

# BC GOVERNANCE

## Operating Handbook

Revised version December 2022

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## Introductory materials

### About Bellevue College

Bellevue College is accredited as a baccalaureate-degree granting institution by the Northwest Commission on Colleges and Universities and is a member of the State Board of Community and Technical Colleges. Its main campus is located at: 3000 Landerholm Circle SE, Bellevue, WA 98007.

### *Vision*

Bellevue College is the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### *Mission*

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence, that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

### *Values*

We, the Board of Trustees, faculty, staff and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism, value collaboration and shared decision making, and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent post-secondary education is the cornerstone of a democratic society.

## Governance proposed policy

Bellevue College (BC) is committed to a system of governance that fosters broad-based participation and input from students, faculty and staff regarding college policy, oversight, operations, and strategy.

The college will adopt a model for college governance that facilitates informed, transparent decision-making in the overall interest of the institution through which all members of the college community have the opportunity to express opinions and make proposals to college management. It will manage associated information, communication, and recommendations.

BC Governance (BCG) will be the means through which the college as a collective entity engages in decision-making to advance the vision, mission, and strategic direction of the college.

BCG will consist of a College Assembly and councils that will develop and forward advisory opinions and recommendations to the president. The councils will represent:

- All constituencies: students, faculty, classified staff, and exempt staff.
- Key college functions: Academic programming (Faculty Council), Student Success, Resources & Planning, Diversity & Inclusion, and Infrastructure.

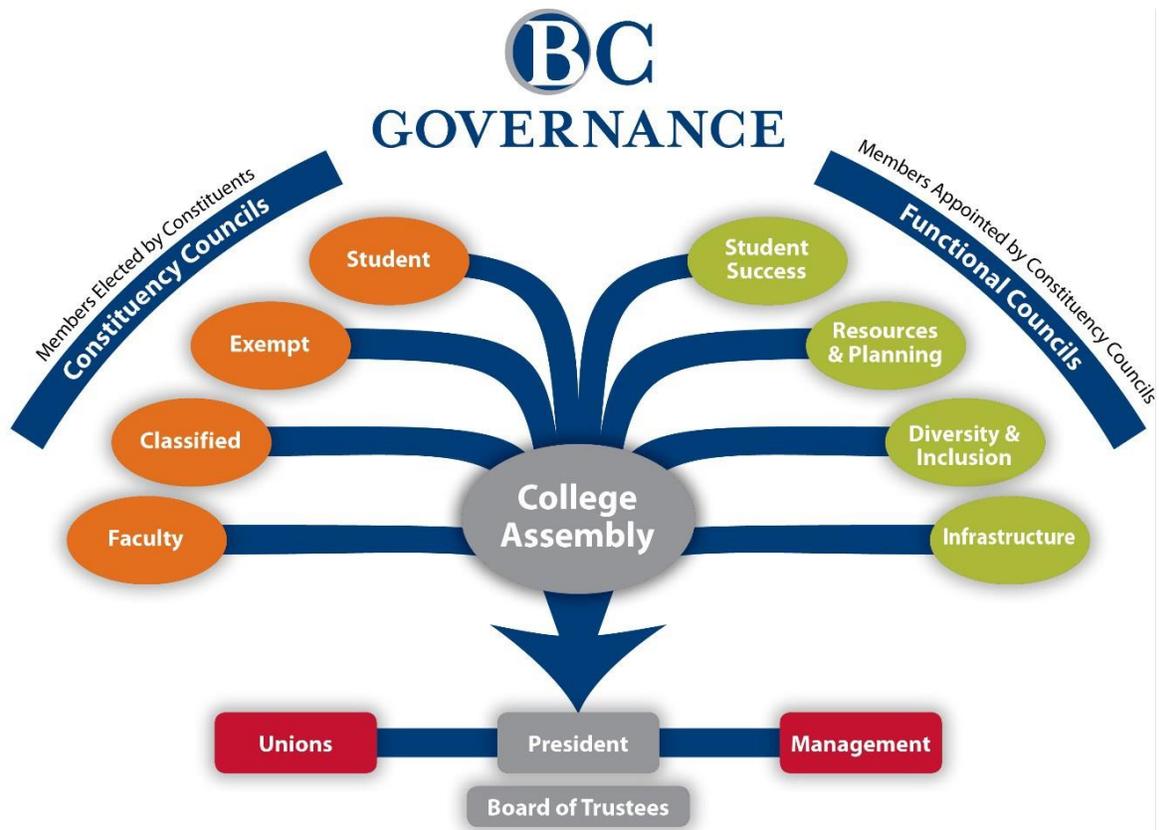
The Assembly and councils will work in a collegial, collaborative, and communicative way. BCG is the required forum to address matters including, but not limited to:

- Policies and procedures
- Strategic planning
- Issues of college-wide concern

While recommendations are considered advisory, they require serious consideration and written response from the president.

A general charter for BCG, and bylaws for the Assembly and councils will guide all actions within the scope of the governance system. Additional procedures may also be established under this policy to provide structure and oversight for BCG.

BCG will operate in accordance with Washington State law, which establishes the board of trustees' responsibilities and authority over policy and the total college program. Contractual rights reserved to the college's bargaining units and regular management responsibilities are excluded from BC Governance without expressed consent.



### Governance Model Description

Bellevue College Governance facilitates informed decision-making in the overall interest of the institution. All members of the college community have the opportunity to express opinions and make recommendations, and the system provides structures through which these opinions and recommendations will be considered for all important decisions. Key areas for governance input include strategic direction, resource acquisition and allocation, curricular and programmatic issues, and policy. Governance does not address matters of compensation, benefits, working conditions, personnel matters, grievances or other management issues.

BC Governance functions within:

Washington State law, including RCW 28B.50.100, RCW 28B.50.140, RCW 28B.10.528

BC Policies 1300 and 2650

Collective bargaining agreements BCAHE, WPEA, and WFSE

## How to use this document

The BC Governance (BCG) Handbook outlines the decision-making process at the college and describes how it supports governance operations. It is intended for faculty, students, and staff working within the system as a reference for introducing issues and understanding process and communication. It can also be used as a reference for the president and members of the board of trustees to determine where to seek input on policy development and the implementation of procedures.

### *Related BCG documents include:*

- Charter—establishes the structure of BCG, including the roles and memberships of all councils and their relationships, and the duties and responsibilities of officers.
- College Assembly bylaws—rules by which the College Assembly regulates itself and conducts its operations.
- Constituency and functional council bylaws—rules by which the councils regulate themselves and conduct operations
- BCG Compensation Schedule

The BCG Operating Handbook is a working document subject to revision by the College Assembly in consultation with the Governance Coordinator.

## Roles and responsibilities within BC Governance

The structure of BC Governance maximizes participation, soliciting the best contributions of all constituencies and placing authority at the appropriate level. In compliance with the Washington State legislative framework, the board holds the president and administration accountable for decisions. The process provides for decisions that are made in a timely and transparent manner, guided by the involvement and actions of the community overall.

### **Role of College Assembly (Assembly)**

Serves as a communication and collaboration body. Considers recommendations from the councils and receives items for consideration from the president for referral to the appropriate council or councils. Other responsibilities include,

- Maintains the BCG Handbook, updated as needed.
- Conducts an annual assessment of the BCG system, based on a review of reports and minutes, stakeholder feedback, and other methods, as appropriate.
- Recommends modifications to BCG based on assessment or changed conditions.

### **Role of constituency councils**

Represent the interests and concerns of students, faculty, classified staff, and exempt staff. Constituency councils address issues and proposals raised by members or referred from the Assembly or another council.

Constituency councils should,

- Develop, and submit to the Governance Coordinator, an annual list of goals by the end of October.
- Keep their respective groups informed of the proceedings and recommendations of BCG.

### **Role of functional councils**

Consider topics related to college operations that involve policies, procedures, processes, and communication. Functional councils do not constitute the management structure of the college; councils may provide input to management.

Functional councils should,

- Develop, and submit to the Governance Coordinator, an annual list of goals by the end of October.
- Keep their respective groups informed of the proceedings and recommendations of BCG.

### **Role of BCG committees and task forces**

A standing committee is a group formed to help a council with its duties, usually given jurisdiction over a particular area of work, may last for a long period of time, and be referenced in a council's bylaws. They may be modified or dissolved as needs evolve and change. A task force is a temporary group established to accomplish a particular task.

Committee and task force members do not have to be a member of the enabling council. They should report to their enabling councils through clear and regular communication.

BCG committees are,

- Approved through the recommendation process.
- Aligned with and accountable to councils.
- Listed in the committee book.
- Expected to record minutes and maintain membership lists.

Departments, programs, and other entities may also form groups or committees. Depending on their purpose and operations, these committees may exist separately from BCG or may seek alignment with a council.

**Role of the Assembly chair**

Sets the schedule and agendas for Assembly meetings and presides over all meetings. The chair maintains communication with the members of the Assembly. The chair also maintains good communication with the college president through regular meetings. The chair ensures that the business of the Assembly is accomplished, documented, and communicated to all necessary constituencies.

**Role of council chairs**

Sets the agenda for and presides over council meetings. Ensures that recommendations are written and referred as needed, annual goals are established by the councils, bylaws are reviewed regularly, and an annual report submitted. Council chairs maintain communication with chairs of the other councils and with the president, and represents the council on the Assembly.

**Role of council vice chairs**

Presides over meetings in the absence of the chair. Presides over council elections. Performs other duties as assigned by the chair. Assumes duties of the chair if the chair is unable to perform responsibilities, as in the case of the council chair being elected as Assembly Chair.

**Role of council secretaries**

Assures an accurate record of all council meetings and post minutes and summaries for the college community. Maintains membership list and attendance records. Ensures communication with college-wide community through website and other means as directed by the chair.

**Role of Assembly or council members**

Attends all meetings or send a proxy as needed; comes to meetings prepared to participate; consults with and reports to constituencies or appointing bodies; works collaboratively with other council members, and other councils as appropriate, keeping in mind the best interests of the college as a whole; and ensures the council bylaws are followed.

**Role of resource liaisons**

Resource liaisons support councils by providing expertise on their areas of responsibility and facilitating communication. Resource liaisons may attend part or all of council meetings depending on circumstances. They should communicate frequently with council chairs. Employees at the vice presidential level who also serve on President's Cabinet participate in governance through the role of nonvoting resource liaison to one or more councils.

**Role of Governance Coordinator**

The Governance Coordinator serves as a neutral advisor on governance-related matters, coordinates governance operations, and supports communication between BCG participants on every level. A major function of this position is to facilitate collaboration and communication within the governance system and between governance and management. The Governance Coordinator will assist individuals and groups to identify appropriate venues to bring topics, raise issues, or make proposals. They will assist with documentation, nominations, elections, and training.

**Role of the President's Cabinet**

The members of President's Cabinet, which represents the major management areas of the institution, are responsible for directing college operations and implementing college plans, budgets, and programs.

Members of President’s Cabinet are individually accountable for their assigned areas and are collectively accountable for viewing the college as a whole, and making or recommending decisions that align the best interests of their units with the best interests of the college as a whole. Vice presidents are active participants in the governance system as resource liaisons. Members of President’s Cabinet will,

- Collaborate with governance councils to ensure that information, recommendations, and decisions are shared in a timely way.
- Forward issues to the appropriate councils.
- Share perspectives and implications with council members prior to decisions and recommendations being formulated.
- Initiate major college-wide issues in conjunction with the governance system.

### **Role of the president**

The president provides leadership for the college as a whole and oversees management. The president ensures the implementation of the institution’s strategic direction and board policies and is responsible for soliciting broad-based opinions and providing a rationale for decisions. The president can bring issues to the Assembly, which will direct the matter to an appropriate council, and request input or recommendations. The president and the Assembly chair should establish regular communication.

### **Role of the board of trustees**

Washington Administrative Code 132H-106 establishes the governing authority for Community College District VIII. “It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program.” State law further stipulates that the board will delegate authority to the college president. The board’s responsibility is to prescribe policies regarding “effective operation of the college.”

## **Recommendations and Communication**

### **Process**

Communication across the institution is one of the most important functions of BC Governance. Communication is both vertical—between the levels of individuals, committees, councils, the Assembly, and the president—and lateral—between councils and committees.

An item can enter a council or committee as either a general problem or concern for which no clear solution has yet been determined, or an initiative or specific course of action that is under consideration. Items will move out of a council as input, defined as an informal opinion not requiring a formal response, or as a recommendation, defined as a formal, written document that advocates a particular course of action and that requires a formal response. Recommendations will vary significantly in length and scope; they should include as much information as is necessary to make a sound decision in the best interests of the college. Recommendations move through the system to the president. In addition to written recommendations, other forms of communication within the system—including the president’s written responses, communication between the councils and committees, and information-sharing between the councils and the constituencies they represent—is crucial and highly encouraged.

A recommendation should not be submitted as a suggestion. It should cover the topic thoroughly with background, key stakeholders, pros and cons, and financial implications noted, as appropriate.

Items entering the governance system are assigned an ID number by the Governance Coordinator. This number stays the same as an item is referred or becomes a formal recommendation.

**Timelines**

The amount of time it will take for a topic to move from an issue or proposal to a recommendation requiring a presidential response will be based on the scope and complexity of the topic and the number of constituencies affected. It could take as little as 20 days or as long as several months. All participants within the system should make a good faith effort to move matters through the system in an efficient and timely way.

The individual or council bringing an issue or proposal to a council should indicate a reasonable time frame for input or a recommendation. Adjustments to the original time frame may be necessary depending on new information or circumstances. If a council fails to provide a recommendation or input within an amount of time reasonable for the topic and circumstances, the president may notify all parties that a decision to act may take place in advance of governance action. In rare, time-sensitive, cases, the president may request an expedited process. These cases will be analyzed in the BCG assessment.

Within BCG, the president is required to respond in writing to all recommendations, which should, in most cases, take no more than 20 days. In cases where the president is traveling or may need to consult with the board of trustees, the State Board, the attorney general, or an outside stakeholder, responses may take up to 45 days.

**Governance vs management**

In general, governance refers to the strategic task of establishing policies and procedures, strategic direction, goals, and accountability; and management refers to how work is organized and accomplished through day-to-day operations. Governance determines “what” the organization does and “what” it plans for the future. Management determines “how” the organization will fulfill its goals.

<b>Governance</b>	<b>Management</b>
Develop a framework for resource allocation	Decision to buy a new truck
Adopting environmental sustainability as an institutional value	Choice of a particular type of low-energy light bulb

In practice, the line between governance and management is often unclear. Decisions closely related to BC’s core mission, requiring a high-level decision for resolution, with a clear impact on the future, or related to external compliance are likely to require governance intervention.

**Communication between councils**

All councils and the Assembly must communicate laterally across the governance system. A council, either formally, through the chair, or informally, through one member of a council to a member of another council, can refer an issue or proposal to another council before, after, or during discussion. Councils may consider topics simultaneously or sequentially depending on the circumstances.

When a council makes a formal referral, it should use the Proposal Template and the receiving council should document consideration in writing.

Not all topics are appropriate for discussion in every council. Council chairs and members should be sensitive to the appropriateness of discussion of any particular topic. For instance, discussions of the curriculum should be addressed within the Faculty Council, and discussions of matters subject to collective bargaining agreements should be referred to the unions. The Assembly and councils should not discuss individual personnel matters, and the presiding officers of meetings should suppress derogatory personal comments.

### **Communication with the College Assembly and the Office of the President**

Councils may communicate formally with the Assembly in the form of a recommendation, which is directed to the Assembly for discussion followed by endorsement or non-endorsement. Councils may also request information or advice from the Assembly. All formal communication between the councils and the Assembly should be in writing using the Referral Form. The Assembly should respond in writing using the same form.

All recommendations, including, but not limited to, policies and procedures, must be reviewed by the College Assembly and then forwarded to the Office of the President unless specifically directed to another level of decision-making. An example of the latter would be the recommendations of the Curriculum Advisory Committee, which are sent directly to the vice president of Instruction.

The president will meet regularly with the Assembly and Assembly Chair to discuss the disposition of recommendations originating from the councils.

### **Communication outside of governance**

Councils should freely communicate with other councils and the Assembly, other parts of the college, and other members of the college. Councils should not officially communicate with entities outside of the college without the assent of the Assembly.

## Meetings

- Meetings should begin and end on time.
- All meetings are open to the public.
- Non-members may attend meetings as observers and speak with the permission of the chair.
- The Assembly, councils, and committees will post an agenda for each meeting.
- Members of the Assembly and councils will be asked in advance for agenda items.
- Items on a typical agenda:
  - Open comments
  - Approval of the agenda
  - Introduction of guests
  - Approval of previous minutes
  - Committee or task force reports
  - Prior business
  - New business
  - Announcements

- Items to be included in the minutes:
  - Attendance.
  - Exact wording of all motions, the names of members who made and seconded motions, the result of the consensus voting with comments, and results of consensus voting.
  - Major points of discussion even if no motions are made. Exact wording or transcription of the discussion is not required.
  - Reports on prior and new business and committee reports should include a written version, available at the meeting and sent electronically to the secretary.

## Council roles and membership

### Student Council (constituency)

*Role:* The Student Council (SC) provides a forum for students to participate in Bellevue College decision-making. The SC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the SC will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The SC ensures that its standing committees, as identified in the Charter, operate appropriately. Students at Bellevue College are represented by Associated Student Government (ASG) as established in Policy 2650 Student Participation in College Governance. Student participation in BC Governance complies with that policy and with the ASG constitution and bylaws.

Nine (9) Members	Elected by Associated Student Government
One (1) nonvoting resource liaison	Assistant Dean of Student Engagement or designee (ex officio)
Eight (8) At-large students	Appointed by Associated Student Government

### Faculty Council (constituency)

The Faculty Council (FC) provides a forum for faculty to exercise a major role in all aspects of the college's academic program. The FC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. The FC will make recommendations to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The FC has primary responsibility for the curriculum, faculty professional development, and student assessment, and reviews all policies and procedures with academic impact. The FC ensures that its standing committees, as identified in the Charter, operate appropriately.

Nineteen (19) members and two (2) resource liaisons to be distributed as follows:

One (1) full-time A&H faculty member	Elected by A&H faculty
One (1) adjunct A&H faculty member	Elected by A&H faculty
One (1) at-large A&H faculty member	Elected by A&H faculty
One (1) full-time Social Science faculty member	Elected by Social Science faculty
One (1) adjunct Social Science faculty member	Elected by Social Science faculty
One (1) at-large Social Science faculty member	Elected by Social Science faculty

One (1) full-time Science faculty member	Elected by Science faculty
One (1) adjunct Science faculty member	Elected by Science faculty
One (1) at-large Science faculty member	Elected by Science faculty
One (1) full-time HSEWI faculty member	Elected by HSEWI faculty
One (1) adjunct HSEWI faculty member	Elected by HSEWI faculty
One (1) at-large HSEWI faculty member	Elected by HSEWI faculty
One (1) full-time iBIT faculty member	Elected by iBIT faculty
One (1) adjunct iBIT faculty member	Elected by iBIT faculty
One (1) at-large iBIT faculty member	Elected by iBIT faculty
One (1) faculty member from Continuing Education	Elected by Cont. Ed. faculty
One (1) faculty member from Counseling	Elected by Counseling faculty
One (1) faculty member from LMC	Elected by LMC faculty
One (1) nonvoting faculty member from the BCAHE	Appointed by the BCAHE
One (1) nonvoting resource member	Vice president of Instruction
One (1) nonvoting resource member	Faculty Council past-chair (if not currently a council member (ex officio))

### **Classified Council (constituency)**

*Role:* The Classified Council (CC) provides a forum for classified staff to participate in Bellevue College decision-making. The CC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the CC will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The CC ensures that its standing committees, as identified in the Charter, operate appropriately.

Ten (10) classified staff members and three (3) resource liaisons to be distributed as follows:

One (1) classified staff member from Continuing Education	Elected by classified staff members
Two (2) classified staff members from the group represented by the WFSE bargaining unit	Elected by classified staff members
Seven (7) at-large classified staff members	Elected by classified staff members
One (1) nonvoting resource liaison	Vice president of Human Resources (ex officio)
One (1) nonvoting WPEA representative	Appointed by BC chapter of the WPEA
One (1) nonvoting WFSE representative	Appointed by BC chapter of the WFSE

### **Exempt Council (constituency)**

*Role:* The Exempt Council (EC) provides a forum for exempt staff to participate in Bellevue College decision-making. The EC initiates, researches, and forms consensus for matters including, but not limited to, policies and procedures, strategic planning, and issues of college-wide concern. Recommendations from the EC will be forwarded to the president, College Assembly, or other councils, as appropriate, for further consideration and action. The EC ensures that its standing committees, as identified in the Charter, operate appropriately.

Nine (9) exempt staff and one (1) resource liaison to be distributed as follows:

Eight (8) at-large exempt staff members	Elected by exempt staff members
One (1) exempt staff member from North Campus	Elected by exempt staff members
One (1) nonvoting resource liaison	Vice president of Human Resources (ex officio) or other as determined by EC and President

### **Student Success Council (functional)**

*Role:* The Student Success Council (SSC) will consider matters related to the provision of instruction and student services, including, but not limited to educational planning and advising, student transitions, instructional technology, and equitable opportunities. The SSC will make recommendations to the College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination and collaboration between all units engaged in improving student success, particularly the areas of Instruction, Student Affairs, and Economic and Workforce Development. The Student Success Council will make recommendations to the College Assembly or other councils, as appropriate, for further consideration and action.

Seventeen (17) members and three (3) resources to be distributed as follows:

Two (2) instructional faculty	Appointed by Faculty Council
One (1) non-instructional Counseling faculty	Appointed by Faculty Council
One (1) non-instructional LMC representative	Appointed by Faculty Council
One (1) faculty diversity representative	Appointed by the Office of Diversity, Equity, and Inclusion
One (1) at-large faculty member from	Appointed by Faculty Council
One (1) exempt staff member from Academic Affairs or Cont. Ed	Appointed by Exempt Council
One (1) exempt staff member from Student Affairs	Appointed by Exempt Council
One (1) dean	Appointed by Exempt Council in consultation with Instructional Cabinet
One (1) at-large exempt staff member	Appointed by Exempt Council
One (1) classified staff member from Instruction	Appointed by Classified Council
One (1) classified staff member from Student Affairs	Appointed by Classified Council
One (1) at-large classified staff member	Appointed by Classified Council
Three (3) at-large students	Appointed by Student Council
One (1) member from ITS	Appointed by ITS directors
One (1) nonvoting resource liaison	Vice president of Student Affairs (ex officio)
One (1) nonvoting resource liaison	Vice president of Economic and Workforce Development (ex officio)
One (1) nonvoting resource liaison	Vice president of Instruction (ex officio)

### **Resources and Planning Council (functional)**

*Role:* The Resources and Planning Council (RPC) provides a forum to consider college-wide strategic planning and resource allocation, including planning assumptions, annual unit planning, the collection of

appropriate data, and mission fulfillment. It ensures that planning and resource allocation are aligned. The RPC will make recommendations to the college president, the College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination, and collaboration between all units of the college, particularly the areas of Finance and Effectiveness and Strategic Planning.

Fifteen (15) members and three (3) resource liaisons to be distributed as follows:

Two (2) program chairs	Appointed Faculty Council in consultation with the Program Chairs group
Two (2) at-large faculty members	Appointed by the Faculty Council
One (1) Budget Director	Ex officio
One (1) Grant Director	Ex officio
One (1) member from Institutional Advancement	Appointed by IA directors
One (1) dean	Appointed by Exempt Council in consultation with Instructional Cabinet
One (1) at-large exempt staff member	Appointed by the Exempt Council
Three (3) at-large classified staff members	Appointed by the Classified Council
Three (3) at-large students	Appointed by the Student Council
One (1) nonvoting resource liaison	Vice president, Administrative Services (ex officio)
One (1) nonvoting resource liaison	Vice president of Institutional Advancement (ex officio)
One (1) nonvoting resource liaison	Associate vice president of ESP (ex officio)

#### **Council for Inclusion and Diversity (functional)**

*Role:* The Council for Inclusion and Diversity (CID) provides a forum to consider equitable opportunities and outcomes for all students and employees. It ensures the recruitment and retention of a diverse studentbody and works to reduce disparate achievement outcomes. The CID also promotes the recruitment and retention of a diverse workforce with equitable professional opportunities. The CID will make recommendations to the president, College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination, and collaboration. The CID provides a framework to further the college's commitment to diversity within BC Governance and is supported by the Office of Diversity, Equity, and Inclusion, and Human Resources.

Sixteen (16) members and two (2) resource liaisons to be distributed as follows:

Three (3) at-large faculty members	Appointed by the Faculty Council
One (1) Title IX Coordinator	Ex officio
One (1) dean	Appointed by Exempt Council in consultation with Instructional Cabinet
One (1) member from TRiO	Appointed by the Director of TRiO
One (1) member from the LGBTQIA Task Force or succeeding entity	
One (1) member from the Disability Resource Center	Appointed by the Director of the DRC
One (1) member from Multicultural Services	Appointed by the Director of Multicultural Services

One (1) member from Neurodiversity Navigators	Appointed by the Director of the Neurodiversity Navigators program
One (1) at-large exempt staff member	Appointed by the Exempt Council
Two (2) at-large classified staff members	Appointed by the Classified Council
Three (3) at-large students	Appointed by the Student Council
One (1) nonvoting resource liaison	Vice president of Diversity (ex officio)
One (1) nonvoting resource liaison	Vice president of Human Resources (ex officio)

### **Infrastructure Council (functional)**

*Role:* The Infrastructure Council (IC) provides a forum to consider the effectiveness of nonacademic support functions, including technology, facilities, and auxiliary services. The IC will make recommendations to the president, College Assembly or other councils, as appropriate, for further consideration and action. It will encourage cross-campus communication, coordination, and collaboration between all students and employees concerning infrastructure, particularly Information Technology Services and Administrative Services.

Thirteen (13) members and two resources liaisons to be distributed as follows:

Three (3) at-large faculty members	Appointed by Faculty Council
One (1) Executive Director, Campus Operations	Ex officio
One (1) staff member from ITS	Appointed by ITS directors
One (1) at-large exempt staff member	Appointed by Exempt Council
One (1) instructional dean	Appointed by Exempt Council and Academic Deans and Associate Deans(proposal 1225)
One (1) classified staff member from Public Safety	Appointed by Classified Council
One (1) classified staff member from Grounds & Maintenance	Appointed by Classified Council
One (1) at-large classified staff member	Appointed by Classified Council
Three (3) at-large students	Appointed by Student Council
One (1) nonvoting resource liaison	Vice president of Administrative Services (ex officio)
One (1) nonvoting resource liaison	Vice president of ITS (ex officio)

## Nominations, Elections, and Appointments

### **Nominations**

- Nominations for constituency council elections will be announced in the spring quarter and can be submitted by any member of the college community.
- Multiple nominations and self-nominations are acceptable.
- Nominees will be asked to submit a candidate profile with name, title, a short statement of interest, and an indication of interest in being appointed to a functional council.

### **Elections**

Elections will be conducted electronically in the spring quarter.

### **Appointments by constituency councils**

Members of functional councils are appointed by the appropriate constituency council unless otherwise noted. Individuals interested in serving on a functional council will have the opportunity to note that

interest during the nomination period. It will be forwarded to the appropriate constituency council.

### **Appointments by special groups**

To ensure appropriate expertise, council members will, in limited cases, be appointed by designated special groups. Special groups will use their own internal mechanism for selecting qualified representatives in consultation with the council chair and the relevant constituency council, as appropriate.

### **Training**

All students, faculty, classified staff, and exempt staff elected or appointed to governance councils will be required to participate in leadership and governance training.

### **Assessment**

An effective governance system requires regular feedback about its performance from the constituents it represents. BCG Assessment will identify processes that worked well and ones in need of improvement. In conjunction with the Governance Coordinator, the Assembly and all councils will develop an appropriate annual assessment plan.

In addition, the Assembly is charged with an assessment of the system overall and responsible for answering the following questions: Are councils setting and meeting their goals? Does the reporting structure between committees and councils function well? Do issues and proposals move through the system and result in meaningful input and recommendations? Should BCG Assessment be conducted annually or would a longer period be effective?

Following each assessment, the Assembly, Governance Coordinator, and president will consider strengths and weaknesses of implementation, proposing ways to improve the system, as appropriate.