



District Assembly Recommendation 2021-04

To: Committee Chair

Date: 4/12/2021

From: District Assembly

Re: Districtwide Committee

On April 6, 2021, District Assembly approved a recommendation for districtwide committee chairs to review their charge and membership:

1. It is requested the committee chairs complete the attached by 5pm, April 23, 2021.

Chancellor's Response:

A handwritten signature in blue ink, appearing to be "D. Garcia", is written over a horizontal line within the response box.

Chancellor

4/12/21

Date



Chancellor's Council

ARTICLE 1: NAME

This organization shall be known as the Chancellor's Council of the San Bernardino Community College District.

ARTICLE 2: PURPOSE

The Chancellor's Council (CC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the San Bernardino Community College District. CC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups.

ARTICLE 3: INTENTION

Members of the CC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district.

ARTICLE 4: MEMBERSHIP

The Membership shall be made up of the individuals or their respective designee whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

1. The Chancellor of the District, Chair
2. Vice Chancellor of Human Resources & Police Services
3. Executive Vice Chancellor
4. Vice Chancellor of Educational Services
5. President of Crafton Hills College
6. President of San Bernardino Valley College
7. President of the CHC Academic Senate
8. President of the SBVC Academic Senate
9. President of the CHC Classified Senate
10. President of the SBVC Classified Senate
11. President of the CHC Student Body Assoc.
12. President of the SBVC Student Body Assoc.
13. President of Black Faculty & Staff
14. President of the Latino Faculty & Staff
15. President of CTA
16. President of CSEA
17. President of Management Association
18. President of Confidential [Association Group](#)
19. President of Police Officers Association



Chancellor's Council

ARTICLE 5: REPRESENTATION

- Members will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Members will represent their constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Members will communicate a clear understanding of the issues and any CC recommendations to their constituency.
- Members will solicit input from and disseminate information to their respective constituency group.
- Members will base their interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Members will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

ARTICLE 6: MEETINGS

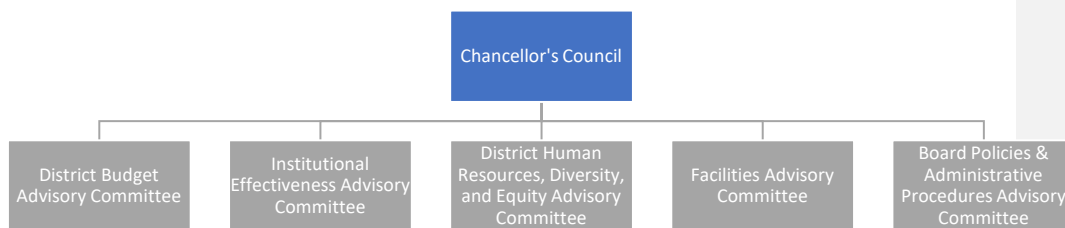
~~Meetings are held at 3:00pm on the first Tuesday of each month, except in January, June, July, and August unless otherwise specified.~~

Formatted: Not Highlight

- Members will honor the agenda and be prepared to participate in the entire meeting.
- Members will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Members will encourage full and open participation by all CC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Members will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Members will practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.



Chancellor's Council



Committees and Chairs:

1. Chancellor's Council: Chancellor
2. District Budget Advisory Committee: Executive Vice Chancellor
3. Institutional Effectiveness Advisory Committee: Vice Chancellor of Education Services
 - a. Includes District Program Review, Technology, and Academic Calendar Taskforce
4. District Human Resources, Diversity, and Equity Advisory Committee: Vice Chancellor of Human Resources & Police Services
 - a. Includes Benefits, Equivalency, Sabbatical, EEO, and HSI
5. Facilities Advisory Committee: Sr. Facilities Director
 - a. Includes Facilities, Safety, Energy, and Sustainability
6. Board Policies & Administrative Procedures Advisory Committee: Co-Chairs - Executive Vice Chancellor & Vice Chancellor of Human Resources & Police Services

[Existing Committees to be placed under new Committee format](#)The following committees will be evaluated to determine if they need to be standalone or placed under the new committee format:

- District Assembly (Changed to Chancellor's Council)
- District Services Planning and Program Review Committee
- TESS Committees
- Academic Calendar Committee
- District Benefits Committee
- District Equivalency Committee
- District Sabbatical Leave Committee
- District Sites Safety Committee
- Districtwide Safety Committee
- Equal Employment Opportunity (EEO) Committee
- Hispanic-Serving Institution (HSI) Advisory Committee

DISTRICT BUDGET ADVISORY COMMITTEE

Charge

The District Budget Committee is a body with the objective of sharing all budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board actions or decisions or recommendations under consideration can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges. The Committee's responsibilities include the review and recommendations regarding District-wide processes related to budget development which may have a major impact on site operations or allocations. Committee discussions or review may include the following during any budget year:

1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting California Community Colleges and the related financial impact on the district.
2. Review of District budgetary policies, administrative procedures, allocation model formulas and guidelines across the District. Protect the financial well-being of the District. Determine that procedures are responsive to strategic priorities as determined by the campuses and District Office. Union issues which are conducted as a part of labor negotiations are not a part of this Committee's responsibility.
3. The review process will include both general fund unrestricted and restricted funding sources. The Committee will also review enrollment growth projections, and other workload measures.
4. Review and make recommendations regarding District-wide budget assumptions (revenues, allocations, COLA and growth). Any District Budget Committee recommendations related to District-wide processes shall be advisory to the Chancellor.
5. Promote budget awareness, communicate budget issues and may assist in budget and finance training activities District-wide.

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

Meeting Schedule

TBD

Attendance Location

District Boardroom Extension

Zoom: <https://cccconfer.zoom.us/j/360544163>

DISTRICT BUDGET ADVISORY COMMITTEE

Chair	Executive Vice Chancellor
Membership	<ul style="list-style-type: none">• Executive Vice Chancellor• Vice Chancellor Human Resources & Police Services• VP, Admin Services, CHC• VP, Admin Services, SBVC• Director of Fiscal Services• Business Manager• Chief Technology Officer• Management Representative, CHC (appointed by college president)• Management Representative, SBVC (appointed by college president)• Faculty Representatives (2), CHC (appointed by Academic Senate President)• Faculty Representatives (2), SBVC (appointed by Academic Senate President)• CTA Representative (appointed by CTA)• Classified Representative, CHC (appointed by Classified Senate President)• Classified Representative, SBVC (appointed by Classified Senate President)• Associated Student Government President or designee, CHC• Associated Student Government President or designee, SBVC• KVCR Representative (appointed by KVCR General Manager)• EDCT Representative (appointed by EDCT Executive Director)• Financial Officer Representative (appointed by CSEA)• DSO Representative (appointed by CSEA)
Approved/Revised	
Notes	
Support Staff	Senior Executive Administrative Assistant