

*Sent on behalf of College Council Co-Chairs, John Hernandez & Michael DeCarbo*

Greetings Committee Chairs,

Thank you for participating in our annual committee survey and our subsequent follow-up survey. The results of the last survey were presented and discussed at College Council on February 28, 2017. From that discussion emerged the following general themes: membership, accessibility of information and resource request. Upon reviewing the issues raised and possible solutions, College Council would like each chair to present this information at a future meeting; as well as identify the party responsible for updating the committee website and the faculty member responsible for the Senate summary report.

#### I Membership

A Training – In addition to the committee review of responsibilities and roles that should occur at the beginning of each year, College Council recommends that the Chair meet with any new member (particularly students) prior to the committee and review the charge, process, and encourage participation.

##### B Filling Vacancies

###### 1 Classified Staff

- a Communicate to any person interested that they are welcome
- b Communicate that release time is available, with supervisor approval
- c Request that any staff member consider serving for the entire academic year
- d If a classified vacancy occurs contact CSEA President Sheryl Martin for replacement
- e If a specific person is desired, contact CSEA President Sheryl Martin with the request

###### 2 Faculty

- a Communicate to faculty that committee service is a contractual expectation
- b If vacancy occurs contact AS Vice President Mary Mettler for replacement
- c If a specific person is desired, contact AS VP Mary Mettler with the request

###### 3 Administrator

- a If a vacancy occurs contact the Office of the President for a replacement

###### 4 Students

- a Students are appointed or elected to specific committees
- b If a vacancy occurs, contact ASG Vice President Josh Moon for replacement at [sungwonmoon99@gmail.com](mailto:sungwonmoon99@gmail.com)

#### II Accessibility of information

A Consider including on the agenda “other committee reports.”

B Ensure that agendas and minutes are posted on the website.

- 1 Please forward the name of the responsible party to the Office of the President

C Assign a faculty member to be responsible for the Senate summary report (form attached).

- 1 Please forward this name to AS Vice President Mary Mettler

D Consider reviewing/sharing the results of the College Council surveys (attached)

#### III Resource requests

A Committees may submit resource requests annually.

- 1 Facilities/Safety/Technology requests are submitted through those governance committees
- 2 All others should be sent to the appropriate administrator (refer to attached list)

Thank you for participating in the survey; this follow-up is a direct result of your efforts.

College Council