CHANCELLOR'S COUNCIL
Constitution

ARTICLE 1: NAME
This organization shall be known as the Chancellor's Council of the San Bernardino Community College District.

ARTICLE 2: PURPOSE
The Chancellor's Council (CC) is the primary districtwide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the San Bernardino Community College District. CC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups.

ARTICLE 3: INTENTION
Members of the CC advise and make recommendations to the chancellor regarding SBCCD Goals that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and strategic directions of the district.

ARTICLE 4: MEMBERSHIP
The Membership shall be made up of the individuals, or their respective designee, whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

All groups recognized, and listed below, shall automatically be offered representation on all Chancellor's Council Advisory Committees. The Chancellor is responsible to notify all advisory committee chairs and appropriate new recognized groups. It is the responsibility of the recognized group to notify the Chancellor's Council and advisory committee chairs of their appointments.

1. The Chancellor of the District, Chair
2. Executive Vice Chancellor
3. Vice Chancellor of Human Resources & Police Services
4. Vice Chancellor of Education & Student Support Services
5. Associate Vice Chancellor Government Relations & Strategic Communications
6. President of Crafton Hills College
7. President of San Bernardino Valley College
8. President of the CHC Academic Senate
9. President of the SBVC Academic Senate
10. President of the CHC Classified Senate
11. President of the SBVC Classified Senate
12. President of the CHC Student Body Association
13. President of the SBVC Student Body Association
14. President of Black Faculty & Staff Association
15. President of the Latino Faculty, Staff, & Administrators Association
16. President of CTA
17. President of CSEA
18. President of Management Association
19. Confidential Group Lead (Administrative Officer)
20. President of Police Officers Association
21. President of Asian Pacific Islander Association (APIA)

ARTICLE 5: REPRESENTATION

- Members will maintain and promote a focus that is based on SBCCD Goals rather than personal, constituency or college interests.
- Members will represent their constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Members will communicate a clear understanding of the issues and any CC recommendations to their constituency.
- Members will solicit input from and disseminate information to their respective constituency group.
- Members will base their interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Members will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

ARTICLE 6: MEETINGS

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and
- Two members from each site (CHC, SBVC, and DSO), and
- At least one faculty member from CHC, and
- At least one faculty member from SBVC, and
- Three out of the four Constituent Groups represented (students, classified, faculty, management).
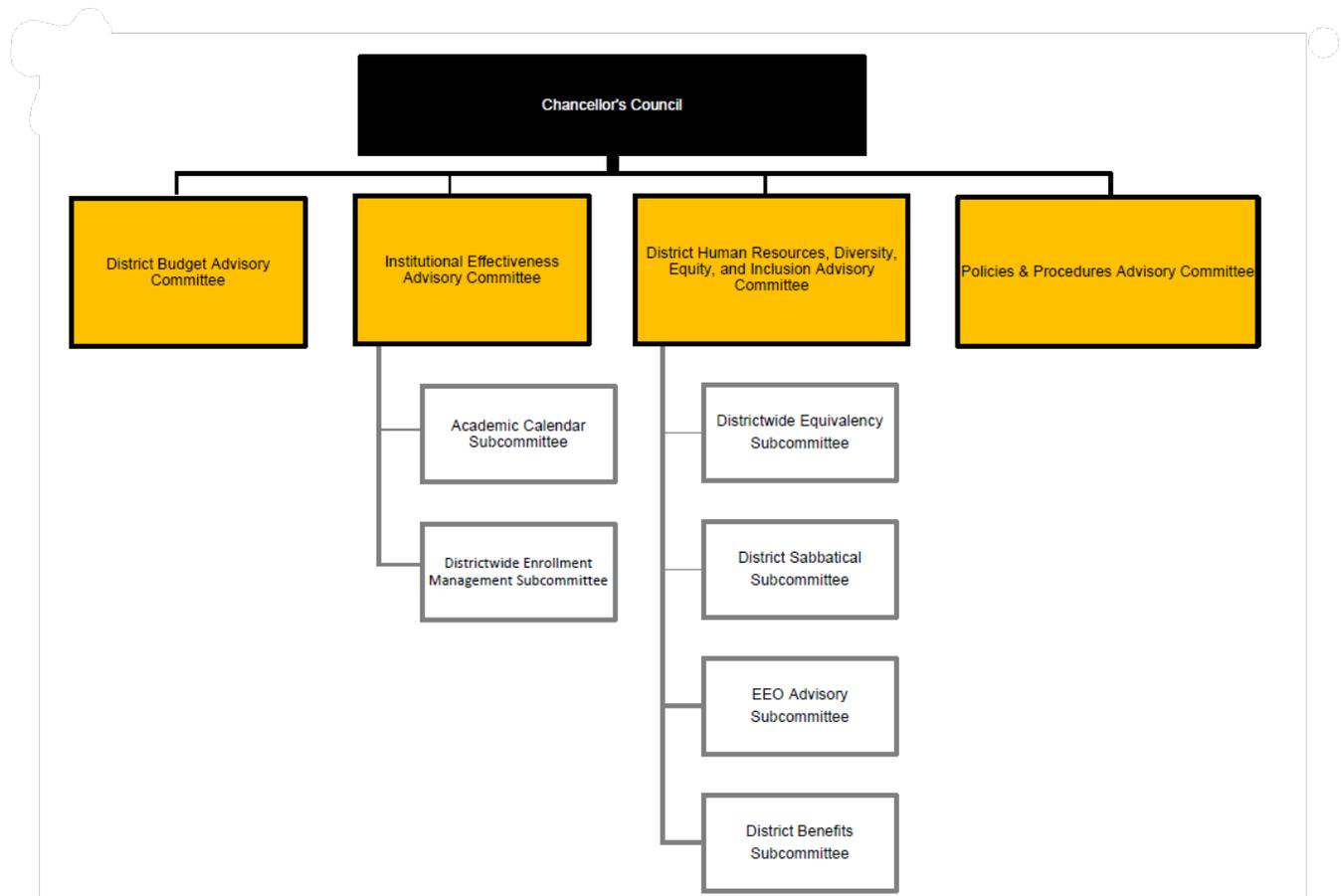
Subcommittees/task force/workgroup's quorum structure will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit, and submit those adjustments to Chancellor's Council.

Advisory Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members should provide a designee or a proxy if they are not able to attend.

Although students are not part of quorum, their participation is vital and we will continue looking into how we can help support and keep them involved and investigate issues of equity that is causing them not to be able to participate on district and campus level events. We will also investigate issues of equity for other constituencies that may be missing.

- Meetings will occur on the 1st Thursday of each month at 1:00 p.m. via Zoom (dark in June, July, August, and January).
- Members will honor the agenda and be prepared to participate in the entire meeting.
- Members will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Members will encourage full and open participation by all CC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Members will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Members will practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.
- Members may add agenda items by submitting them to the Chancellor up to 96 hours before the meeting. Any item submitted should include a goal and an estimated time for discussion or action. If the item cannot be added to the next agenda due to time constraints, the Chancellor will let the member know and suggest a new meeting date for the agenda item.
- Each meeting agenda will include time to allow members to request future agenda items and follow-ups on past agenda items.
- At any point, an agenda item may be redirected to the appropriate advisory committee by a majority vote of the membership. The motion should include the appropriate advisory committee, specific goals to be addressed, and a timeline to return the item to Chancellor's Council.

CHANCELLOR'S COUNCIL ADVISORY COMMITTEE (and Subcommittee) REPORTING STRUCTURE

```
                          Chancellor's Council
   ┌──────────────┬──────────────┬──────────────┬──────────────┐
District Budget    Institutional   District Human    Policies & Procedures
Advisory           Effectiveness   Resources,        Advisory Committee
Committee          Advisory        Diversity,
                   Committee       Equity, and
                                   Inclusion
                                   Advisory
                                   Committee
                        │               │
                 Academic Calendar  Districtwide Equivalency
                 Subcommittee       Subcommittee

                 Districtwide       District Sabbatical
                 Enrollment         Subcommittee
                 Management
                 Subcommittee       EEO Advisory
                                    Subcommittee

                                    District Benefits
                                    Subcommittee
```

ADVISORY COMMITTEE INFORMATION LINKS
Webpages include committee organization, structure, subcommittees, membership rosters, and meeting information.

- Chancellor's Council
  - District Budget Advisory Committee
  - Institutional Effectiveness Advisory Committee
  - District Human Resources Diversity, Equity, and Inclusion Advisory Committee
  - Policies & Procedures Advisory Committee

CHANCELLOR'S COUNCIL CONSTITUTION
APPENDICES

APPENDIX	DOCUMENT	PAGE
A	Request to Agendize an Item	1

SAN BERNARDINO ⬤ COMMUNITY COLLEGE DISTRICT

Members of Chancellor's Council should work through their committee representative and follow the advisory committee reporting structure to have concerns addressed. When this is not possible, members may request to place matters directly on an agenda related to SBCCD Goals that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and strategic directions of the District. Written requests should be submitted to the Chancellor's Office via email to hmadole@sbccd.edu at least 96 hours (8 working days) before the next scheduled meeting.

Any agenda item submitted and heard at a meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

REQUEST TO AGENDIZE AN ITEM FOR AN UPCOMING CHANCELLOR'S COUNCIL MEETING

Name _____ Date Submitted _____

Represented Group_____ Time Needed for Discussion _____

RECOMMENDATION: What action is needed or is this for information? Attach supporting material to be reviewed.

OVERVIEW: Provide background and context in this section. Has this been addressed at the Advisory Committee level? What was the outcome of the committee?

ANALYSIS: Provide executive summary level analysis here. Why are we doing this and what is the impact to us?

SBCCD GOALS: Which goal(s) does this item apply to?
  Goal 1: Eliminate Barriers to Student Access and Success
  Goal 2: Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
  Goal 3: Be a Leader and Partner in Addressing Regional Issues
  Goal 4: Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS: What are the financial implications associated with this request?