned the meeting at (insert time).

Next Meeting: (list the following meetings). (Committee) meetings are held on the _____ (insert week and day) of each month in _____ (location).

Moreno Valley College

Date
Location
Time

Call to Order:

     I.   Roll Call:

     II.   Approval of Agenda

     III.   Approval of Minutes:

     IV.   Co-Chairs' Announcements

     V.   Old Business:

     VI.   New Business:

     VII.   Other

     VIII. Adjournment

Next Meeting: (list the following meetings). (Committee) meetings are held on the _____ (insert week and day) of each month in _____ (location).

GUIDELINES AND TIPS FOR TAKING MINUTES

Purpose of Taking Minutes

- For committee, college, and personal use

- A record of the progress made by the committee

- A record of recommendations and/or decisions made

- To report to constituents college-wide

- A reminder of tasks to complete

- **A written record of any discussions involving mandatory subjects of bargaining**

What to Record

- The date, time, and place of the meeting

- Attendance

- Action items

- Recommendations made

- Task assignments and who is responsible for each

- Committee discussion

Required Documentation

- Meeting agendas and minutes

- Sub-committee reports and recommendations

- Financial information (if applicable)

- Meeting schedule

- Active/current committee roster

- A list of any subcommittees, tasks, and timelines

WEBSITE GUIDELINES

Webpage Guidelines: All committees are required to have a webpage for committee related information and accessibility. Links are available on the Strategic Planning Council main page and online Leadership and Governance Handbook. Each committee webpage should have, *at a minimum*, the following information:

- Current committee purpose of mission statement
- Current roster of members
- Calendars of meetings for academic year (date, time, and location)
- Chairs and Co-Chairs
- Contact information for the committee resource staff (if applicable) for agenda submission and/or corrections

It is strongly recommended that webpages include:

- Agendas and Minutes (current academic year)
- Link to committee documents
- Other information pertinent to the committee's purpose and activities

All information should be current and maintained on a regular basis.

Click here for MVC's Web Policies & Procedures

BOARD OF TRUSTEES

The Riverside Community College District is governed by a five-member, locally elected Board of Trustees, and a student Board member. The five trustees are elected in even-numbered years to four-year terms by the voters of Riverside County. Trustee candidates first run in district-only elections. The top two vote-getters in each district run citywide in a general election.

Students serve a one-year term filling the student trustee position.

The Chancellor, the District's Chief Executive Officer is responsible for carrying out policies approved by the Board of Trustees and for providing overall leadership to the District.

Communicating with the Board

The trustees are sincerely interested in the views of students, faculty, staff, and citizens on matters affecting community college and continuing education in Riverside County. Before bringing concerns to the Board, one is encouraged to discuss the matter with the president, vice president, or dean of the college or the appropriate administrator at the District Office.

If your concerns are not resolved at these levels, you may write to the Board of Trustees at: *District Office1533 Spruce St., Riverside, CA 92507*. Copies of your letter will be sent to each Board member. You may also write to individual Board members. These letters are not circulated to the entire Board unless requested by the Board members.

Board Meetings

Board meetings are conducted in public, and include opportunities for individuals to address the Board. Regular meetings of the Board are usually held on the first and third Tuesday of each month, beginning at 6 p.m. Special meetings may be called to discuss limited topics. The Board meeting schedule and current agenda are available on the District website or by contacting the Chancellor/Board Office (951) 222-8801. An agenda containing a brief description of each item of business is posted at the District Office and on the District's website (www.rccd.edu) 72 hours before regular meetings and 24 hours before special meetings.

The development of the Board agenda includes input and review by the participatory governance groups throughout the District.

DISTRICT ADMINISTRATIVE ORGANIZATIONAL CHART

Board of Trustees Organization

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┌─────────────────────────────────────────────────┐
│     Riverside Community College District         │
│              Board of Trustees:                  │
│                 President                         │
│               Vice President                     │
│                 Secretary                        │
│                  Trustee                         │
│                  Trustee                         │
│               Student Trustee                    │
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        ┌───────────────────────────────┐
        │          Chancellor           │
        │ Riverside Community College   │
        │           District            │
        └───────────────────────────────┘
                        │
          ┌─────────────────────────┐
          │        President         │
          │  Moreno Valley College   │
          └─────────────────────────┘
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    ┌───────────────────┼───────────────────┐
┌─────────────┐   ┌─────────────┐   ┌─────────────┐
│Vice President,│ │Vice President,│ │Vice President,│
│Business       │ │Academic       │ │Student        │
│Services       │ │Affairs        │ │Services       │
└─────────────┘   └─────────────┘   └─────────────┘
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