

**Administrative Procedure 2430 Governance Committee Structure**  
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**AP 2430 Governance Committee Structure**

**Reference: Education Code Section 70902**

**A. Standing Committees and Associated Sub-Committees/Functional Work Groups**

1. The governance committee structure of San Joaquin Delta College is established through standing committees, associated sub-committees (or functional work groups of standing committees as described in Section A.3), respective senates or councils of various constituent groups, and the coordinating governing committee known as the President’s Council.
  
2. The membership of each Standing Committee is designated in this administrative procedure. For each Standing Committee, appointees of the faculty and classified constituency groups shall always exceed the number of managers by at least one member, ensuring majority plus one representation by faculty and classified staff. The large Standing Committees may, from time to time, designate the full committee to serve as a functional work group to address a key issue. At other times, the Standing Committee shall have the authority to designate a smaller body of its members and any additional representatives to serve on a functional work group. Any additional members appointed to a functional work group shall be appointed by appropriate Senate leaders or respective employee group leader (i.e., CTA, CSEA, POA).
  
3. Functional work groups may be formalized to address specific initiatives of the Standing Committees and/or Sub-Committees, and meet as frequently as necessary. The functional work groups can call regular meetings. Functional work groups should be composed based on the recommendation of the overarching Standing Committee. To maintain parity to the greatest degree possible, the functional work groups should include, at a minimum, the following constituency representation appointments:
  - At least one (1) Management Senate member
  - At least one (1) Classified Professional
  - At least one (1) Faculty Member
  
4. Staff support to the committee and/or functional work group shall be provided by the designated committee or group leader identified in this procedure.

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**B. Committee Operational Procedures**

1. While all committees are ultimately advisory to the College Superintendent/President, it is understood that recommendations will be directed to the President’s Council or the appropriate constituency group. Dissenting members of a committee shall have the right to present a minority opinion at the same time that the majority opinion is presented. The President’s Council or the appropriate Senate will provide timely response to the appropriate committee regarding the disposition of any recommendations made by that committee. The formalized work groups shall also make every effort to abide by these operational guidelines.
  
2. Appointment of committee members:
  - a. The number of appointments to committees shall be made as detailed in the structure of each Standing Committee and Sub-Committee as defined in this procedure. Member appointments shall be made by the following constituency groups as follows:

Faculty will be appointed equally by the Academic Senate (AS) and/or the San Joaquin Delta Community College California Teachers Association (CTA) where equal numbers of representatives exist. Where one faculty representative is noted, the appointment shall be made by the Academic Senate. Unless otherwise stated, where an odd number of representatives are designated for a committee beyond the number of one, CTA shall make one more appointment than the Academic Senate.

Classified professionals will be appointed equally by the Classified Senate (CS) and the California School Employees Association (CSEA) where equal numbers of representatives exist. Where one classified representative is noted, the appointment shall be made by CSEA. Where an odd number of classified representatives are designated for a committee beyond the number of one, CSEA shall make one more appointment than the Classified Senate.

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Students will be appointed by the Associated Students of Delta College (ASDC).

Managers (except those designated by position or office as members) will be appointed by the Management Senate (MS).

Other committee members deemed required will be appointed by the Superintendent/President.

- b. Members of standing committees will serve two years, with approximately one-half of the members being replaced each year, unless the appointing body determines otherwise by appropriate bylaws. Members of ad hoc committees will serve for the duration of the committee, unless the appointing body determines otherwise by appropriate bylaws.
  - c. If a member is unable to maintain service on a committee for any reason, the member may be replaced through the regular appointment procedure. Persons who are members of committees by virtue of a position or title they hold in an organization may be replaced by that organization. Persons, who are members of committees by virtue of management positions or titles, may be replaced by the Superintendent/President, in consultation with respective area managers.
3. Each standing committee, with the exception of the Curriculum Committee and the Faculty Professional Growth Committee, will elect its own chairperson. The Superintendent/President may appoint a responsible administrator to chair ad hoc committees, or may provide for the committee to elect its own chairperson.
  4. All records of the committee, including minutes and agendas, will be maintained by the executive secretary designated in procedure or, in the case of an ad hoc committee, appointed by the Superintendent/President. The executive secretary may be a member of the committee or may be identified as an addition to the committee. If identified as an addition to the committee, the executive secretary shall not be a voting member of the committee.

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5. Committee business will normally be conducted in a spirit of open communication, and not rely on formal parliamentary procedures except when required to keep order. When required, the latest edition of *Roberts' Rules of Order* will govern proceedings. Copies of other procedural rules, if adopted by the committee, shall be provided to committee members and to all groups responsible for appointing members of that committee.
  
6. For the purpose of conducting business, a quorum shall be one more than half of the voting committee membership. As a major function of the shared governance committee system is communication, appointing bodies of members unable to attend one or more committee meetings are encouraged to send substitutes a representative as their proxy who will have voting rights. An appointment of a proxy must be communicated to the committee chair and/or recorder to the committee prior to the subsequent meeting. Each committee may adopt its own procedures regarding whether substitutes may be considered to be members for purposes of establishing a quorum and voting. Such procedures, if adopted, shall be made known to all members of the committee and all membership appointing bodies.
  
7. The committee chairperson may request replacement through regular procedures of committee members missing three consecutive meetings. Member for whom replacement has been requested shall not be considered active members for voting or for purposes of establishing a quorum.
  
8. It is expected that most committee determinations can be achieved through consensus, and not require reliance on formal voting procedures. Where formal votes become necessary, a committee member may make a motion for a formal vote. Each committee member shall have one vote. Voting by proxy may be allowed where the committee has adopted procedures for proxy voting and made those procedures known to all members of the committee and all membership appointing bodies. Votes may be made by voice, roll call, or by show of hands. Secret ballots may be used for election of the chairperson, and for such other matters as the committee deems appropriate.

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9. Members shall be allowed to place germane issues on the committee meeting agenda by notifying the chair at least four working days prior to the meeting. The agenda and supporting materials for any action item shall be distributed to committee members at least three working days prior to the meeting. The agendas shall also be published on the District’s webpage prior to the next meeting of the committee. This practice will ensure that committee agendas are available to the College constituency group leaders (the Academic Senate, the Classified Senate, the Management Senate, the Associated Students of Delta College, the California Teachers Association, the California School Employees Association, and the Police Officers Association), the Board of Trustees, the Superintendent/President’s Office, the Library, and the College community. No items may be added to an agenda within the three working days prior to a meeting or during a meeting except in case of an emergency or other compelling cause as determined by a majority of the committee.
  
10. Each committee shall maintain written minutes of committee meetings, which shall, at a minimum, contain a record of attendance and any action taken by the committee. Copies of the minutes shall be distributed to every committee member. The minutes shall be published on the District’s webpage prior to the next meeting of the committee. This practice will ensure that committee minutes are available to the College constituency group leaders (the Academic Senate, the Classified Senate, the Management Senate, the Associated Students of Delta College, the California Teachers Association, the California School Employees Association, and the Police Officers Association), the Board of Trustees, the Superintendent/President’s Office, the Library, and the College community.
  
11. Each committee shall establish a schedule of meeting dates at its first meeting of each academic year. Committees are encouraged to establish standing meeting times which are used from year-to-year and scheduled so as to minimize conflict with standing meeting times of other committees. Special meetings may be called by the committee chairperson or by the Superintendent/President. Except in an emergency, each member shall be given notice within at least three (3) working days of a special meeting, including notice of the proposed agenda. When a meeting is to be cancelled, a reasonable advance notification shall be provided to committee members, if possible.

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12. Any change in policy/procedures recommended by a committee will be forwarded to the Policy and Procedures Review Committee for review and recommendation in accord with Procedure 2601.
  
13. When the Board of Trustees approves an official title change, the Fiscal Office will forward the title change to the Executive Secretary of the Policies and Procedures Review Committee who will make the title changes in the District’s policies/procedures on an annual basis.
  
14. Annually, the President’s Council will coordinate an evaluation of the effectiveness of each shared governance committee using the following criteria:
  - a. How often the committee met.
  
  - b. Attendance of committee members.
  
  - c. Evaluation by committee members of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.
  
  - d. Evaluation by each of the Senates and the Associated Students of Delta College of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.

The results of this evaluation will be shared with each committee and with each of the Senates and the Associated Students of Delta College.

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**C. Standing Committees of San Joaquin Delta College**

<b>Employee Diversity and Professional Development</b> <b>Responsible Administrator: Vice President of Human Resources</b>						
<p><b>Responsibilities:</b> Promote, implement, and maintain training programs and professional development activities for District employees that further understanding and sensitivity of individual and group diversity. Monitor, develop and communicate policies, procedures, and practices that support a diverse campus community. Make recommendations for the promotion of equal employment and educational opportunities within the College including human resources practices and student equity. Monitor achievement of the goals of the Student Equity Plan. Serve as overall coordinating committee for the College's staff development programs. Review needs and develop recommendations regarding College-wide staff development programs. Develop and maintain the District's Staff Development Plan. Plan, develop, and assist with organizing social events and activities to bring together faculty and staff in informal social gatherings. Review the District's employee health insurance costs and benefits and recommends change in coverage where appropriate. Help to create an environment in which cultural awareness leads to the understanding and valuing of diversity at the College. Produce programs in alignment with the goals of the SJDC Student Equity Plan, especially in relation to the campus climate. Collaborate with campus, local, and regional groups to plan, fund, and produce educational events and programs to meet identified needs. Collaborate with the Cultural Awareness Programs (CAP) committee as appropriate seek funding for College-wide programs and activities, and produce annual report of program outcomes.</p>						
<b>Sub-Committees/Working Groups and Responsible Managers</b>						
<p>Staff Development: Co-Chairs: FPG Chair, Human Resources Management, PDC Coordinator</p>			<p>Employee Health: Human Resources Risk Management</p>			
<p>Staff Social: Marketing and Community Relations Manager</p>						
<p><b>Standing Members by Position:</b> Assistant Superintendent/Vice President of Student Services, Vice President of Human Resources and Risk Management, Dean of Counseling and Special Services, Student Equity and Diversity Manger, Director of Marketing, Communications, and Outreach, Director of Student Activities, Director of Student Support Services (as an expert on services for the disabled)</p>						
<b>Required Appointments</b>						
<p>The committee membership shall include at least one each from the following categories: Asian/Pacific Islander, African-American, Hispanic, women, disabled, senior citizens, and veterans. Committee members may represent more than one category.</p>						
AS (2)	ASDC (2)	CSEA (2)	CS (2)	CTA (2)	POA (1)	MS (1 – Division Dean)
<p>Classified Professional Development Chair/Secretary of Classified Senate:</p>				<p>Faculty Member Distance Education (1):</p>		
<p>Faculty Professional Development Chair/Secretary of Academic Senate:</p>				<p>Professional Development Center Classified Professional (1):</p>		
<p>Community Representatives (2): <i>(Employees of the District may not serve as community representatives.)</i></p>						

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<b>Facilities Committee</b>					
<b>Responsible Administrator: Vice President of Operations</b>					
<p><b>Responsibilities:</b> Review and make recommendations concerning: long-range facilities plans for the District; facility usage; construction, remodeling and/or renovation proposals; matters related to the aesthetic beauty of the Delta College campuses; vehicle parking and changes to parking regulations; traffic access on the Delta College campuses; special staff parking permits; review and formulate general and master plans for on and off-campus parking; create and review guidelines for non-ADA-related requests for special parking arrangements or consideration.</p> <p>Develop and recommend health, wellness, and safety related educational programs for staff and students. Develop and monitor District policies and procedures related to the maintenance of a safe campus environment and review matters related to the health and wellness of students and staff of the College. Regularly gather input from students and staff on the status of the College with respect to health and safety issues, and propose changes in policy/procedure consistent with the maintenance of a safe and healthy campus environment. Develop annual plans for in-service training and other staff and student development activities, which support a safe campus.</p> <p>Review and make recommendations concerning the effective use of computer and telecommunications resources to accomplish administrative and instructional objectives. Assist in development of long range plans for computers and telecommunications equipment and infrastructure. Make recommendations concerning major purchases of computer or telecommunications hardware and/or software. Review and make recommendations on matters affecting academic computing and the College. Evaluate proposals for faculty computer workstations. Review and respond to technical feasibility studies completed by Information Services for capital outlay purchases of computer equipment in the academic area. Provide input on related academic computing issues as requested by the Assistant Superintendent/Vice President of Instruction and Planning.</p> <p>Promote and nurture new patterns of thinking about College operations, practices, learning programs and support services, and the relation of the College to the local community. Develop a comprehensive plan to achieve climate neutrality. Create institutional structures and identify resources to guide and support the implementation of the comprehensive plan. Complete an inventory of all greenhouse gas emissions and update that inventory at least once every two years. Foster the development of curriculum that raises awareness about climate neutrality and sustainability and that offers a career path to employment in “green” technologies. Review the status of and develop objectives related to improving and maintaining the “green infrastructure” of the College. Promote and monitor the conservation of energy and other resources; and, the implementation of sustainability practices that impact both the College and the wider community.</p>					
<b>Sub-Committees/Working Groups and Responsible Managers</b>					
Campus Health & Safety:	Director of Police Services	Parking:	Director of Police Services or Designee		
Information Technology:	Vice President of Operations or Designee	Sustainability:	Maintenance/Energy Manager		
<p><b>Standing Members by Position:</b> Vice President of Operations, Assistant Superintendent/Vice President of Instruction and Planning, Assistant Superintendent/Vice President of Student Services, Director of Institutional Research and Effectiveness, Director of Student Support Services (as an expert on access standards for the disabled), Director of Facilities Planning and Management, Maintenance/Energy Manager, Director of Police Services and Public Safety</p>					
<b>Required Appointments</b>					
AS (3)	ASDC (1)	CSEA (2)	CS (2)	CTA (4)	MS (1)

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<b>Planning and Budget Committee</b>					
Responsible Administrator: Vice President of Administrative Services					
<p><b>Responsibilities:</b> Review matters relating to planning for the College. Develop, review, and recommend strategic and operational planning documents for the College. Coordinate and review program recommendations related to funding based on the regular schedule of program reviews. Oversee development of a recommended annual College budget. Review and make recommendations concerning matters related to the budget. Assure coordination between planning and budgeting.</p> <p>Assist in the development of a regular cycle of program review and student learning outcomes assessment. Receive draft program review documents and provide direction to working groups completing program reviews. Consolidate program review recommendations and provide recommendations on how best to integrate program review recommendations with annual budget development, technology, supplies, materials, and staffing requests for consideration at the Planning and Budget Committee.</p>					
<b>Sub-Committees/Working Groups and Responsible Managers</b>					
Budget: Fiscal Services					
Program Review: Dean of Student Learning and Assessment					
Strategic & Master Planning: Assistant Superintendent/Vice President of Instruction and Planning					
<p><b>Standing Members by Position:</b> Vice President of Administrative Services, Vice President of Operations, Assistant Superintendent/Vice President of Instruction and Planning, Assistant Superintendent/Vice President of Student Services, Vice President of Human Resources and Risk Management, Director of Institutional Research and Effectiveness, Dean of Student Learning and Assessment, Dean of Career Technical Education and Workforce Development</p>					
<b>Required Appointments</b>					
AS (3)	ASDC (1)	CSEA (2)	CS (2)	CTA (4)	POA (1)

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Amended	09-30-08	Amended	10-17-95	Amended	05-18-99	Amended	03-11-08	Amended	06-12-14
Amended	06-28-94	Amended	04-15-97	Amended	11-16-99	Amended	02-11-11	Amended	02-12-15
Amended	04-14-16								

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**AP 2430 Governance Committee Structure**

**Reference: Education Code Section 70902**

<b>Policies and Procedures Review Committee</b>	
Responsible Administrator: Assistant Superintendent/Vice President of Instruction and Planning	
<p><b>Responsibilities:</b> Review suggestions for additions and changes to the San Joaquin Delta College Policies and Procedures Manual. Solicit and review comments from other College committees, offices, and groups, regarding policy proposals. Recommend changes to the Policies and Procedures Manual as appropriate.</p>	
<p><b>Standing Members by Position and/or Office:</b> Assistant Superintendent/Vice President of Instruction and Planning, Assistant Superintendent/Vice President of Student Services, Director of Institutional Research and Effectiveness, President of the Management Senate, President and Second Vice President of the Academic Senate, President and First Vice President of the San Joaquin Delta College Teachers Association (SJDCTA), Vice President of the Classified Senate, President and First Vice President of the California School Employees Association, Chapter #359, President of the San Joaquin Delta College Police Officers Association</p>	
<b>Required Appointments</b>	
ASDC (2)	MS (1)

<b>President's Council</b>	
Responsible Administrator: Superintendent/President	
<p><b>Responsibilities:</b> Provide a community forum for all members of the College community regarding academic, student services, fiscal services, human resources and employee relations, information services, planning and institutional research. Review Board of Trustees agenda including all hiring, reclassifications, and separations. Review an annual and long-range enrollment management plan for the College and an annual enrollment management report. Review an annual institutional research agenda for the College and an annual institutional research report. Assist in the development of measures of institutional effectiveness and strategic goals and monitor progress toward their attainment at least annually through the assessment of Institutional Learning Outcomes. Review and affirm the work of the following committees on a regular basis: Planning and Budget, Facilities Planning, and Policies and Procedures Review. Review plans for meeting accreditation responsibilities and final draft of accreditation reports. Review reports from all governance committees on an annual basis.</p>	
<p><b>Standing Members by Position and/or Office:</b> Superintendent/President, Assistant Superintendent/Vice President of Instruction and Planning, Assistant Superintendent/Vice President of Student Services, Vice President of Operations, Vice President of Human Resources and Risk Management, Vice President of Administrative Services, President of the Academic Senate, President of the Management Senate, President of the Classified Senate, President of the California Teachers Association, President of the California School Employees Association, President of the Police Officers Association, President of the Associated Students of Delta College</p>	
<p><b>Required Appointments:</b> ASDC (2)</p>	

Adopted	03-10-87	Amended	12-06-94	Amended	06-17-97	Amended	10-19-99	Amended	04-26-11
Amended	05-17-90	Amended	02-21-95	Amended	03-03-98	Amended	01-18-99	Amended	05-10-11
Amended	04-07-92	Amended	04-04-95	Amended	06-02-98	Amended	03-21-00	Amended	11-29-11
Amended	04-06-93	Amended	07-18-95	Amended	09-13-07	Amended	08-15-00	Amended	05-22-12
Amended	01-11-94	Amended	04-12-07	Amended	01-26-10	Amended	04-12-02	Amended	03-07-13
Amended	02-14-06	Amended	05-12-09	Amended	05-11-10	Amended	09-25-02	Amended	05-02-13
Amended	07-08-08	Amended	09-29-09	Amended	11-17-98	Amended	10-14-03	Amended	10-24-13
Amended	09-30-08	Amended	10-17-95	Amended	05-18-99	Amended	03-11-08	Amended	06-12-14
Amended	06-28-94	Amended	04-15-97	Amended	11-16-99	Amended	02-11-11	Amended	02-12-15
Amended	04-14-16								

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**AP 2430 Governance Committee Structure**

**Reference: Education Code Section 70902**

<b>Student Success and Equity Committee</b>						
<b>Responsible Administrator: Assistant Superintendent/Vice President of Student Services</b>						
<p><b>Responsibilities:</b> The broad scope of this committee and its sub-committees is to make policies and recommendations, and propose activities related to: enrollment management planning, the provision of effective core matriculation services including orientation, assessment and placement, counseling and other education planning services, and academic interventions to the advancement of institutional goals related to student achievement and success, and closing achievement gaps for student groups which have been historically underrepresented, underserved or disproportionately impacted across equity success areas such as Access, ESL/Basic Skills, Course and Degree Completion as well as Transfer. Further, this committee shall support and ensure that the District's various related plans and initiatives align are implemented in conjunction, with other major institutional efforts; including, but not limited to, the Educational Plan, the Student Success and Support Program, the Basic Skills Initiative, the Student Equity Plan, and adult education.</p>						
<b>Sub-Committees/Working Groups and Responsible Managers</b>						
Basic Skills:	Dean of LLRA	Scholarship:	Director of Financial Aid and Veterans Services			
Cultural Awareness Program:	Dean of Student Learning & Assessment	Student Equity:	Student Equity and Diversity Manager			
Enrollment Management:	Dean of Enrollment Services and Student Development	SSSP:	Dean of Counseling and Special Services			
Learning Assessment:	Dean of Student Learning & Assessment					
<p><b>Standing Members by Position and/or Office:</b> Assistant Superintendent/Vice President of Student Services, Dean, Enrollment Services and Student Development, Assistant Director of Information Technology, Vice President of Human Resources and Risk Management, Dean of Languages, Library &amp; Learning Resources, Director of Institutional Research and Effectiveness, Dean of Student Learning and Assessment, Financial Aid Director, Dean of Counseling and Special Services, SSSP Program Manager, Enrollment Manager, Dean of Career Technical Education and Workforce Development, Student Equity and Diversity Manager, Director of Marketing, Communications, and Outreach</p>						
<p><b>Advisory:</b> IR&amp;E Research Analyst; Fiscal Services</p>						
<b>Required Appointments</b>						
AS (4)	ASDC (1)	CSEA (2)	CS (2)	CTA (3)	POA (1)	MS (1)
Curriculum Chair						
Designated SLO Coordinator (1)						
<b>Additional Required Appointments:</b>		AS - Basic Skills (3)	AS - Counselors (3)	CTE (1)		

Adopted	03-10-87	Amended	12-06-94	Amended	06-17-97	Amended	10-19-99	Amended	04-26-11
Amended	05-17-90	Amended	02-21-95	Amended	03-03-98	Amended	01-18-99	Amended	05-10-11
Amended	04-07-92	Amended	04-04-95	Amended	06-02-98	Amended	03-21-00	Amended	11-29-11
Amended	04-06-93	Amended	07-18-95	Amended	09-13-07	Amended	08-15-00	Amended	05-22-12
Amended	01-11-94	Amended	04-12-07	Amended	01-26-10	Amended	04-12-02	Amended	03-07-13
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Amended	09-30-08	Amended	10-17-95	Amended	05-18-99	Amended	03-11-08	Amended	06-12-14
Amended	06-28-94	Amended	04-15-97	Amended	11-16-99	Amended	02-11-11	Amended	02-12-15
Amended	04-14-16								

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**AP 2430 Governance Committee Structure**

**Reference: Education Code Section 70902**

**D. Reclassification and Entitlement Committees**

<b>Administrative Reclassification and Entitlement Review Committee</b>						
<b>Responsible Administrator: Vice President of Human Resources</b>						
<b>Responsibilities:</b> Review and make recommendations concerning requests for new administrative position entitlements. Review and make recommendations concerning requests for reclassification of existing administrative position entitlements. (Recommendations are forwarded to Planning and Budget Committee for funding.)						
<b>Standing Members by Position and/or Office:</b> Vice President of Human Resources and Risk Management, Assistant Superintendent/Vice President of Instruction and Planning, Assistant Superintendent/Vice President of Student Services, Vice President of Operations						
<b>Required Appointments</b>						
AS (1)	ASDC (1)	CSEA (1)	CS (1)	CTA (1)	POA (1)	MS (2)

<b>Classified Reclassification and Entitlement Review Committee</b>	
<b>Responsible Administrator: Vice President of Human Resources</b>	
<b>Responsibilities:</b> Consider the following: (1) proposed reclassifications within existing classifications, (2) any changes in the job description of a classification, (3) establishment of a new job classification, including the corresponding job description and salary range, (4) a change in job title, and (5) abolishment of an existing classification.	
<b>Standing Members by Position and/or Office:</b> Vice President of Human Resources and Risk Management, Assistant Superintendent/Vice President for Instruction and Planning, Vice President of Operations, Vice President of Student Services	
<b>Required Appointments</b>	
CSEA (2)	CS (2)

Adopted	03-10-87	Amended	12-06-94	Amended	06-17-97	Amended	10-19-99	Amended	04-26-11
Amended	05-17-90	Amended	02-21-95	Amended	03-03-98	Amended	01-18-99	Amended	05-10-11
Amended	04-07-92	Amended	04-04-95	Amended	06-02-98	Amended	03-21-00	Amended	11-29-11
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Amended	06-28-94	Amended	04-15-97	Amended	11-16-99	Amended	02-11-11	Amended	02-12-15
Amended	04-14-16								

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**AP 2430 Governance Committee Structure**

**Reference: Education Code Section 70902**

**E. Standing Senate Committees**

The following committees will be the responsibility of the respective senate or bargaining unit and will function under the guidelines established by the Senate:

- |   |   |
|---|---|
| Classified Professional Growth Committee<br>(California School Employees Association) | Faculty Professional Growth Committee<br>(Academic Senate)      |
| Curriculum Committee<br>(Academic Senate)   | Management Professional Growth Committee<br>(Management Senate) |
| Distance Education Committee<br>(Academic Senate)                                     |   |

**G. Ad hoc and Advisory Committees**

In addition to the standing committees described here within, the Superintendent/President may create ad hoc and academic program advisory committees as needed.

<b>Heritage Committee (Board of Trustees)</b>	
<p><b>Standing Members:</b> President of the Board of Trustees, Vice President of the Board of Trustees, Clerk of the Board of Trustees, Superintendent/President, President of the Academic Senate, President of the California Teachers Association, President of the Classified Senate, President of the California School Employees Association, President of the Management Senate, President of the Associated Student Body, Community representative appointed by the President of the Board of Trustees</p>	
<p><b>Responsibility:</b> The Heritage Committee will review applications and make recommendations on the naming of facilities, plantings, trees, and the placement of memorial plaques and other monuments. An appropriate facility is defined as an entire building, a definable portion of a building, grounds and landscaping (such as gardens, ponds, fountains, trees), athletic fields, and outdoor gathering spaces (courtyards, plazas, quads, or similar areas). Serve as an advisory to the Board of Trustees.</p>	
<b>Legislative Advocacy (Board of Trustees)</b>	
<p><b>Standing Members:</b> Representatives from the Board of Trustees, managers, faculty, classified staff, and students.</p>	
<p><b>Responsibility:</b> Review and advocate for or against current state and federal legislation affecting San Joaquin Delta College Community College District.</p>	
<b>United Way (Board of Trustees)</b>	
<p><b>Standing Members:</b> Director of Student Activities, Director of Marketing, Communications, and Outreach, United Way Loaned Executive, volunteer staff.</p>	
<p><b>Responsibility:</b> Coordinates the annual United Way campaign on the Delta College campus.</p>	
<b>Required Appointments</b>	
AS (1)	CSEA (1)      CS (1)      MS (1)

Adopted	03-10-87	Amended	12-06-94	Amended	06-17-97	Amended	10-19-99	Amended	04-26-11
Amended	05-17-90	Amended	02-21-95	Amended	03-03-98	Amended	01-18-99	Amended	05-10-11
Amended	04-07-92	Amended	04-04-95	Amended	06-02-98	Amended	03-21-00	Amended	11-29-11
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Amended	09-30-08	Amended	10-17-95	Amended	05-18-99	Amended	03-11-08	Amended	06-12-14
Amended	06-28-94	Amended	04-15-97	Amended	11-16-99	Amended	02-11-11	Amended	02-12-15
Amended	04-14-16								