



## **SHARED CONSULTATION COUNCIL**

### **Guiding Principles & Operating Procedures**

### **2015-2016**

#### **I. GENERAL PURPOSE**

The purpose of the Southwestern Community College District's Shared Consultation Council (SCC) is to serve as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by Policy 2510 Shared Planning and Decision-Making, will be represented on the SCC and shall have a voice in identifying, reviewing and addressing College District needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.

The actions of the SCC will be guided by the operating principles set forth herein and will be based on the College District's Strategic Plan, Accreditation Standards, Governing Board goals, constituency representative's input, and existing College District policy and procedures.

#### **II. FUNCTIONS OF THE SHARED CONSULTATION COUNCIL**

The SCC is the primary shared planning & decision-making body for institution-wide issues, including the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. This involves monitoring accreditation standards and compliance, addressing student success needs, and establishing budget priorities. In addition, the SCC is the designated College District council which is entrusted with facilitating and ensuring college-wide planning, implementation, and evaluation (PIE). Major functions of the SCC include, but are not limited to:

1. Reviewing and revising the College Mission on an annual basis
2. Receiving information from all College District committees and task forces.
3. Establishing subcommittees and task groups as deemed necessary.
4. Periodically reviewing the Shared Planning & Decision-Making Handbook and recommend modifications if necessary to improve institutional effectiveness.
5. Receiving, reviewing and establishing institutional priorities and goals based on program review data.

6. Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District Mission.
7. Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.
8. Addressing college-wide issues that may diminish our environment of trust and respect (i.e. “the elephant in the room”)
9. Reviewing and making recommendations regarding college district policy and procedures.

### III. MEMBERSHIP

#### A. COMPOSITION OF SHARED CONSULTATION COUNCIL

<b>Representative Area:</b>	<b># of Reps</b>	<b>Membership</b>
Co Chairs:	1 1	Superintendent/President (non-voting) Academic Senate President (votes only to break a tie)
Administration:	4	SCCDAA President or designee & 3 SCCDAA Representatives
Academic Senate:	4	4 Academic Senate Representatives
Associated Student Organization (ASO)	4	ASO President or designee & 3 Student Representatives
CSEA	4	CSEA President or designee & 3 CSEA Representatives
Confidentials	1	Confidentials Representative
SCEA	1	SCEA President or designee
Standing Committee Representatives  SC reps are elected by committee membership, and participate in consensus building but do not vote when a vote is called.	9	Accreditation Oversight Committee (AOC) Educational Planning & Enrollment Management Committee (EP&EMC) Human Resources Committee Institutional Facilities Committee(IFC) Institutional Program Review Committee (IPRC) Student Outcomes and Achievement Review Committee (SOAR) Institutional Technology Committee (ITC) Planning & Budget Committee (PBC) Equity, Diversity & Inclusion Committee (EDIC)
Resource Members: Resource members participate in consensus building, but do not vote when a vote is called.	8	4 Vice Presidents Dean of Office of Institutional Effectiveness Director of Institutional Technology Director of Inst'l. Research, Grants & Planning Academic Senate President-Elect

## B. SUBSTITUTE REPRESENTATIVES AND REPLACEMENT REPRESENTATIVES

SCC representatives are permitted to send substitutes to attend meetings. Substitutes will identify for whom they are substituting and the constituency he or she represents at the beginning of the meeting. This will be noted in the minutes. A replacement representative is allowed in the event of a representative's long-term absence with written notification to the Co-Chairs. Substitutes and replacements for representatives with voting rights may vote. Standing Committee representatives and Resource Members may also send substitutes who may participate in consensus building, but do not vote when a vote is called.

## IV. SCC MEMBER RESPONSIBILITIES

All members of the SCC shall work together and be expected to:

- 1 Create a positive and effective Council which makes meaningful recommendations to the Superintendent/President.
- 2 Resolve issues of the present while developing a vision for the future.
- 3 Foster a climate of trust and respect.
- 4 Respect the right of all members of the SCC to express their opinions.
- 5 Communicate accurately and regularly with the members of his or her constituency regarding SCC matters.
- 6 Represent and advocate for a specific constituency while making decisions in the best interest of the College District.
- 7 Promote the shared planning & decision-making principles of SCC and communicate its recommendations to all constituent groups.
- 8 Participate actively (including being punctual and attending regularly).
- 9 Prepare prior to meetings and complete outside assignments in a timely manner.
- 10 Make a concerted effort to ensure that the SCC works effectively and efficiently.
- 11 Treat other SCC members with professionalism (see SCC Ground Rules below).
- 12 Be open to all views on a subject before reaching a conclusion.
- 13 Do not advocate against decisions of the SCC once a vote has been made and recorded.

## V. SCC Co-CHAIR RESPONSIBILITIES

The Superintendent/President and President of Academic Senate will co-chair Council meetings.

### A. DEVELOPMENT OF AGENDA

The Office of the S/P will call for agenda items one week prior to the next scheduled meeting. The final agenda will be made available two working days prior to the meeting. Agenda items for meetings can be submitted through a voting SCC member or directly to the Co-Chairs at least one (1) week prior to the meeting at which action would like to be taken. A requested agenda item may be acted upon, assigned to a task force created by the Council, or referred to another appropriate College District committee or body, and will be placed on the next available SCC agenda as time permits. All agendas will include the Southwestern College Mission Statement.

## **VI. SCC GROUND RULES FOR CIVILITY**

- One person speaks at a time.
- Once a decision is made by the group, the decision is final and represents the voice of the body.
- Stay on task. No side conversations. Avoid distractions. Be present.
- Focus on the issue, not the person.
- Thoughtful and respectful communication.
- No rank in the room; everyone has an equal voice.
- Be unconditionally principled in all matters.
- Assume the best intentions and go to the source.
- Call for a process check at anytime.
- Represent your constituent group with integrity.
- Honor timelines for starting, ending and breaks.
- Use an agenda agreed upon by the group.
- Use a facilitator and recorder.
- Acknowledge an 'elephant in the room' (unspoken issues) that may impede communication, with an agreed upon process by the committee.

## **VII. MEETING PROCEDURES**

SCC Meetings are open meetings and are not required to follow The Brown Act.

### **A. FREQUENCY**

Meetings will be scheduled on the first and third Wednesday of each month for at least two hours, including during the summer as needed. The first meeting of the month will be devoted to Issue Management/Campus Communication agenda items. The second meeting of the month will address Strategic Planning/Policy and Procedures items.

Co-chairs may call for additional meetings as deemed necessary. Exact dates for the summer and for the following academic year shall be determined at the last SCC meeting in May. SCC meetings shall be cancelled and rescheduled if there is a calendared event that precludes a particular constituency group from attending in order to maintain Policy and Procedure 2510, the College's shared planning and decision-making policy and procedure.

### **B. INTEREST-BASED PROBLEM SOLVING AND CONSENSUS**

All Council action will be made primarily through interest-based problem solving. The intent of interest-based problem solving is to reach consensus through discussion until all members present can support the decision, even though they may not believe it is the ideal choice. Consensus is demonstrated by a show of hands: The co-chairs will ask for a show of hands for those who agree; a show of hands for those who can support the decision, even though they may not believe it is the ideal choice; and a show of hands of those who object. In the context of the SCC, interest-based problem solving shall be defined as the right of any member to prevent the passage of a motion by voting against it if they feel they cannot support such a decision.

## C. VOTING

In such cases where there is not a consensus reached through normal deliberation procedures, said proposals may be postponed until the next appropriate meeting based on the nature of the item (the Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication). At that time, discussion will resume on a second attempt at consensus. If unable to reach consensus at a second attempt during the second meeting, a final vote with a 2/3 majority of voting members (4-4-4-4-1-1) will pass the proposal. Each individual's vote will be recorded in the minutes. This will not only document the outcome of the vote, but also provide evidence that SWC follows a process of shared planning and decision-making. Failed proposals through this process may be re-introduced in future meetings at the decision of the co-chairs.

## D. "ELEPHANT IN THE ROOM"

At any time, a member (voting or non-voting) may acknowledge "an elephant in the room" or unspoken issue that has altered the communication in the committee meeting or structure, and call for discussion. As part of the SCC's Issue Management mission, the SCC Co-Chairs ask for consensus to begin discussion on the "elephant". If consensus is reached, the Co-Chairs will establish a time frame (i.e., 10 minutes) to address the issue, starting with the member who has raised the issue. Resolution or agreement to resolve the issue outside the committee structure should be established by the end of the discussion.

## E. FACILITATOR

A Facilitator, who is a non-voting member, will be appointed by the Co-Chairs. The Facilitator will establish the speaker's order for agenda discussion and keep the meeting on task/timeframe.

## **VIII. SCC RECOMMENDATIONS**

The recommendations of the SCC will normally be accepted by the Superintendent / President. The Superintendent / President retains the authority to make recommendations independent from those of the SCC. Where Superintendent / President recommendations differ from those of the SCC, the Superintendent/ President will present both recommendations to the Governing Board and outline the differences between the recommendations as well as the rationale for the difference to both the Shared Consultation Council members and the Governing Board in writing within a reasonable amount of time.

## **IX. SCC POLICY AND PROCEDURE APPROVAL PROCESS**

### A. ORIGINATION OF POLICY/PROCEDURE REVIEW OR INITIATION

The cognizant Vice President for the relevant chapter shall have the responsibility of ensuring that policies and procedures are updated as necessary. The Vice President shall assign a lead administrator to draft a proposed new policy or procedure, or

revision of existing policy or procedure. If the subject matter of a policy or procedure is under the purview of the Academic Senate as set forth in Policy & Procedure No. 2515, the Academic Senate shall assign a lead faculty member to work with the lead administrator to prepare the draft.

Any SCC constituent group representative determined by Policy 2510 Shared Planning and Decision-Making may request review of an existing policy or procedure or initiation of a new policy or procedure. The SCC co-chairs will place the item on an agenda. If it is determined that a policy/procedure should be revised or initiated, the cognizant Vice President of the relevant chapter shall assign a lead administrator to prepare a draft. If the item is a “rely primarily” item under Policy 2515, then the Academic Senate President will be responsible for developing a draft.

The Superintendent/President and SCC may establish a task force to draft any policy or procedure not under the purview of the Academic Senate as deemed necessary.

#### B. STEPS FOR POLICY/PROCEDURE APPROVAL PROCESS

Step 1. The lead shall prepare a draft policy in consultation with College District subject matter experts and the Human Resources Compliance Coordinator to determine if existing policy or CCLC language is available.

Step 2. The lead shall prepare a draft and submit it to either the cognizant Vice President or the President of the Academic Senate for review. If a policy requires an accompanying procedure, the procedure shall be drafted and submitted concurrently, if possible.

Step 3. Upon completion of the draft, the cognizant Vice President or Academic Senate president shall review the draft and then forward it to the Human Resources Compliance Coordinator. All policy and procedure must come to SCC through the Office of the Vice President of Employee Services in order to ensure compliance with statute and regulation.

Step 4. The Vice President for Employee Services shall forward the draft to the Office of the Superintendent/President for placement on the SCC agenda as a discussion/action item. Policies and procedures concerning areas that are considered “rely primarily” on the Academic Senate per Policy 2515 should appear at SCC as consultation/information items.

Step 5. The SCC shall initiate the consultation process through constituent leaders. Constituent feedback will be provided to the leads for review and possible revision.

Step 6. Upon approval by SCC, a policy will be forwarded to the Superintendent/President’s office for inclusion on a Governing Board agenda. An SCC approved procedure without an accompanying policy will be posted immediately to the College District SharePoint site and website by the Office of the Vice President for Employee Services.

Step 7. The SCC approved policy will be sent for first reading before the Governing Board as an information item, and subsequently for second reading and adoption.

After the Governing Board has adopted the SCC approved policy that has an accompanying procedure, both will be posted to the College District SharePoint site and website by the Office of the Vice President for Employee Services.

#### **X. SELF-EVALUATION**

The SCC will participate in an annual self-evaluation process during the month of May to assess its progress and identify areas needing modification. Revision of any area of its Operating Principles will be revised and approved at the first SCC business meeting in September. Based upon its self-evaluation, the SCC will provide an annual report, which shall be a public document, to the Governing Board at its June meeting.

The SCC Co-Chairs, or designees, shall be responsible for planning a summer retreat to review the College District's Mission, environmental scans, and establish SCC goals for the upcoming year, as well as provide training for members when needed.

#### **XI. STANDING COMMITTEES**

In order to implement and promote District-wide Shared Planning and Decision-Making as outlined in Policy & Procedure 2510, all SCC standing committees shall be Co-Chaired by one administrator or his/her designee, and one non-administrative member, either a faculty or classified staff member.

Each Standing committee will develop its own operating principles to be approved by the SCC. The standing committee operating principles shall be consistent with SCC Guiding Principles and Operating Procedures.