



PALOMAR COLLEGE

GOVERNANCE

AND

ADMINISTRATIVE STRUCTURE

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PALOMAR COLLEGE GOVERNANCE STRUCTURE

Introduction

The Palomar College governance structure involves faculty, staff, administration, students, and the community in the planning and operation of the College.

The governance structure and practices embrace the Palomar College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Palomar College. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the shared governance decision-making process.

Organization

The Strategic Planning Council, as the principal participatory governance body of the College, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the Planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan.

An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Strategic Planning Council will review the Annual Implementation Plan three times during an academic year to evaluate progress toward the Vision and strategic goals of the College.

The Superintendent/President serves as the chair of the Strategic Planning Council. To provide communication within the governance structure, all planning council chairs report progress on their objectives and activities at each Strategic Planning Council meeting.

Representation

The governance structure provides for representation from seven recognized constituencies at Palomar College; students, Faculty Senate, bargaining unit faculty, bargaining unit classified staff, Administrative Association members, Confidential and Supervisory employees, and senior and executive administration.

Appointments from the constituencies, when not specified by position, are made by the following:

- ASG – students
- Faculty Senate – faculty on academic and professional matters
- PFF/AFT – faculty
- CCE/AFT – classified staff
- Confidential and Supervisory Team (CAST) – supervisors and confidential employees
- Administrative Association – directors and managers
- Superintendent/President – senior and executive administrators

The constituent appointees serve the length of term designated by their representative group.

Responsibilities of Representatives

The primary responsibilities of representatives are as follows:

- prepare for and attend meetings
- participate in discussions
- communicate with individual constituencies; and
- contribute to informed decision making.

Recommendation Process

Recommendations shall emerge ideally as a result of group consensus. When consensus cannot be reached, a majority of members shall determine the recommendation.

Each chair is responsible for communicating recommendations through the appropriate administrative and/or governance structure.

All representatives are responsible for keeping their respective constituencies informed of the proceedings and recommendations.

The process for presenting items first for Information, then for Action at a subsequent meeting shall be followed, thus allowing sufficient time for discussion. Allowance will be made for suspending this process when deemed appropriate by a majority.

Definitions of Governance Structures

Council – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues and reports directly to the Strategic Planning Council (SPC).

Operational Committee – A standing committee of constituency representatives intended to consider all matters pertaining to procedural issues as defined by its role. An operational committee is part of the governance structure.

Subcommittee – A permanent sub group convened by a standing committee or council designated to consider specific subjects in detail for recommendations back to the standing committee or council. The chair must be a member of the committee or council to which it reports. Other members need not be members of the committee to which it reports but may be appointed by the appropriate constituent group(s) as defined by the subcommittee membership.

Ad Hoc Committee – A working group or sub-group created by a council or operational committee to address and make recommendations on a particular subject. The members need not be from a council or committee.

Task Force – A constituency-represented group specifically convened by and reporting to SPC or to the Superintendent/President to address a special college-wide subject/issue and meets until the subject/issue is resolved.

Not part of the Governance Structure

Advisory Committee – A group created to provide direction and/or input in compliance with state and federal regulations or other external mandates. Not part of the governance structure but may bring items to SPC as information only. Membership may be defined by state and federal regulations or external mandates and may be appointed by the appropriate constituent group(s).

Open Access

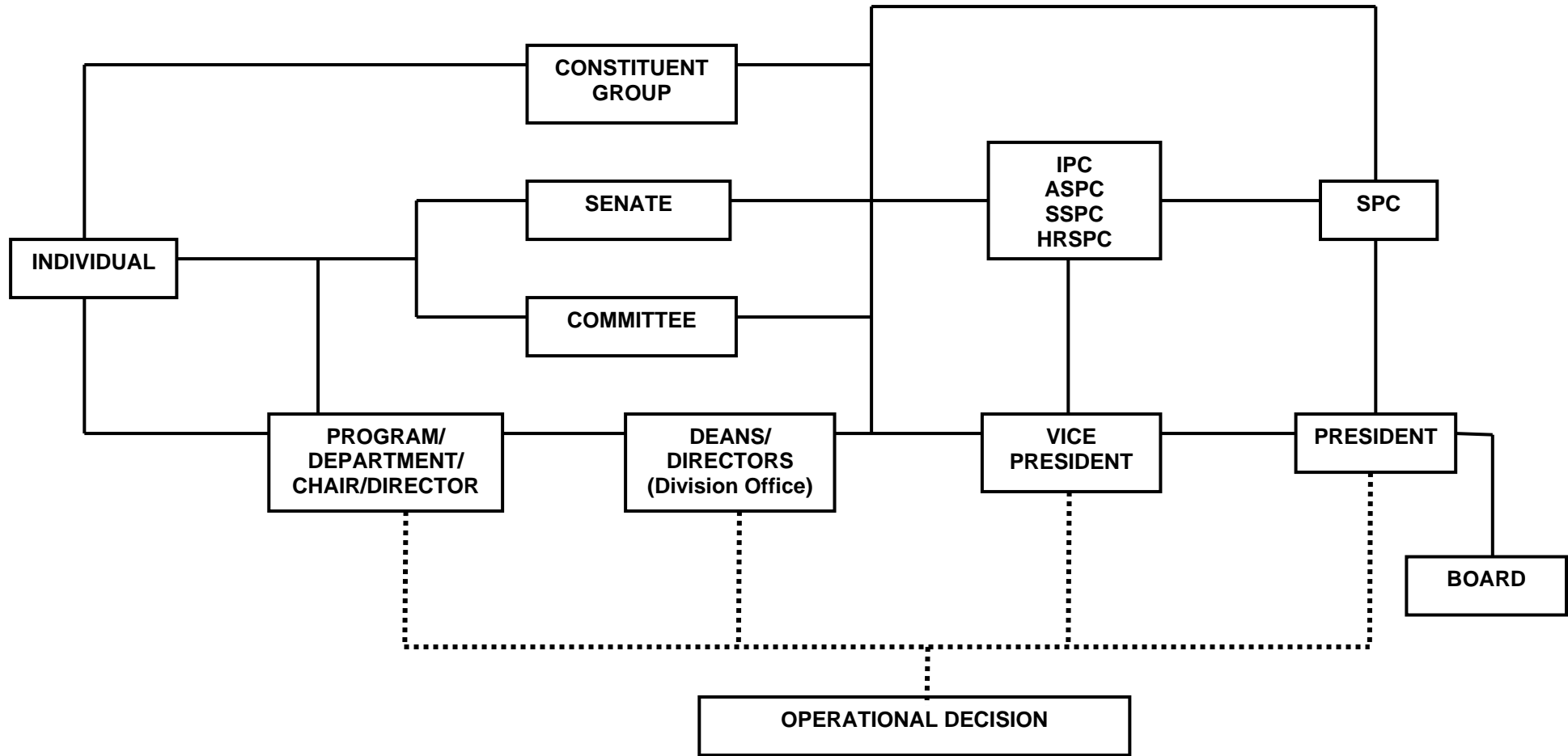
Governance meetings are public. In addition to representation afforded to individuals through constituencies, other individuals and groups may be heard in any governance meeting by requesting and receiving permission from the chair to participate and/or have items added to the agenda. Written minutes will be prepared for all governance meetings. Agendas, minutes, reports, and other work products of all governance committees and other groups involved in governance should be made readily accessible to all interested parties.

Approved/Revised by SPC 04-04-06

GOVERNANCE MODEL FLOW CHART

Governance is most effective when all constituents using the process to seek solutions, decisions, and actions understand the distinction between operational ideas, issues, or problems and governance ones. The flow chart on the following page was developed by the constituent leaders of the Strategic Planning Council in October 2003, to differentiate the communication flow of operational decisions versus governance processes from initiation through resolution. The flow is not to be interpreted as linear in one direction, but rather reflects two-way communication which can be accessed at any point through administrative structure or through governance structures and processes depending on the idea, issue, or problem.

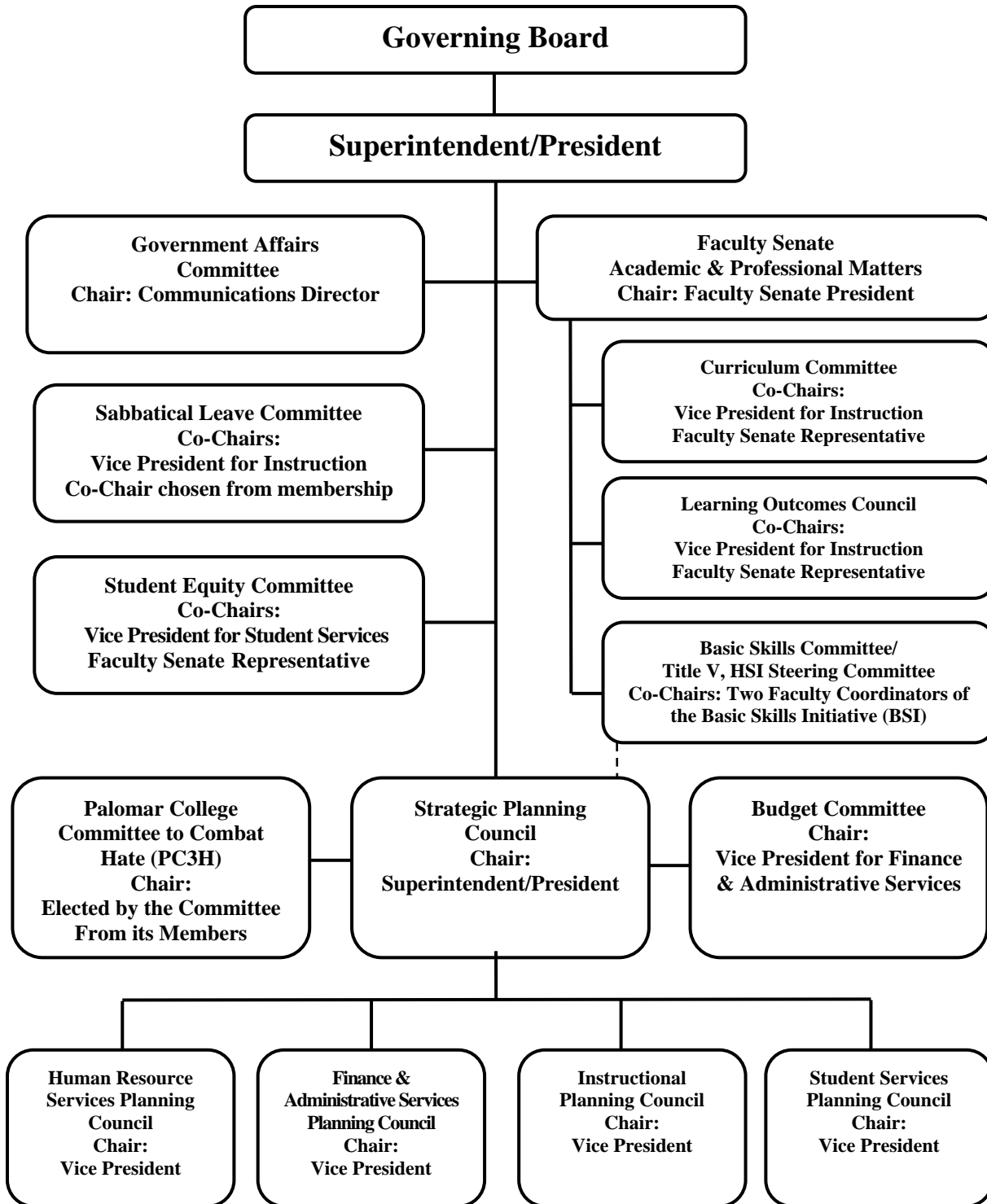
PALOMAR COLLEGE GOVERNANCE MODEL FLOW CHART
 [History of an idea/problem from conception to solution/decision/action]



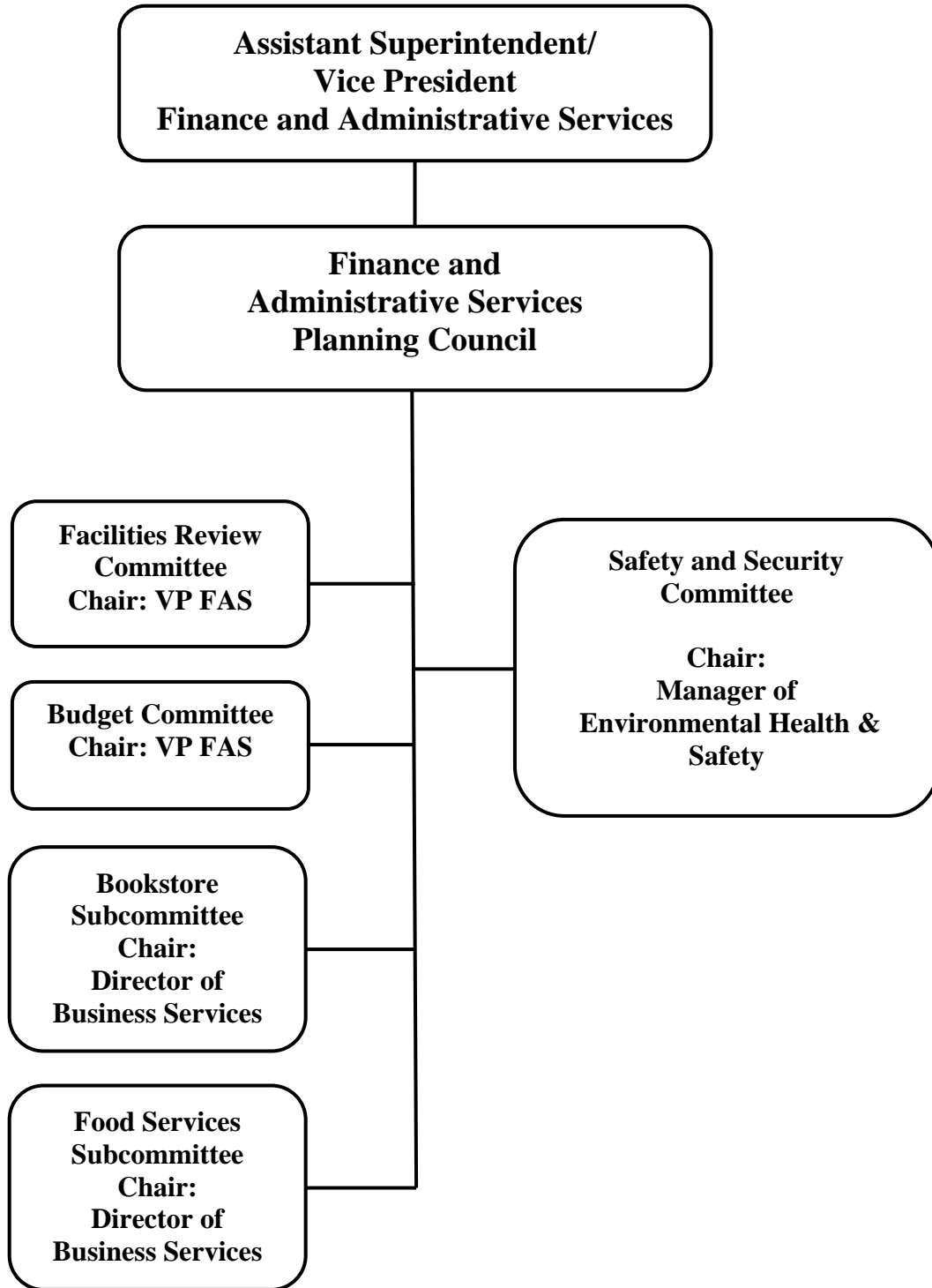
The sources of ideas, problems, etc., may be initiated at any box above or from outside mandates.

All lines	= Two-way communication
—————	= Decision
.....	= Recommendation

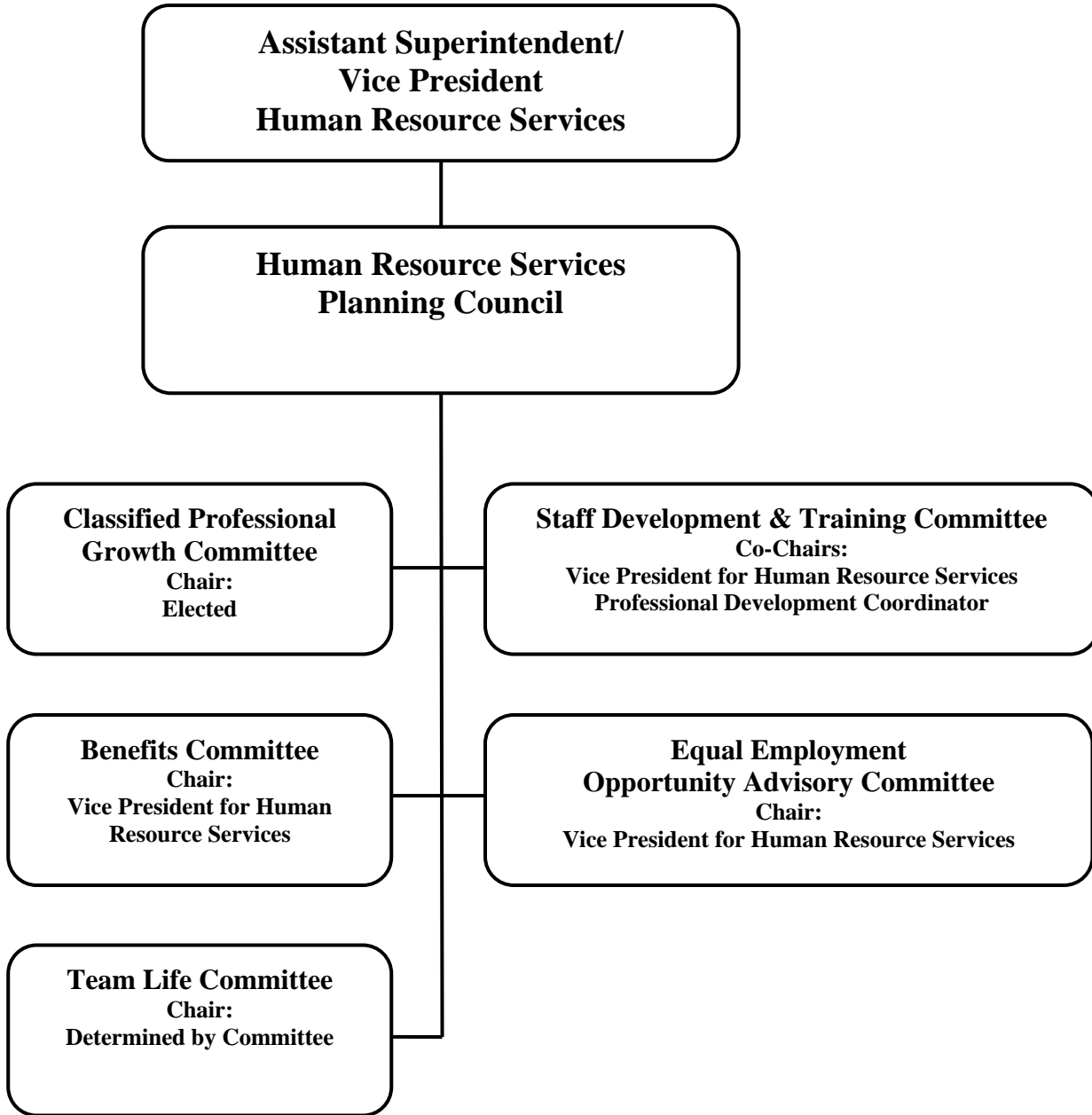
Palomar College Governance Structures



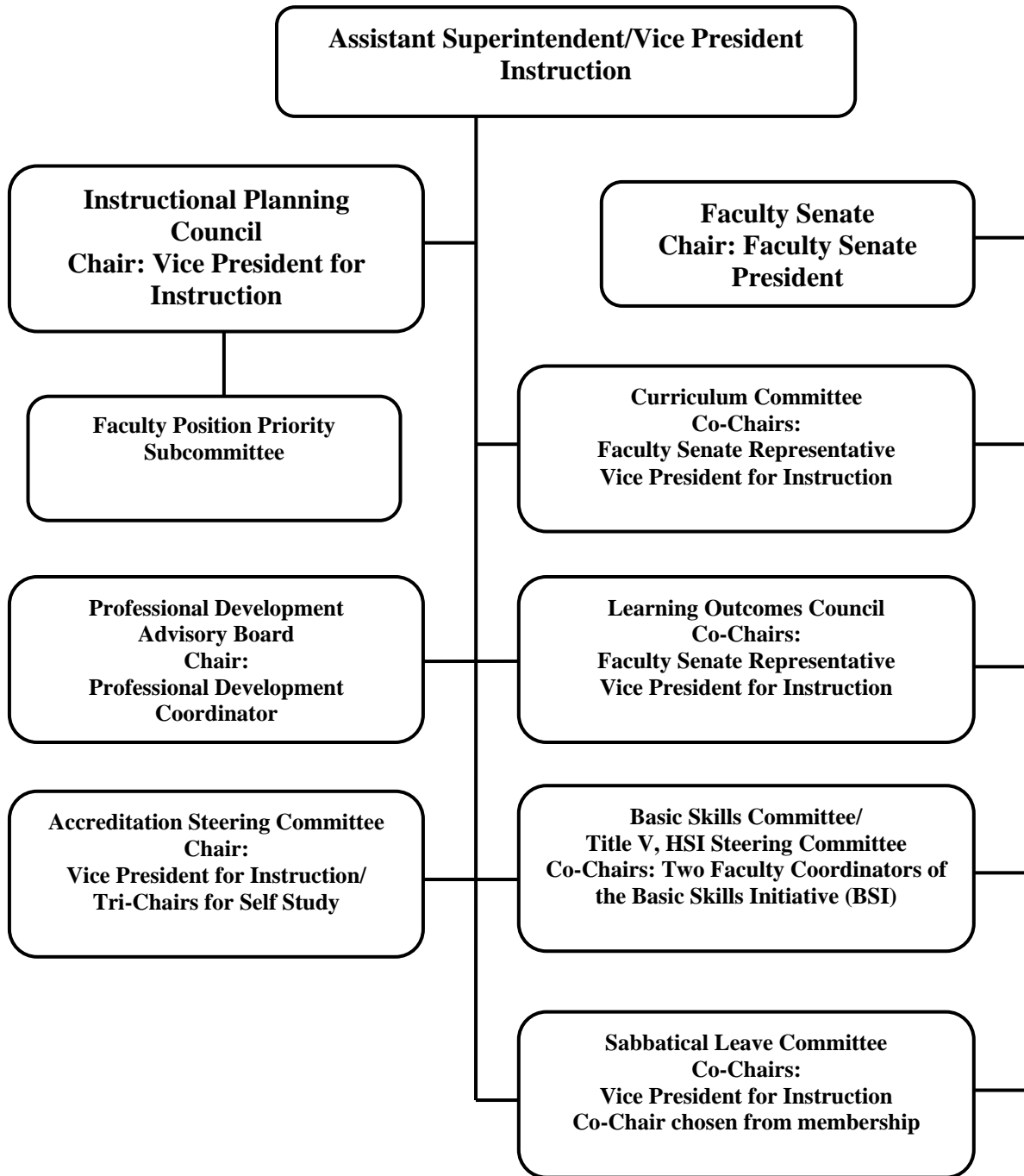
Finance and Administrative Services Governance Structure



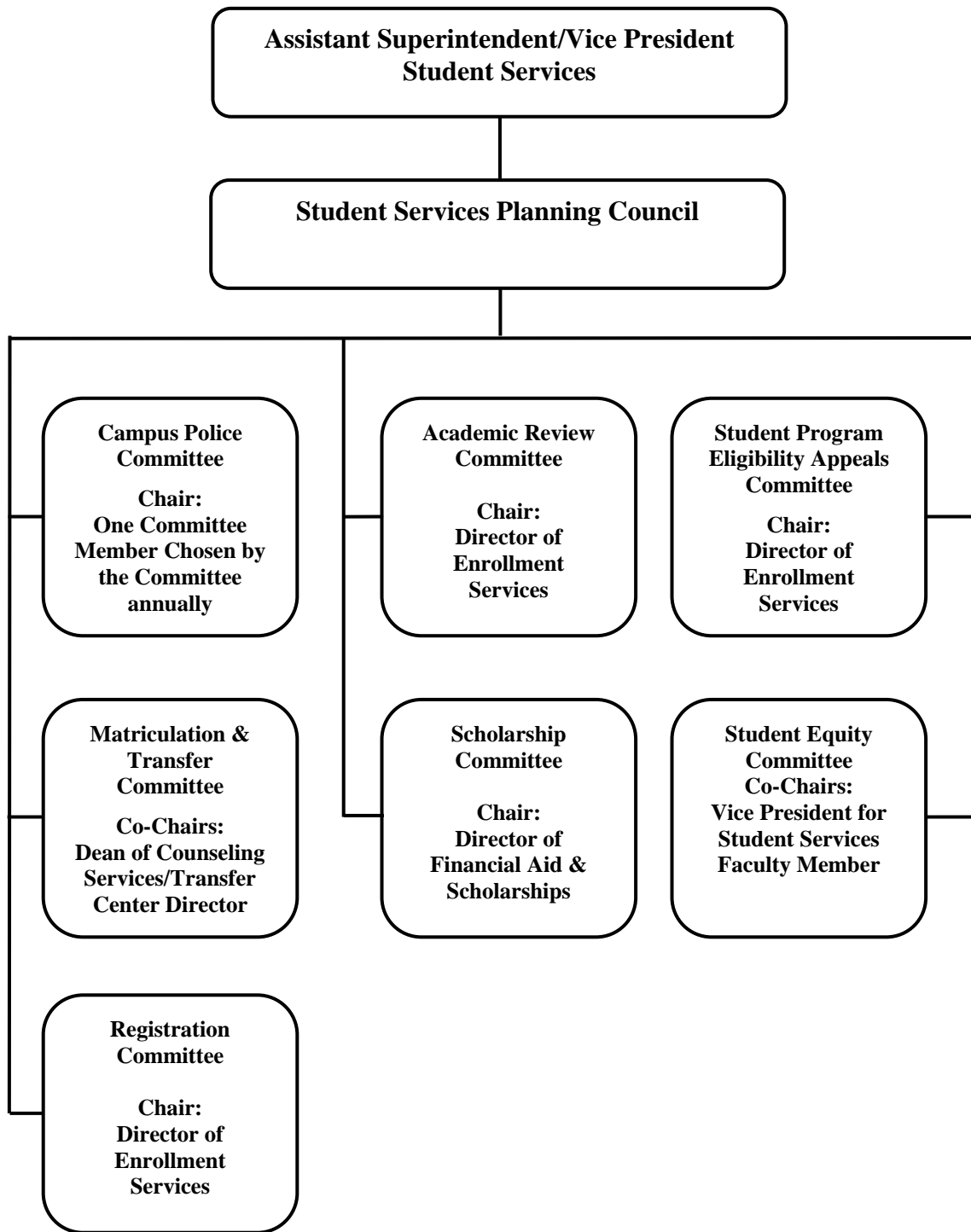
Human Resource Services Governance Structure



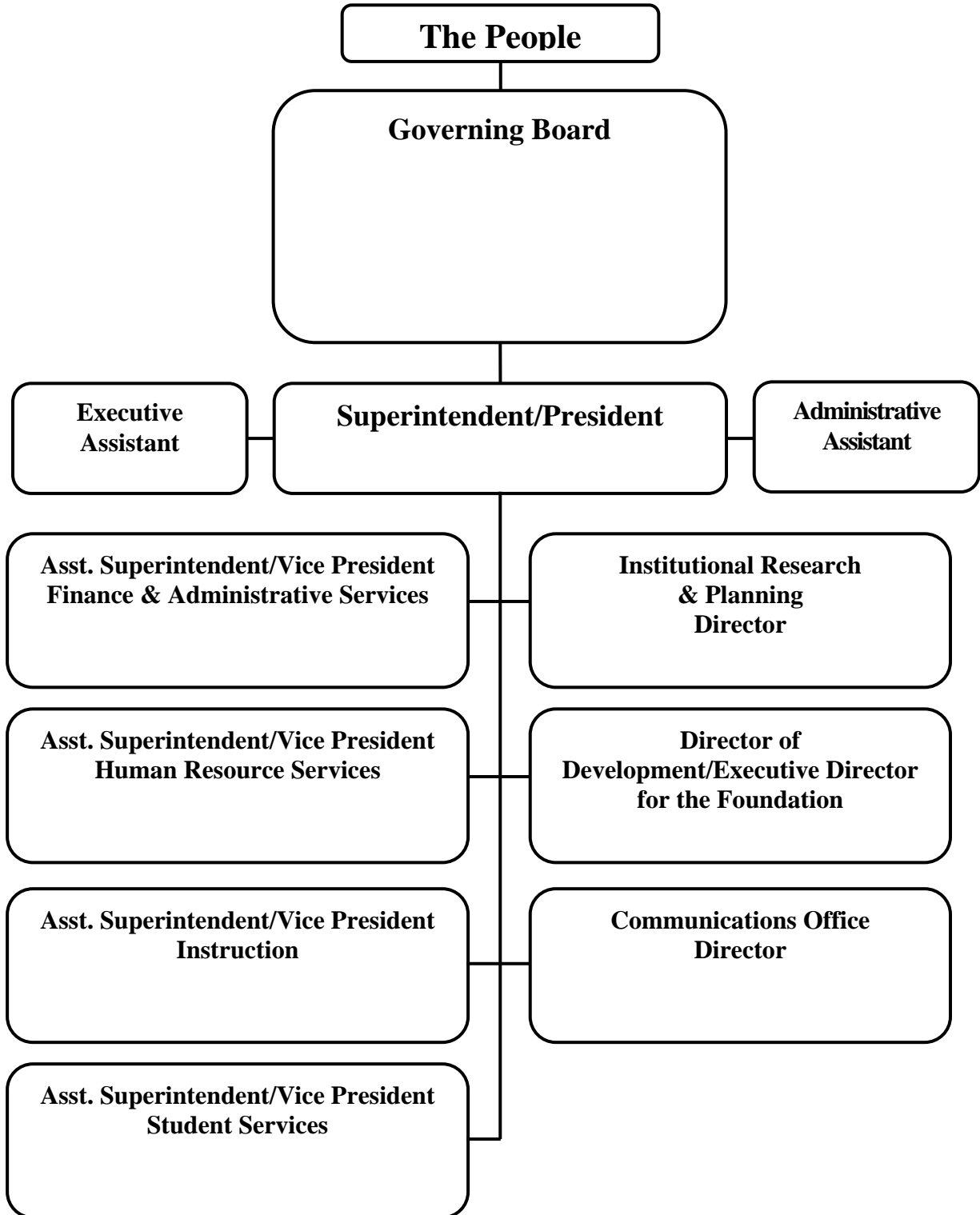
Instructional Services Governance Structure



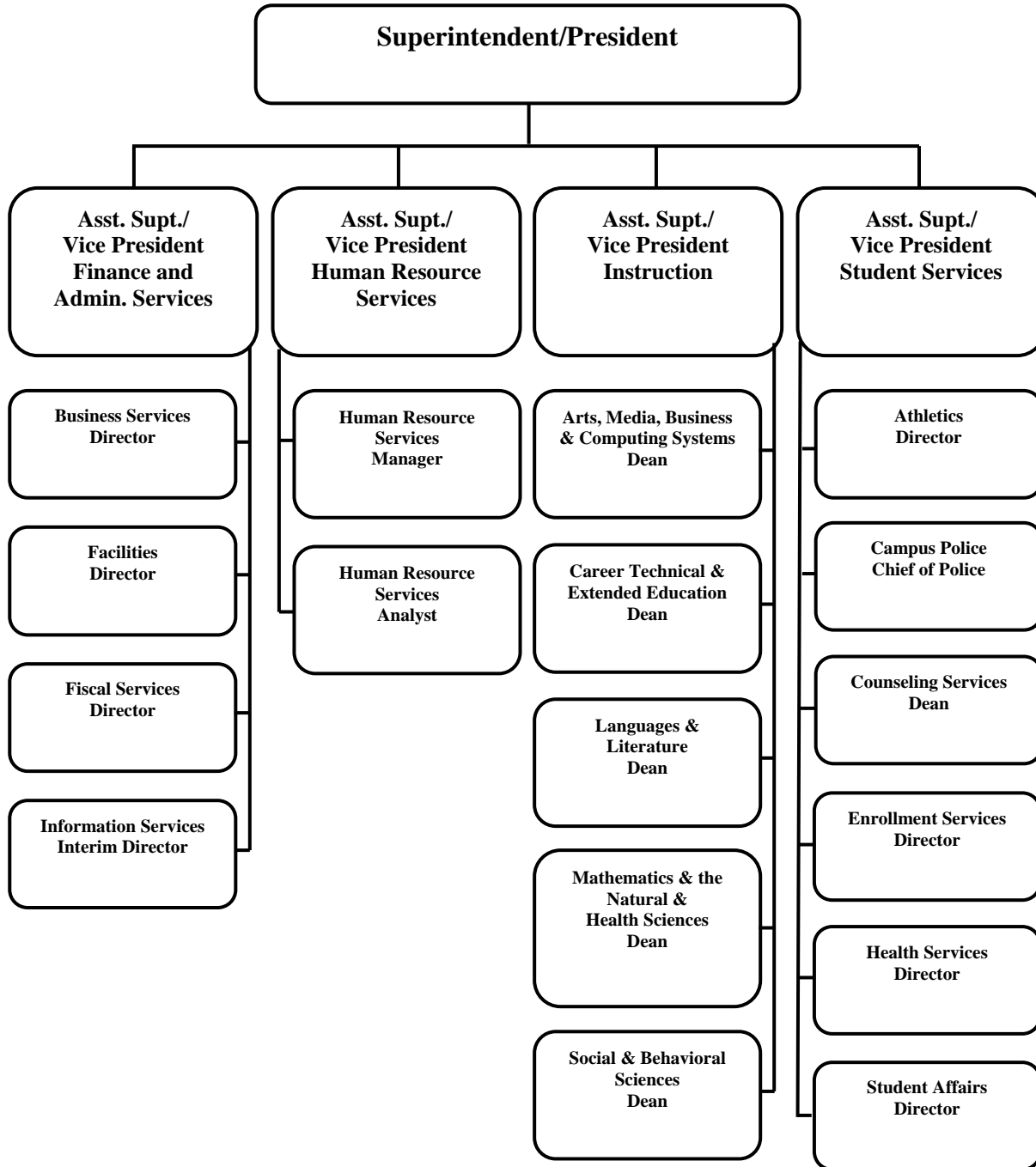
Student Services Governance Structure



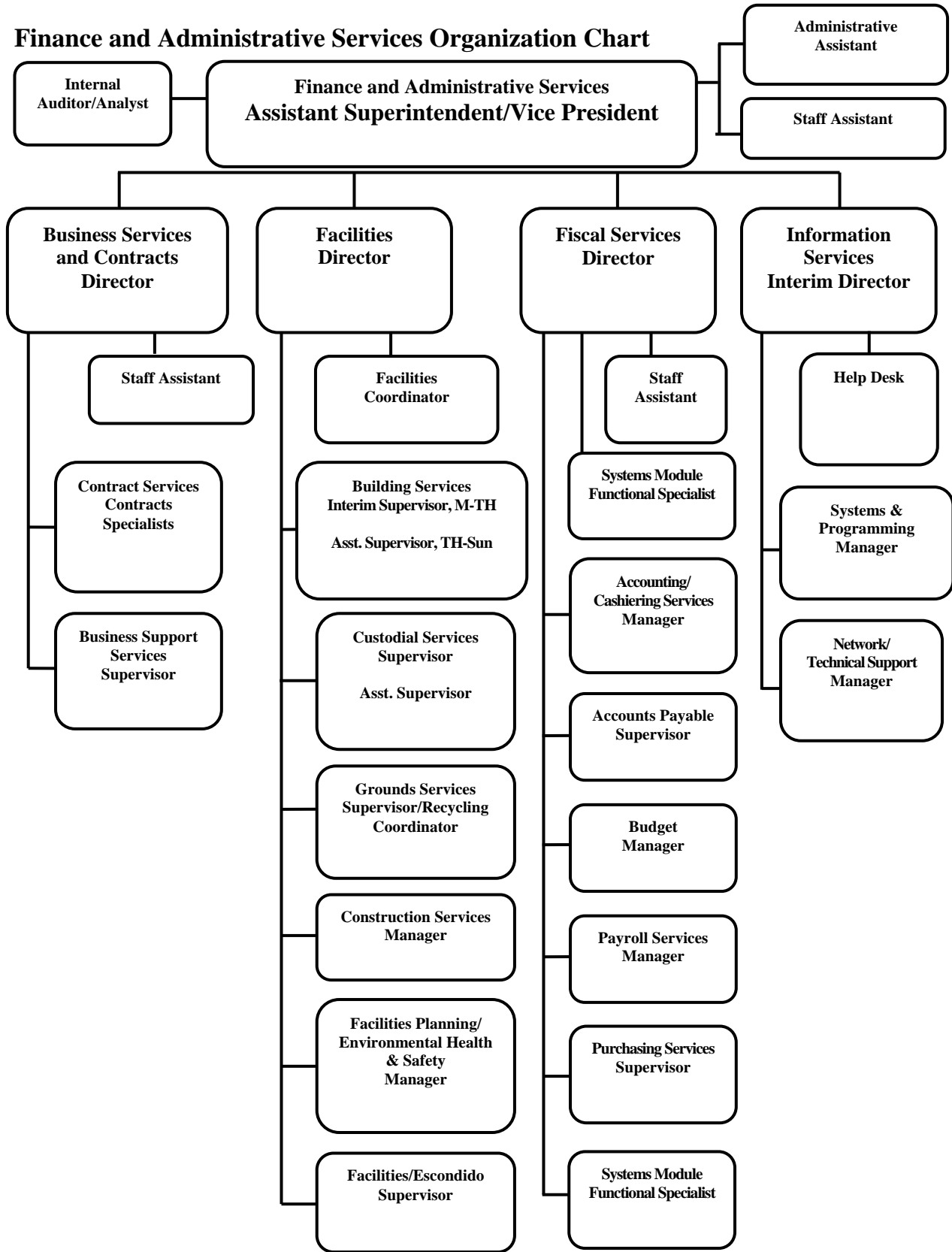
Palomar College Organization Charts



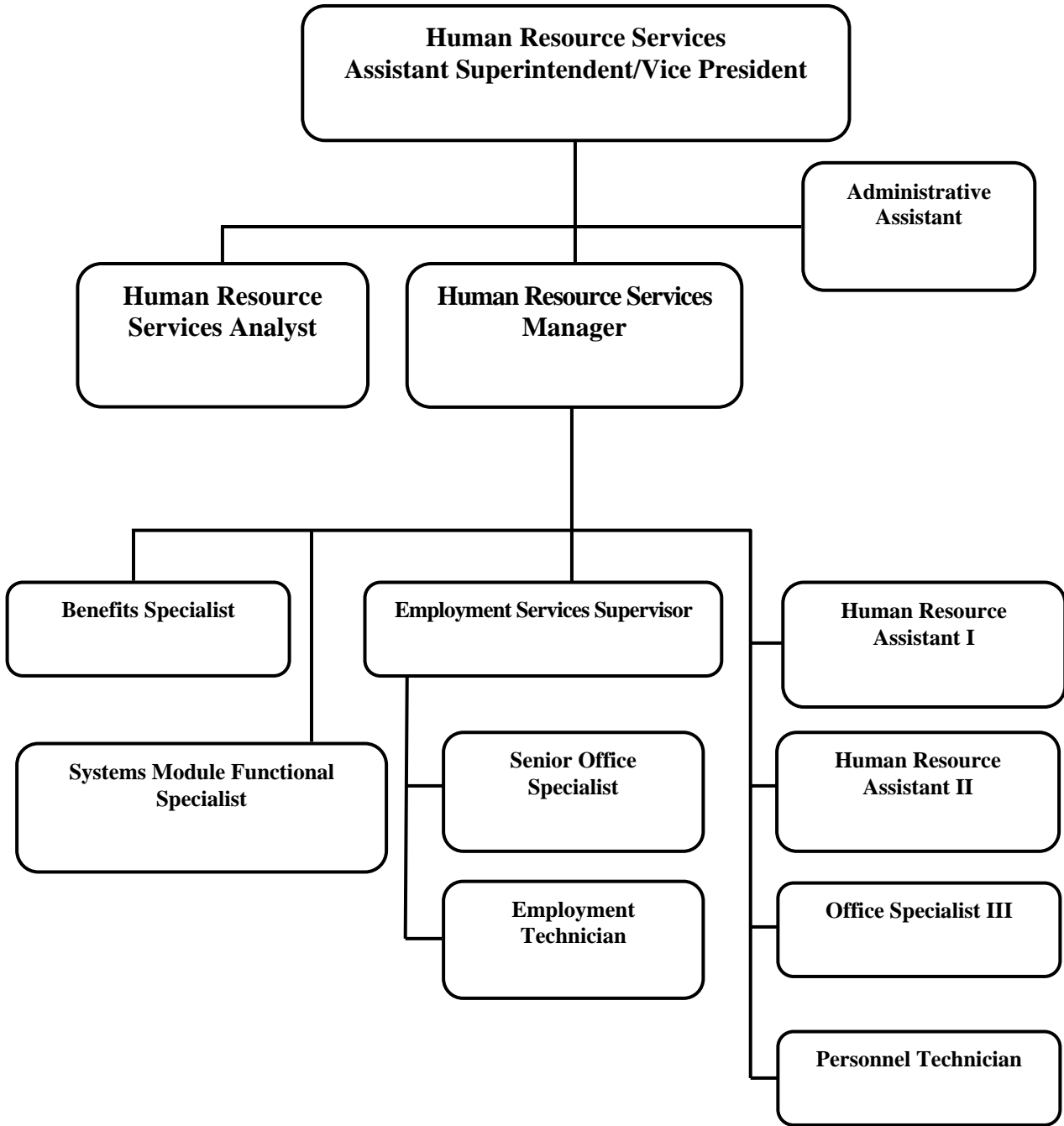
**Palomar College Organization Chart
Assistant Superintendents/Vice Presidents and Divisions**



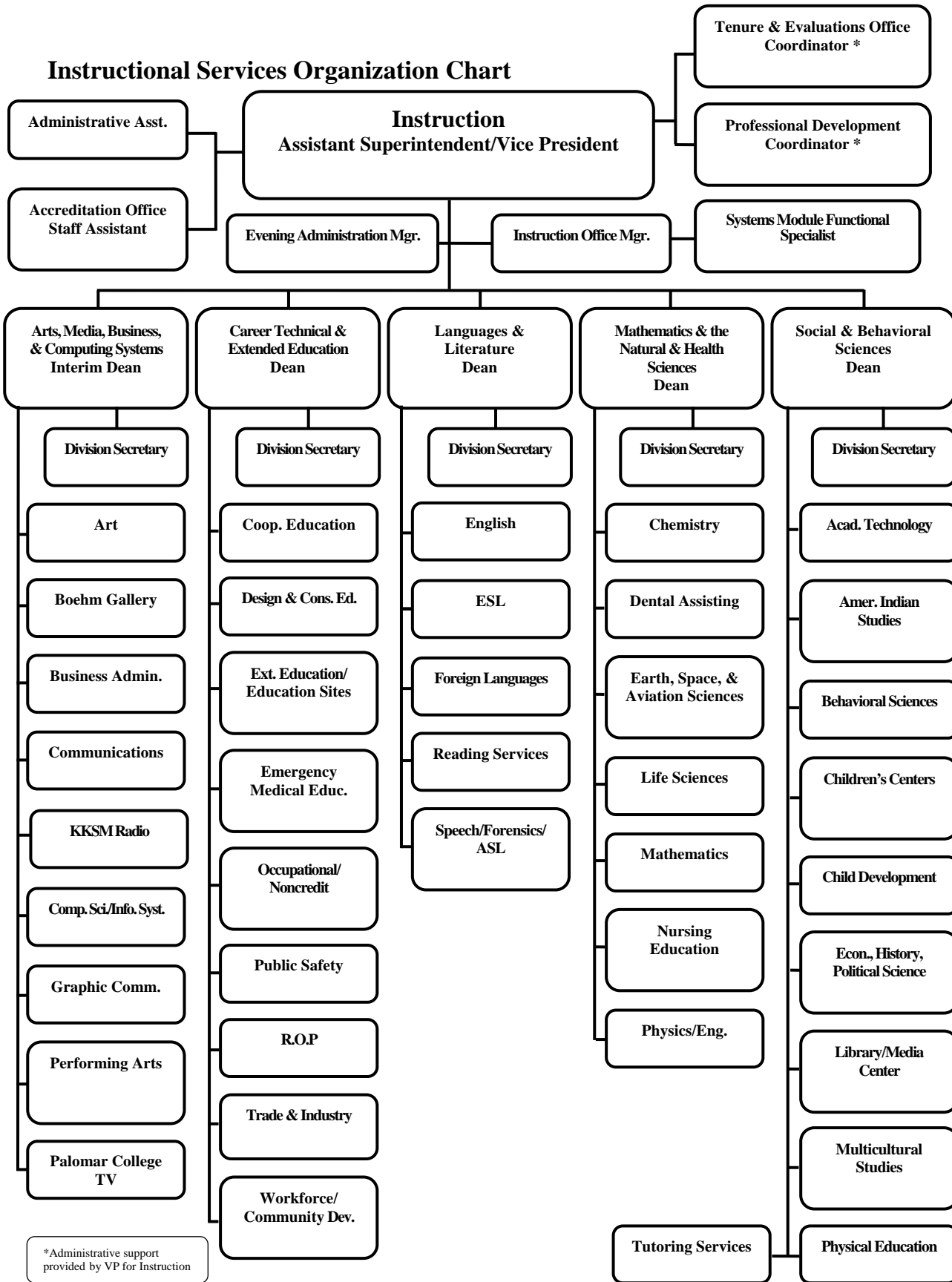
Finance and Administrative Services Organization Chart



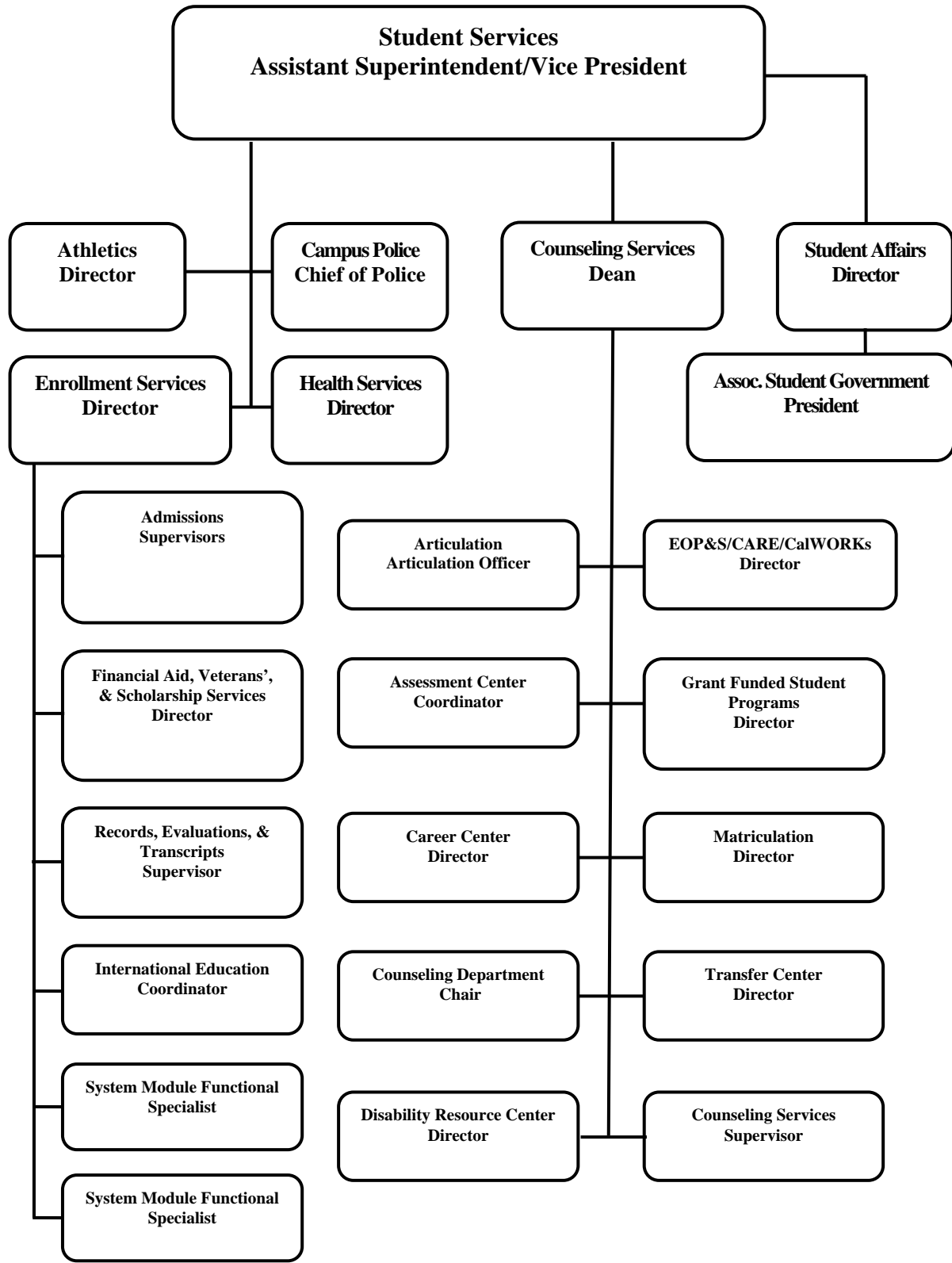
Human Resource Services Organization Chart



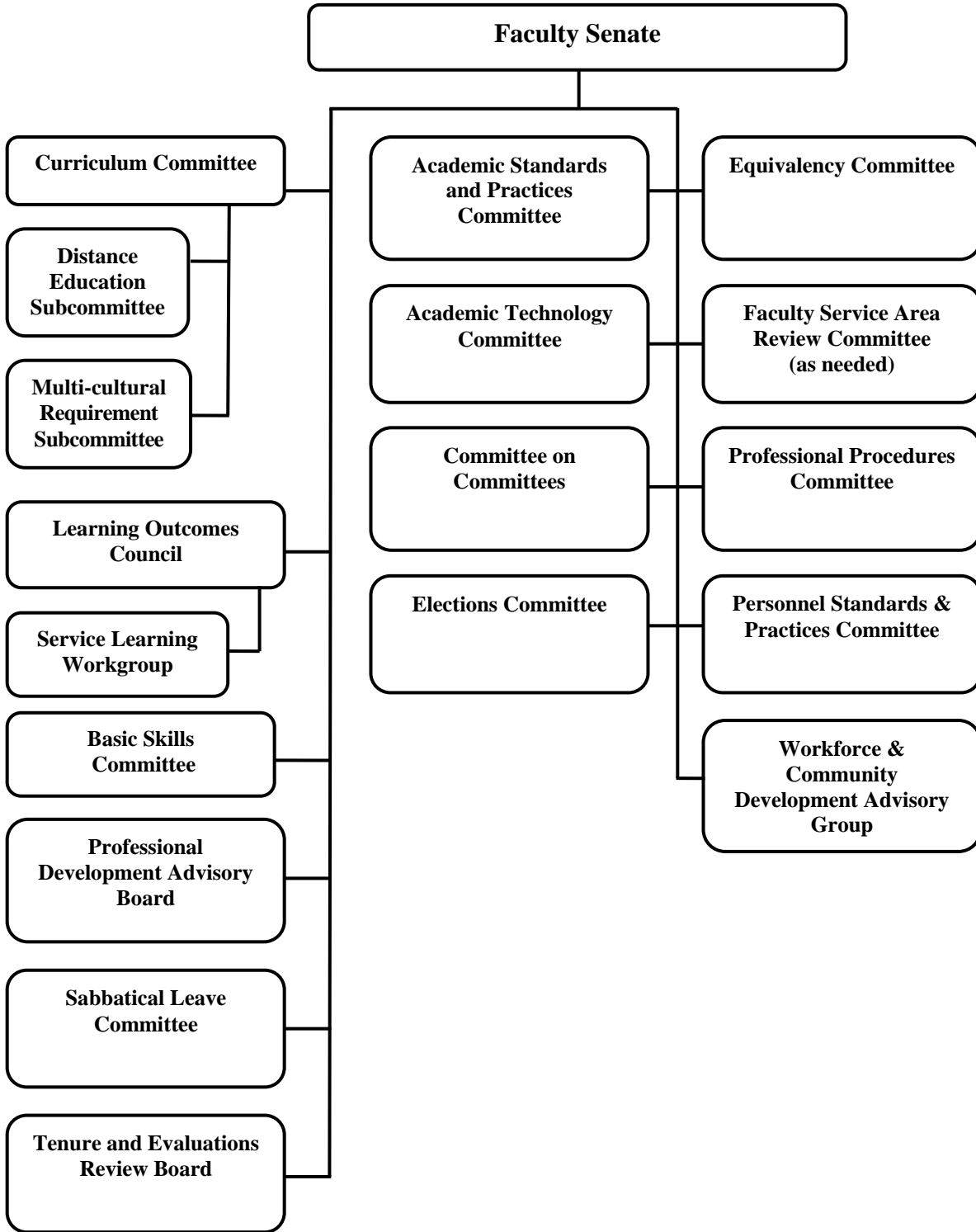
Instructional Services Organization Chart



Student Support Services Organization Chart



Faculty Senate Organization Chart



STRATEGIC PLANNING COUNCIL

The Strategic Planning Council, representing all constituent groups of Palomar College, implements the strategic plan, develops or revises governance policies, and communicates with the respective groups. The strategic planning process guides budget priorities.

Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.

Role

The Strategic Planning Council, as the recognized participatory governance body of the College, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year.

Communication with individual constituencies and participation in the Council meetings are the primary responsibilities of the Strategic Planning Council members.

Products

Palomar College's Strategic Plan, Annual Implementation Plans, Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations.

Reporting Relationship

Superintendent/President

Meeting Schedule

First and Third Tuesday of the month from 2:00 p.m. to 4:00 p.m.

Chair

Superintendent/President

Members

- Vice President, Instruction
- Vice President, Student Services
- Vice President, Finance and Administrative Services
- Vice President, Human Resource Services
- One Dean, Instruction
- One Dean, Student Services
- Director, Institutional Research
- Director, Student Affairs
- Faculty Coordinator, Professional Development
- Past President, Faculty Senate (or designee)
- President, CCE/AFT
- Past President, CCE/AFT (or designee)

- Vice President, CCE/AFT
- President, Faculty Senate
- Three Faculty representatives appointed by Faculty Senate
- Two Co-Presidents, Palomar Faculty Federation
- President, Administrative Association
- President, Confidential and Supervisory Team
- President, Associated Student Government
- Executive Vice President, Associated Student Government (or designee)
- Director, Development and Governmental Relations/Foundation

Approved by PAC: 3-19-02
Latest Revision 01-18-10

FINANCE & ADMINISTRATIVE SERVICES PLANNING COUNCIL

Role

The Finance & Administrative Services Planning Council (FASPC) annually reviews proposed budgets for all Finance & Administrative Services (F&AS) departments, ensuring alignment with the mission, goals, and objectives of the District's existing Strategic and Master Plans. FASPC reviews the Division's operational processes and procedures to provide appropriate levels of service and compliance with state-mandated requirements, recommending corrective action, if necessary. FASPC is also responsible for ensuring the development, revision, and review of operational plans for all departments within F&AS for use in determining adequate staffing and resources to provide quality customer service to students, faculty and staff. In addition, FASPC annually reviews progress on the Division's Annual Implementation Plans (AIP) for submission to Strategic Planning Council (SPC). Committees reporting to the FASPC are: Bookstore Subcommittee; Food Service Subcommittee; Safety & Security Committee; and Facilities Review Committee. FASPC also oversees the preparation and review of the District's Technology Master Plan. Members of FASPC shall ensure communication of action and discussion items to their appropriate constituency groups.

Products

- Annually reviews the proposed budgets for the F&AS Division tied to planning and submits them to SPC
- Performs regular review of F&AS Division's operational processes and procedures to ensure adequate customer service and compliance with state-mandated requirements
- Review operational plans to provide for adequate staffing and resources for the F&AS Division
- Technology Master Plan prepared and reviewed in accordance with the District's Planning Model Cycle

Reporting Relationship

- Strategic Planning Council
- Committee members responsible for communicating FASPC information to appropriate constituency group

Meeting Schedule

Second and Fourth Thursday of the month from 2:00 p.m. to 3:30 p.m.

Chair

Vice President, Finance and Administrative Services

Members

- Two Faculty representatives appointed by the Faculty Senate
- One Faculty representative appointed by PFF
- Two Classified Unit Employee representatives appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One Student representative appointed by ASG
- Director, Facilities (or designee)
- Director, Business Services (or designee)
- Director, Fiscal Services (or designee)
- Director, Information Services (or designee)

Approved by SPC 5-07-02
Latest Revision 11-30-10

HUMAN RESOURCE SERVICES PLANNING COUNCIL

Role

The HRSPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include:

- Appropriate support services to Palomar College in the area of human resource services
- Appropriate level of support and resources for level of services required
- Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College
- Guidance, direction, and oversight provided for such activities as:
 - Employee hiring
 - Staff diversity efforts
 - Development and coordination of staff training programs
 - ADA compliance

Products

The HRSPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRSPC include:

- Strategic Plans for Human Resource Services
- Human Resource Services Three-Year Plan
- Annual Budget for Human Resource Services

Reporting Relationship

Strategic Planning Council

Meeting Schedule

First and Third Tuesday of the month from 4:00 p.m. to 5:00 p.m.

Chair

Vice President, Human Resource Services

Members

- Manager, Human Resource Services
- Supervisor, HRS/Employment Services
- Two Faculty representatives appointed by Faculty Senate
- Two Classified Unit Employee representatives appointed by CCE/AFT
- One Faculty representative appointed by PFF
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST

Approved by SPC 5-07-02

Latest Revision 05-18-10

INSTRUCTIONAL PLANNING COUNCIL

Role

The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environment. Based on plans, determine staffing needs. *For prioritizing faculty positions, IPC will convene a subcommittee to develop each year's prioritized list of faculty positions for discussion and endorsement by IPC who will then forward the recommendation to SPC.

Products

Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 2:30 p.m. to 4:00 p.m.

Chair

Vice President, Instruction

Members

- Five instructional deans
- Director of Extended Education
- Seven Faculty representatives (one each from the five instructional divisions, library, and student services) appointed by Faculty Senate
- One Faculty representative who is also on the Faculty Senate appointed by the Faculty Senate
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Instruction area)
- One Student representative appointed by ASG
- Director of Occupational and Non-Credit Programs
- Research Analyst
- One Confidential and Supervisory Team representative appointed by CAST

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

Approved by SPC 10-07-03
Latest Revision 11-18-08

STUDENT SERVICES PLANNING COUNCIL

Role

- Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.
- Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services.
- Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students.
- Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.
- Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.
- Provides guidance, direction, and oversight to these committees:
 - Academic Review Committee
 - Student Equity Committee
 - Registration Committee
 - Scholarship Committee
 - Campus Police Committee
 - Matriculation and Transfer Committee
 - Financial Aid & Appeals Committee

Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSSPC, forwarding the recommendation to SPC as information.

Products

- Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities
- Progress report on Strategic Plan and AIP
- Annual goals and accomplishments
- Full-time Position Priority Recommendations

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.

Chair

Vice President, Student Services

Members

- Dean, Counseling Services
- Director, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- One EOP&S Faculty Member

- One DRC Faculty Member
- One Faculty representative appointed by Faculty Senate from Instructional Areas
- One Faculty representative who is also on the Faculty Senate
- Research Analyst
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services)
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative from Student Services appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF

Approved by SPC 5-07-02
Latest Revision 11-17-09

ACADEMIC REVIEW COMMITTEE

Role

The role of the Academic Review Committee is to act on petitions for exceptions to academic regulations and catalog policies.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

At least once per semester

Chair

Director of Enrollment Services

Members

- Dean, Counseling Services
- Four teaching faculty representatives appointed by Faculty Senate (3 instructional-library; 1 from counseling)
- Chair, Counseling
- Articulation Officer
- Supervisor, Evaluations and Records (non-voting)
- One student representative appointed by ASG
- Director, Student Affairs

Approved by SPC 11-04-03

ACCREDITATION STEERING COMMITTEE

Role and Products

The Accreditation Steering Committee provides the overall planning and guidance of the College's response to ACCJC/WASC reporting requirements. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. When needed, the Committee convenes faculty, staff, and administrators with the expertise necessary to assist with the preparation and writing of the self-study, follow-up reports(s), and mid-term report. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second Thursday of the month from 2:00 p.m. to 3:00 p.m. (more frequently during self-study)

Chair

Vice President for Instruction (Accreditation Liaison Officer)

Tri-chairs for Self-study: Faculty Member appointed by Faculty Senate, Non-faculty member appointed by CCE/AFT, Non-Faculty member appointed by CAST or AA. Tri-chairs may be in addition to the Members/Designees.

Members/Designees:

- President, Faculty Senate
- Director, Institutional Research and Planning
- Faculty Co-chair, Curriculum Committee
- Faculty Co-chair, Learning Outcomes Council
- Instructional Planning Council representative
- Student Services Planning Council representative
- Finance & Administrative Services Planning Council representative
- Human Resource Services Planning Council representative
- One Faculty Senate representative appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF
- One Associated Student Government representative appointed by ASG

Approved by SPC 10-17-06
Latest Revision 11-16-10

BASIC SKILLS COMMITTEE/TITLE V, HSI STEERING COMMITTEE

The Basic Skills Committee/Title V, HSI Steering Committee will advance the Basic Skills Initiative and the Title V, HSI grant at Palomar College.

DUTIES:

- Create and coordinate the Teaching Learning Centers (TLC) at the San Marcos campus and Escondido center
- Promote dialogue, understanding, and response to the Basic Skills Initiative and the Title V, HSI grant
- Implement, evaluate, and revise the Basic Skills action plan and the Title V “tasks”
- Continue to research and develop other learning venues to meet the needs of basic skills, Hispanic, and low-income students
- Implement Title V, HSI project activities in compliance with approved grant goals, objectives, data collection and reporting, and budget

PRODUCTS:

- Increased awareness of and involvement in students' Basic Skills needs
- Coordination of student support
- Coordination of the TLCs
- Updated annual action plan
- Collection and reporting of Title V, HSI activities, progress, and expenditures on a quarterly and annual basis to Project Evaluation workgroup

Reporting Relationships

Faculty Senate

Meeting Schedule

Third Thursday of the month from 2:00 p.m. to 3:30 p.m.

Tri-Chairs:

- Basic Skills Committee/Title V, HSI Steering Committee Faculty Resource Center Coordinator
- Basic Skills Committee/Title V, HSI Steering Committee Teaching and Learning Centers Coordinator
- Basic Skills Committee/Title V, HSI Steering Committee First-Year Experience Coordinator

Members:

- Faculty Representatives from the following departments appointed by the Faculty Senate:
 - Library
 - Reading
 - English
 - Math
 - Counseling
 - **Professional Development
 - DRC
 - ESL
- Two Full-Time Faculty representatives, at-large, appointed by the Faculty Senate
- One Part-Time Faculty representative, at-large, appointed by the Faculty Senate
- The Learning Outcomes Council Co-Chair
- **Dean, Languages and Literature
- Dean, Counseling Services

- **Vice President, Instruction or Designee
- Director, Occupational and Non-Credit programs
- Tutoring Center Coordinator
- **Director, Institutional Research and Planning
- One Confidential and Supervisory Team representative appointed by CAST
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- HSI Project Supervisor

**Members of the Project Evaluation workgroup – Monitors and collects all grant activity data and expenditures, completes and submits quarterly and annual reports, discusses and resolves implementation issues, meets quarterly with external project evaluator (grant compliance requirement), and ensures compliance with overall grant agreement terms and conditions.

Approved by Learning Outcomes Council (LOC) 04-16-08
Moved from reporting to LOC to reporting to the Faculty Senate 03-16-10
Latest Revision 12-06-10

BENEFITS COMMITTEE

Role

The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.

Products

- The Committee makes recommendations to the appropriate representative group.

Reporting Relationships

- Palomar Faculty Federation
- Administrative Association
- Confidential and Supervisory Team
- CCE/AFT
- President's Cabinet

Meeting Schedule

First Wednesday of the month from 3:00 p.m. to 5:00 p.m., and third Wednesday of the month from 3:00 p.m. to 5:00 p.m. as needed

Chair

Vice President, Human Resource Services

Members

- Manager, Human Resource Services
- Four Faculty representatives appointed by PFF
- Four Classified Unit Employee representatives appointed by CCE/AFT
- Two Administrative Association representatives appointed by AA
- Two Confidential and Supervisory Team representatives appointed by CAST
- Four Retiree representatives appointed by PCRA
- Vice President, Finance & Administrative Services
- Benefits Specialist (Ex Officio)

Approved by SPC 9-20-05
Latest Revision 09-28-10

BOOKSTORE SUBCOMMITTEE

Role

Works as a liaison between students, faculty, staff, Business Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Product

Written quarterly report on services and quality of operations

Reporting Relationship

Finance and Administrative Services Planning Council

Meeting Schedule

Third Monday of the month from 2:00 p.m. to 3:00 p.m.

Chair

Director of Business Services

Members

- Two Faculty Members appointed by the Faculty Senate
- Two Students appointed by ASG
- One Administrative Association representative appointed by AA
- One Classified Employee appointed by CCE/AFT
- One Confidential/Supervisory representative appointed by CAST
- Bookstore vendor representative

Approved by SPC 10-07-03
Latest Revision 12-02-08

BUDGET COMMITTEE

Role

The Budget Committee (BC) recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets. Through the development of annual fiscal plans, The BC recommends budgeting parameters that aligns the college's priorities to budgets and institutional planning. The committee reviews revenue projections for the upcoming fiscal year based upon estimated and reported FTES. In times of fiscal instability, the BC reviews and recommends to SPC reallocation and reductions of expenditures. Annually the BC, along with SPC, reviews budgets developed at the unit level and submitted through the appropriate planning council and makes recommendations as necessary. The BC members are responsible for communicating information related to budgeting to their appropriate constituency groups; however, Tentative and Adopted Budgets are approved by the Governing Board.

Products

- Recommends process for development of Guidelines for Budget Development
- Reviews annually the budget development timeline as proposed by Fiscal Services
- Recommends budgeting parameters to align college priorities to annual budgets
- Recommends an annual fiscal plan to SPC for its approval and implementation

Process

- Reviews revenue estimates based upon reported FTES
- Reviews budgets as developed at the unit level and submitted through appropriate planning council

Reporting Relationship

- Strategic Planning Council
- Committee members responsible for communicating information to appropriate constituency group

Meeting Schedule

Second and Fourth Tuesday of the month from 2:00 p.m. to 3:30 p.m.

Chair

Vice President, Finance and Administrative Services

Members

- President, Vice President and Secretary of the Faculty Senate (or designee)
- Past President, Faculty Senate
- Co-Presidents, PFF (or designees)
- One Palomar Faculty Federation representative appointed by PFF
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Human Resource Services
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- Five Classified Unit Employee representatives appointed by CCE/AFT
- One Student representative appointed by ASG

Approved by SPC 2-18-03
Latest Revision 03-03-09

CAMPUS POLICE COMMITTEE

Role

To provide input and recommendations on Campus Police Department services.

Products

Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

Third Thursday of the month from 3:30 p.m. to 5:00 p.m.

Chair

One committee member (contract employee) chosen by the committee annually

Members

- Chief of Police (Advisor)
- Police Lieutenant or Designee appointed by Chief of Police (Advisor)
- Three Faculty representatives appointed by Faculty Senate (request for a counselor)
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- Two Classified Unit Employee representatives appointed by CCE/AFT (request for a representative from special populations: EOPS, DSPS, Child Care Center, etc.)
- Director, Student Affairs
- Director, Education Centers/Extended Education
- Two student representatives appointed by ASG

Approved by SPC 5-21-02
Latest Revision 11-17-09

CLASSIFIED PROFESSIONAL GROWTH COMMITTEE

Role

The Classified Professional Growth Committee reviews and approves the professional growth programs for classified employees and monitors the progress of classified employees enrolled in professional growth programs. The Committee recommends changes and additions to the requirements and structure of the program.

Product

Professional Growth Program for Classified Employees

Reporting Relationship

Vice President, Human Resource Services

Meeting Schedule

Three times yearly or as needed

Chair

Administrative Assistant, Human Resource Services

Members

- Five Classified Unit Employee representatives appointed by CCE/AFT
- Three Confidential and Supervisory Team representatives appointed by CAST
- One Administrative Association representative appointed by AA
- Vice President, Human Resource Services or designee

Approved by SPC 10-07-03

CURRICULUM COMMITTEE

Role

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

Reporting Relationship

Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

Meeting Schedule

First and Third Wednesday of the month from 3:00 p.m. to 5:00 p.m., or as needed.

Chairs

- Vice President, Instruction, Co-chair
- Faculty Senate Representative, Co-chair

Members

- Four faculty representatives from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical, and Extended Education
- Vice President, Instruction (Co-Chair)
- All Instructional Deans
- Faculty Senate Representative (Co-Chair)
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student appointed by ASG
- Members will serve a three-year term with 1/3 of the membership confirmed each year.
- Learning Outcomes Liaison (ex-officio)

I. Tasks

- A. It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.
 1. Approval of new instructional, AA Degree, Certificate and Noncredit programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
 2. Approval of new courses for inclusion in the College Catalog.

- a. Edits language of catalog description
- b. Validates appropriate unit value
- c. Assigns placement within Associate Degree and CSU GE requirements
- d. Approves placement within AA and Certificate Programs
- e. Approves course prerequisites and co-requisites
- f. Approves basic skills entrance requirements
- g. Approves cross-listings
- h. Validates appropriateness of transfer and vocational courses
- i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deactivations of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - i. Math and English
 - ii. AA Degree applicable courses
 - iii. Non-AA Degree applicable courses
 - iv. Noncredit courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
7. Monitors Course Outline of Record routine reviews.
8. Establishes standing and/or ad hoc committees as needed.

II. **Division of Labor**

- A. Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees/or task force:
 1. Committee of the whole:

Duties apply to all new courses, programs, and changes in existing courses and programs:

 - a. Prevents unnecessary duplication and overlap among programs
 - b. Approves placement within AA and Certificate Programs
 - c. Approves cross-listings
 - d. Develops criteria for a timely and systematic review of Course Outline of Record
 - e. Edits language of catalog description and Course Outline of Record
 - f. Recommends college-wide academic performance standards including, but not limited to:
 - i. Writing Across the Curriculum
 - ii. Reading Across the Curriculum
 - iii. Critical Thinking Across the Curriculum
 - g. Monitors consistency of course numbers
 - h. Validates appropriate unit value

- i. Approves course prerequisites and co-requisites
- j. Approves distance learning offerings.
- 2. Articulation Officer– General Education and Standards
Duties:
 - a. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
 - b. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
 - c. Creates the annual report. Recommends college-wide academic performance standards including, but not limited to:
 - i. Graduation requirements
 - ii. Minimum academic qualifications and standards for:
 - 1) Math and English (basic skills)
 - 2) AA Degree applicable courses
 - 3) Non-degree applicable courses
- 3. Multicultural Requirement Subcommittee
Duties: To review:
 - a. Multicultural courses.
 - b. Equivalency of multicultural courses.
 - c. Review of multicultural status every five years.
 - d. Other issues as assigned
- 4. Distance Learning Subcommittee
Duties: To review:
 - a. Distance Learning components of all courses

III. Procedure

- A. Any proposal will proceed through the following channels:
Faculty originator, Program/Department, Division Dean, the Articulation Officer and the Curriculum Planning Subcommittee if appropriate, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99 Approved Strategic Planning Council 12/3/03 Revised Curriculum Committee 5/5/04
Approved Faculty Senate 5/10/04

Revised Curriculum Committee 4/5/06, Faculty Senate 4/17/06

Revised Curriculum Committee 9/17/08, Faculty Senate 10/20/08

FACILITIES REVIEW COMMITTEE

Role

The Facilities Review Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habitat prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action.

Products

- Five-year Capital Outlay Plan
- Scheduled Maintenance Plan
- Resource impact analysis of recommended policies and plan

Reporting Relationship

Administrative Services Planning Council/Strategic Planning Council

Meeting Schedule

Second and Fourth Thursday of the month from 3:00 p.m. to 4:00 p.m.

Chair

Vice President, Finance and Administrative Services

Members

- Facilities Director
- One Senior/Executive Administrator (Instruction) or designee
- One Senior/Executive Administrator (Student Services) or designee
- Facilities Planning Manager
- One Classified Unit Employee Representative appointed by CCE/AFT
- Four Faculty representatives from different divisions appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Student appointed by ASG
- One Confidential and Supervisory Team representative appointed by CAST

Approved by SPC 2-18-03
Latest Revision 09-21-10

FOOD SERVICES SUBCOMMITTEE

Role

Works as a liaison between students, faculty, staff, Business Services, and the food services vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Products

Written quarterly report on services and quality of operations

Reporting Relationship

Finance and Administrative Services Planning Council

Meeting Schedule

Third Wednesday of the month from 3:00 p.m. to 4:00 p.m.

Chair

Director of Business Services

Members

- Two Faculty Members appointed by the Faculty Senate
- Two Students appointed by ASG
- One Administrative Association representative appointed by AA
- One Classified Employee appointed by CCE/AFT
- One Confidential/Supervisory representative appointed by CAST
- Food Services vendor representative

Approved by SPC 5-21-02
Latest Revision 12-02-08

GOVERNMENT AFFAIRS COMMITTEE

Role

- Develop an annual district advocacy agenda for local, state, and federal issues.
- Provide a constituency-based structure for responding to issues which impact the college district.
- Create and implement a governmental relations strategy to ensure ongoing cooperative relationships and communication with external policy decision-makers and their staffs.
- Identify, cooperate with, and/or build coalitions with external groups which promote the district's advocacy agenda.

Products

- Annual advocacy agenda
- Governmental relations strategies
- Ongoing advocacy activities

Reporting Relationship

Superintendent/President

Chair

Director, Communications

Members

- Vice President, Finance & Administrative Services
- Dean, Student Services
- Two student representatives appointed by ASG
- Two faculty representatives appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- One Classified Unit Employee representative appointed by CCE/AFT
- One faculty representative appointed by PFF
- Superintendent/President (ex-officio)

Approved by SPC 11-05-02

02-10-09 Deactivated until permanent Director, Communications is hired

LEARNING OUTCOMES COUNCIL

Role

The Learning Outcomes Council, as the core working group, will facilitate the development of a college-wide discussion of the assessment of learning at Palomar College and will support departments and work areas as they develop their specific approaches to learning outcomes assessment cycles, consistent with the Principles of Assessment. The Council's role and function will be refined and modified as the institutional initiative for the assessment of learning develops. The Learning Outcomes Council has the responsibility for performing the following duties as well as identifying additional tasks that will enhance and improve student learning and success.

Duties

1. Create ongoing dialogue and encourage engagement of faculty and staff in the assessment of student learning.
2. Identify systems for assessing learning outcomes developed at the course, program, and institutional level.
3. Encourage and provide support for the collection, analysis, and distribution of assessment data.
4. Based on evidence and feedback, support plans and strategies for improvement in student learning.
5. Based on evidence and feedback, engage in ongoing review and revision of the institutional processes for assessment.
6. Develop and implement institutional celebrations of learning successes.

Products

- Increased awareness and involvement of the campus community in the Learning Outcomes Initiative.
- **Conversation** supported by reports to the campus community, Forums, the Council newsletter, website, and programs such as "Campus Explorations."
- **Information** gathered from departments and work groups, describing their approaches to the assessment of learning outcomes developed at the course, program, and institutional level.
- **Preservation** of a culture of support for teaching.
- **Advancement** of Student Learning Outcome cycles at the course, program, and institutional levels.

Reporting Relationship

The Learning Outcomes Council reports weekly to the Faculty Senate, which in turn reports at the Governing Board meeting. In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters.

Chairs

- Vice President, Instruction, Co-chair
- SLOAC Coordinator, Co-chair

Meeting Schedule: First and Fourth Thursday of the month from 2:00 p.m. to 3:30 p.m.

Members

- Assistant Faculty Coordinator (appointed by Faculty Senate)
- Seven Faculty Members representing divisions appointed by Faculty Senate
- Three Full-Time Faculty Members, at-large
- Two Part-Time Faculty Members, one Career and Technical, one academic
- Curriculum Committee representative
- Professional Development Coordinator
- President (*ex-officio*)
- Vice President for Instruction/Co-chair
- Vice President for Student Services
- One Instructional Dean
- Dean of Counseling Services
- Director of Institutional Research and Planning
- One Confidential and Supervisory Team Member appointed by CAST
- One Administrative Association Member appointed by AA
- One Classified Unit Employee appointed by CCE/AFT
- Supervisor, Evaluations and Records
- Student Representative(s)

Approved by SPC 10-2-01
Latest Revision 05-04-09

MATRICULATION AND TRANSFER COMMITTEE

Role

The purpose of the Matriculation and Transfer Committee is to review and support the activity of the Matriculation and Transfer programs.

Products

Matriculation and Transfer Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent.

Reporting Relationship

Student Services Planning Council

Meeting Schedule:

Once per semester, the first, second, third, or fourth Thursday of October/November and March/April depending on availability, from 2:00 p.m. to 3:30 p.m.

Co-Chairs:

Dean, Counseling Services and Transfer Center Director

Members

- Vice President, Instruction
- Vice President, Student Services
- Non-Credit Matriculation Coordinator
- One Faculty representative from Counseling appointed by Faculty Senate
- One Faculty representative from ESL appointed by Faculty Senate
- One Faculty representative from Math appointed by Faculty Senate
- One Faculty representative from English appointed by Faculty Senate
- One Faculty representative from Reading appointed by Faculty Senate
- Director, EOP&S
- Director, Information Services
- Director, DRC
- Director, Enrollment Services
- Director, Institutional Research and Planning
- Assessment and School Relations Supervisor
- One Instructional Dean
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- One representative from a four year institution
- One at large Part-Time Faculty Member appointed by Faculty Senate

Approved by SPC 12-03-02
Latest Revision 10-20-10

PALOMAR COLLEGE COMMITTEE TO COMBAT HATE (PC3H)

Role

- To celebrate differences and advocate the civil rights and safety of all people, with specific focus on the LGBTQ community.
- To combat hate on campus.
- To condemn in the strongest possible terms the abuse of those who are lesbian, gay, bisexual, or transgender.
- To demonstrate commitment, in compliance with the guidelines of AB 537, the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act and all other applicable state and federal laws.

Products

- Raise awareness of hate issues at Palomar College through workshops, forums, and other types of communication.
- Make recommendations regarding concerns of the LGBTQ community at Palomar College.
- Provide information and educational resources for the LGBTQ community.
- Annual report to the college on the state of the LGBTQ community at Palomar College.

Reporting Relationship

Strategic Planning Council

Meeting Schedule:

To Be Arranged

Co-Chairs

Elected by the committee from its members

Members

- *Two Faculty representatives appointed by Faculty Senate
- *Two Palomar Faculty Federation representatives appointed by PFF
- *Two Student representatives appointed by ASG
- *Two Administrative Association representatives appointed by AA
- *Two Confidential and Supervisory Team representatives appointed by CAST
- *Two Classified Unit Employee representatives appointed by CCE/AFT
- *Two Senior Administrator representatives appointed by the Superintendent/President

*Defined members of the committee for voting purposes.

Additional members from the college community and the community as a whole are welcome

Approved by SPC 03-17-09

Latest Revision 09-28-10

REGISTRATION COMMITTEE

Role

The Registration Committee serves primarily to review and examine the registration process and plan for system improvement.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

Once per semester

Chair

Director of Enrollment Services

Members

- Supervisor, Admissions
- Director, Information Services
- Supervisor, District Cashiering Services
- Curricular Scheduling Technician appointed by CCE/AFT
- Dean, Counseling Services
- Dean, Instructional appointed by VP, Instruction
- Chair, Counseling Department
- Director, Extended Education
- One Faculty representative appointed by Faculty Senate
- One Student representative appointed by ASG
- Director, Communications
- Coordinator, Assessment/School Relations

Approved by SPC 11-04-03

SAFETY AND SECURITY COMMITTEE

Role

The Safety and Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

Products

SP198 requires all California employers to establish and maintain effective injury and illness prevention programs. These must be written and include elements of California Labor Code Section 10.6401.7

Reporting Relationship

- Vice President, Finance and Administrative Services
- Administrative Services Planning Council

Meeting Schedule

First Wednesday of the month from 1:00 p.m. to 2:30 p.m.

Chair

Manager, Environmental Health and Safety

Members

- Director, Business Services
- Director, Escondido Center – Extended Studies
- Child Development Representative
- Manager, Human Resource Services
- Three Faculty representatives, representing different divisions, appointed by Faculty Senate
- Director, Facilities
- Two Classified Unit Employee representatives appointed by CCE/AFT
- Director, Health Services
- One Student Services representative
- One Administrative Association representative appointed by AA
- Chief of Police
- One Student representative appointed by ASG
- One Palomar Faculty Federation representative appointed by PFF
- One Confidential and Supervisory Team representative Member appointed by CAST

Approved by SPC 2-18-03
Latest Revision 1-19-12

SCHOLARSHIP COMMITTEE

Role

The Scholarship Committee reviews applications for Palomar College scholarships, selects award recipients, and assists the Director of Financial Aid and Scholarships in establishing policy relative to the administration of the scholarship program.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

Once a year

Chair

Director, Financial Aid and Scholarships (non-voting of recipients)

Members

- Director, Enrollment Services
- Six Faculty representatives appointed by the Faculty Senate
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative appointed by CAST
- One Financial Aid Advisor (Scholarship) as process coordinator

Approved by SPC 5-13-03

STAFF DEVELOPMENT AND TRAINING COMMITTEE

Role

Identify and assess staff development and training needs, recommend funding and review outcomes.

Product

A Staff Development and Training Plan for the application and distribution of Staff Development & Training funds.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Fourth Tuesday of the month from 9:00 a.m. to 10:30 a.m., or as needed

Chairs

- Coordinator, Faculty Professional Development, Co-chair
- Vice President, Human Resource Services, Co-chair

Members

- Two representatives from the Professional Development Review Board
- Two representatives from the Professional Growth Committee
- One Senior Administrator from the Professional Development Review Board
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- One Classified Unit Employee appointed by CCE/AFT

Declared Inactive 10-07-03

Reactivated 12-05-06

Latest Revision 10-07-08

STUDENT EQUITY COMMITTEE

Role

The Student Equity Committee prepares the Student Equity Plan, monitors the District's progress toward meeting its student equity goals, and keeps the District's Student Equity Plan up to date. The Student Equity Committee will coordinate its activities with those of the Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Matriculation & Transfer Advisory Committee, and other District committees as necessary.

Products

District Student Equity Plan

Reporting Relationship

Superintendent/President

Meeting Schedule

As needed

Chairs

- Vice President, Student Services
- Faculty Member

Members

- Five teaching faculty representatives (one to serve as co-chair) appointed by Faculty Senate
- Dean, Counseling Services
- One Instructional Dean
- Director, EOP&S
- Director, DRC
- One Counseling faculty representative appointed by Faculty Senate
- One Librarian faculty appointed by Faculty Senate
- One Classified Unit Employee representative appointed by CCE/AFT
- Two Student representatives appointed by ASG
- One representative from Research & Planning
- One Confidential and Supervisory Team representative appointed by CAST

Approved by SPC 10-07-03

STUDENT PROGRAM ELIGIBILITY APPEALS COMMITTEE

Role

The Committee advises and makes recommendations to the appropriate program director on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student aid programs. The Committee reviews and makes recommendation on written appeals from students regarding financial aid status, EOPS/CARE/Cal Works, and Veterans program eligibility.

Reporting Relationship

Student Services Planning Council

Meeting Schedule

First Week in October, First Week in December, Fourth Week in April

Chair

Director of Enrollment Services

Members

- Director Financial Aid, Veterans and Scholarship Services (non-voting permanent member)
- Director, EOP&S (non-voting permanent member)
- One Faculty representative appointed by Faculty Senate
- One Generalist Counselor appointed by Faculty Senate
- One EOP&S Counselor appointed by Faculty Senate
- One DRC Counselor appointed by Faculty Senate
- One Athletic Faculty representative appointed by Faculty Senate
- One Fiscal Services representative appointed by CCE/AFT
- One Financial Aid Counselor appointed by Faculty Senate
- One Financial Aid Advisor appointed by CCE/AFT
- One Student representative appointed by ASG

Approved by SPC 12-17-02

Revised by SPC 10-19-10 – Name of Committee changed from Financial Aid and Appeals Committee

TEAM LIFE COMMITTEE

Role

To provide opportunity for achieving mind, body, social, and spiritual wellness. To cultivate positive change in a supportive campus community environment.

Product

Offer faculty and staff health screenings, social events, workshops, health lectures, weight management programs in support of workplace wellness. Also TEAM LIFE will work towards offering programs to improve employee morale and help adopt healthy lifestyles thus reducing time missed from work and workers' compensation claims.

Reporting Relationship

Human Resource Services Planning Council

Meeting Schedule

Monthly

Chair

To be determined by committee

Members

- One faculty member appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One representative from Health Services
- One representative from PE/Athletic Department
- One representative from HRS (Benefit Committee)
- One representative from Human Resource Services Planning Council
- One representative from Health & Safety Department

Approved by SPC 5-17-05