

Yosemite Community College District District Council

Statement of Principles

A District Council was established in 1989 and has met regularly ever since. It has been reorganized occasionally to meet more efficiently the needs of the District and the constituencies.

The purpose of this Council is to make recommendations to the Chancellor regarding the existence of needs, the establishment of priorities, and the allocation of resources on a broad, district-wide basis. The Council serves as the coordinating body for the review of the District Strategic Plan. It is intended that the Council will not get involved with the daily administration of the two colleges or central services. Neither will the Council's processes replace the collective bargaining process. The Council uses the consensus-building process (Attachment A) and has adopted a job description for Council members (Attachment B). The Council continually evaluates itself, its processes, and its products, modifies its procedures when appropriate and provides an annual report of this evaluation to the district.

The Chancellor chairs this Council and presents the Council's recommendations to the Board of Trustees when appropriate. At the same time, it is acknowledged that the Chancellor retains the authority to make her/his own recommendation. Should that recommendation differ from the Council's, or from a significant minority of council members, the Chancellor will make that known to the District Council and to the Board of Trustees.

District Council is comprised of:

Roster

Chancellor
Yosemite Faculty Association President
Yosemite Faculty Association Budget Analyst
Yosemite Faculty Association Representative – Columbia
Academic Senate President – Modesto Junior College
Academic Senate President – Columbia
Board/Faculty Liaison
Columbia College President
Modesto Junior College President
Leadership Team Advisory Committee President
California School Employee Association, Chapter 420 (2)
Yosemite Community College District Student Trustee

Resource Persons

Executive Vice Chancellor – Fiscal Services

Vice Chancellor – Human Resources
Assistant Vice Chancellor – Information Technology
District Public Affairs Director
VP Administrative Services, CC
VP Student Learning, CC
VP College and Administrative Services, MJC
VP Instruction, MJC
VP Student Services, MJC
Controller

Assistant

Executive Secretary to Chancellor

Substitutes may participate as observers to facilitate the continuing understanding of District Council members. Substitutes will be provided background information by their sponsor. Other resource people may be invited to District Council meetings as needed, depending on the agenda. Frequency and timing of meetings are set by the Council. Generally, the District Council meets once a month, at a time not to conflict with regularly scheduled Senate, YFA or CSEA meetings. Faculty members receive 20% reassigned time or a comparable stipend. Classified staff members participate on 'company time'. Any extra expenses, such as travel, are reimbursed. Secretarial and other logistical assistance is provided by the Chancellor's Office. The recorded minutes are posted on the District Council website. When necessary an ad-hoc committee may be established to deal with a particular issue with a stated timeline.

Any member may submit proposed agenda items to the Council. This should be done in writing or by e-mail at least one week prior to a scheduled meeting. That same member will be responsible for preparing or gathering appropriate background information and providing the materials to the District Council Assistant for distribution to the members. The council upon review may determine that an item should be referred elsewhere, such as to the college councils, a college committee, the Academic Senate, and Employer-Employee Relations Committee, or other appropriate body or person, or they may decide to address the item within the District Council. Unless an emergency exists, discussion is delayed until all members have the same background information and have had adequate time to review that. Agendas are distributed electronically to members and highlights of meeting discussions are distributed electronically to all staff in the District.

The major task of the District Council is to participate actively in the comprehensive planning process. This year-long commitment includes developing and reviewing planning assumptions, reviewing data, advising on the planning process, reviewing college plans and projected District revenues, prioritizing needs, and assisting in District budget development.

As part of the Comprehensive Planning process, the Council reviews the District Mission Statement, makes recommendations for changes, and assures the extent to which the colleges/district are fulfilling that mission. The District Council also is responsible for identifying major issues affecting the entire district such as enrollment management, technology, diversity and equity, and institutional effectiveness. The Council is authorized to form and give direction to ad hoc committees to address these and other key topics when helpful or necessary. They also may ask existing entities to explore and provide feedback on key issues and emerging initiatives. In some instances, the Council may sponsor informational forums for all staff on critical issues.

The District Council serves as a major communication vehicle among and between the many entities in the district. Council activities ensure that various viewpoints are heard, that information is shared with constituency leaders, and that the opportunity is provided for all staff to be aware of major issues, plans, and activities within the district. Thus, the District Council also plays a key role in facilitating a coordinated and cooperative approach between and among these entities. The District Council continually strives to identify and implement innovative ways to create a highly effective and integrated district that serves its community well.

**Yosemite Community College District
District Council**

**Statement of Principles
The Consensus-Building Process**

As indicated in the Statement of Principles, any member of the Council may submit agenda items for consideration. The Council will review these items to determine their appropriateness for consideration by the District Council or it may choose to refer them to another body. Items, which remain on the agenda of the District Council, will be discussed in sufficient detail to ensure that all members of the Council fully understand the implications and ramifications of the issue.

Subsequent to an in-depth review, the Chancellor will state a preliminary consensus. Members of the Council will then be given an opportunity to respond to the preliminary consensus statement by adding to, deleting from, or modifying it in a manner that makes it more clear and acceptable to the members of the Council. No formal votes will be taken. However, opportunity will be provided for individuals to register their positions if they are at variance with the consensus statement.

If the Council is unable to achieve a consensus on a policy issue to be presented to the Board of Trustees, the various positions will be made known to them during their deliberation. It is understood that the Chancellor reserves the right to make her/his recommendation to the Board of Trustees following due consideration by the Council.

In the unlikely event that a crisis situation develops, it may be necessary for the Chancellor to act in the absence of formal District Council consideration and/or consensus. If this is necessary the Chancellor must inform the Board of Trustees that there is no consensus on the issue and members of the Council will be informed at the time the recommendation is made or the action taken. The matter can subsequently be discussed for clarification and amplification.

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**Statement of Principles
Member Position Description**

General Purpose:

All members of the Council are selected based on their organizational positions. They represent their constituencies while working together to:

1. create a positive and effective working body that makes recommendations to the Chancellor.
2. resolve problems of the present while developing a vision for the future.
3. foster a climate of trust and respect based on mutual understanding.
4. assist the Chancellor in ensuring that all members of the Council are able to express their opinions on all key issues.
5. communicate accurately and regularly with the entire District staff.

Desirable Qualities:

All members of the Council are expected to demonstrate the following personal qualities:

1. Commitment to the purpose and process of the District Council
2. Eagerness to participate
3. A positive approach
4. A District perspective
5. Professional ethics

Responsibilities:

All members of the Council are expected to:

1. act as a professional.
2. participate actively (including being punctual and attending regularly).
3. prepare well for meetings and complete outside assignments in a timely manner.
4. make a concerted effort to ensure that the District Council works effectively and efficiently
5. treat other Council members with civility, courtesy, and respect.
6. be open to all views on a subject before reaching a conclusion.
7. foster a team or institutional view as opposed to an individual or constituent position.
8. honor confidentiality where the Council has agreed it is appropriate.
9. ensure accurate communication with the organization one represents.