



## Chancellor's Council Constitution

As approved 5/3/22

### **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. Vice Chancellor of Human Resources & Police Services
3. Executive Vice Chancellor
4. Vice Chancellor of Education & Student Support Services
5. President of Crafton Hills College
6. President of San Bernardino Valley College
7. President of the CHC Academic Senate
8. President of the SBVC Academic Senate
9. President of the CHC Classified Senate
10. President of the SBVC Classified Senate
11. President of the CHC Student Body Association
12. President of the SBVC Student Body Association
13. President of Black Faculty & Staff Association
14. President of the Latino Faculty, Staff, & Administrators Association
15. President of CTA



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16. President of CSEA
17. President of Management Association
18. Confidential Group Lead (Administrative Officer)
19. President of Police Officers Association
20. EEO Representative
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 members), 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 can 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 1<sup>st</sup> Tuesday of each month at 3:00 p.m. via Zoom (dark in June, July, August, and January).



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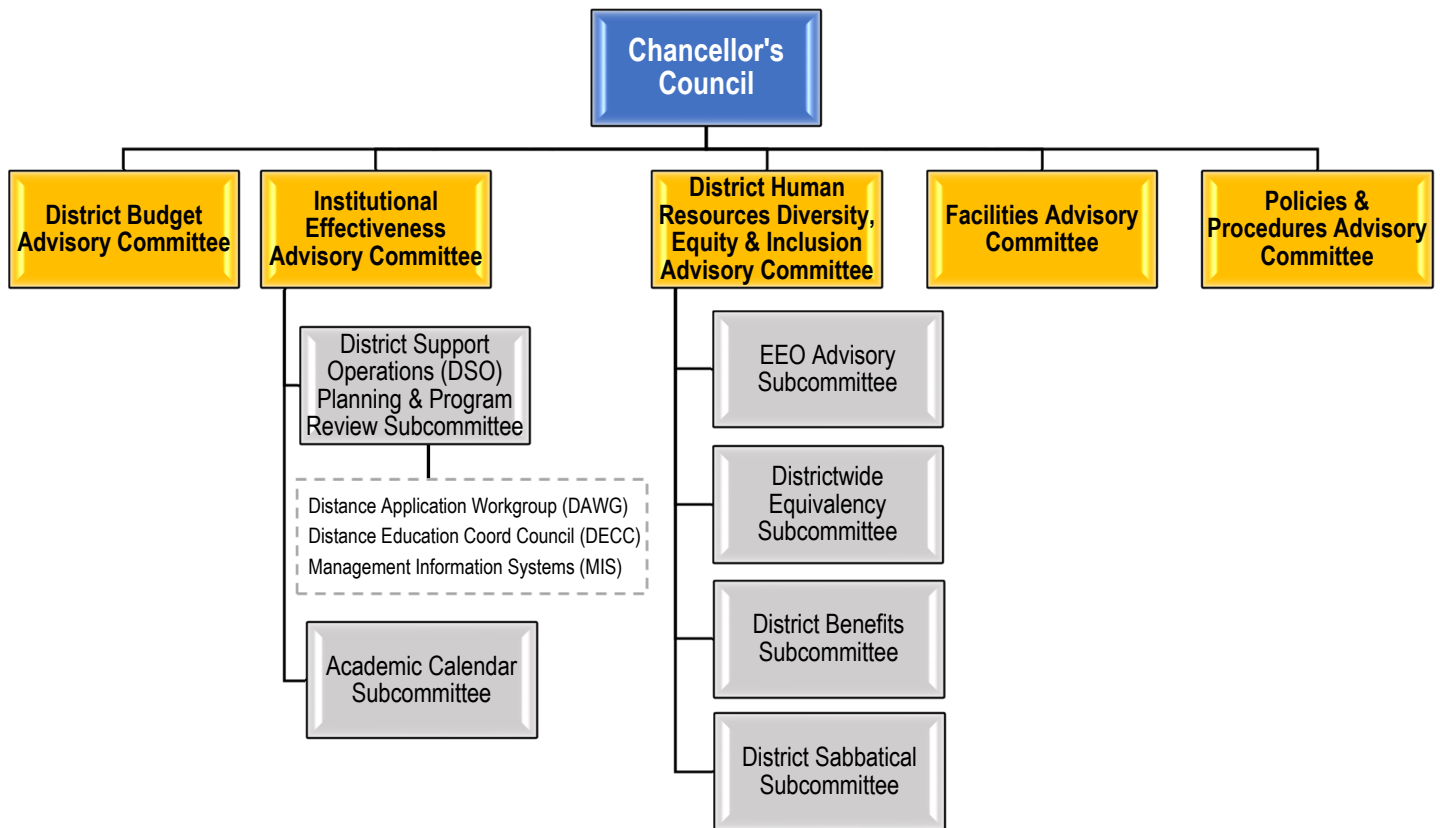
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- Members will honor the agenda and be prepared to participate in the entire meeting.
- Members will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Members will encourage 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.



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DISTRICT BUDGET ADVISORY COMMITTEE	
<b>Charge</b>	<p>The objective of the District Budget Advisory Committee is to share budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board actions or decisions or recommendations under consideration can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges. Responsibilities include, but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting California Community Colleges and SBCCD.</li> <li>2. Review of budgetary policies, administrative procedures, allocation model formulas and guidelines, and the financial well-being of the District (Union issues which are conducted as a part of labor negotiations are not a part of this Committee's responsibility).</li> <li>3. Review of both general fund unrestricted and restricted revenue sources, enrollment growth projections, and other workload measures.</li> <li>4. Review and make recommendations to Chancellor's Council regarding budget assumptions (revenues, allocations, COLA and growth).</li> <li>5. Promote budget awareness and communicate budget issues.</li> </ol>
<b>Meeting Schedule</b>	1 <sup>st</sup> Thursday @ 2pm
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/360544163">https://cccconfer.zoom.us/j/360544163</a>
<b>Chair</b>	Executive Vice Chancellor
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor</li> <li>• VP, Admin Services from each campus</li> <li>• Director of Fiscal Services</li> <li>• Business Manager</li> <li>• Chief Technology Officer</li> <li>• Associated Student Government president from each campus</li> <li>• Management representative from each campus, appointed by college presidents</li> <li>• Two Faculty representatives from each campus, appointed by academic senate presidents</li> <li>• CTA representative, appointed by CTA president</li> <li>• Classified representative from each campus, appointed by classified senate presidents</li> <li>• CSEA Treasurer, appointed by CSEA president</li> <li>• DSO representative, appointed by CSEA president</li> <li>• Black Faculty &amp; Staff, appointed by BFSAs president</li> <li>• Latino Faculty, Staff, &amp; Administrators Association, appointed by LFSA president</li> <li>• Asian Pacific Islander Association (APIA) representative, appointed by APIA president</li> </ul>
<b>Approved/Revised</b>	Approved 10/21/21
<b>Support Staff</b>	Senior Executive Administrative Assistant



## Chancellor's Council Constitution

As approved 5/3/22

INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE	
<b>Charge</b>	<p>The Institutional Effectiveness Advisory Committee (IEAC) aids in the districtwide integration of institutional planning, resource allocation, program review and the technology implementation plan. We support student success by:</p> <ul style="list-style-type: none"> <li>• Supporting the colleges' Institutional Effectiveness processes.</li> <li>• Supporting the accreditation processes at the colleges and ensuring that the related accreditation district entities (e.g., HR, Business Services, TESS) are meeting accreditation requirements.</li> <li>• Providing program review support by reviewing program assessment results in light of District Support Operations (DSO) strategic directions to recommend institutional priorities for inclusion into integrated planning and resource allocation.</li> <li>• Ensuring that the colleges Educational Master Plans inform the development of the DSO Plan.</li> <li>• Developing and monitoring implementation of the DSO Plan, ensuring that the Implementation Plans (i.e., HR and TESS) align with the DSO Plan.</li> <li>• Ensuring the development of mechanisms to assess progress on major district plans (i.e., HR and TESS) and providing an annual report that can be used in the formulation of recommendations to Chancellor's Council.</li> <li>• Facilitating communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.</li> <li>• Developing mechanisms (e.g., self-surveys and rubrics) to assess effectiveness of district-level committees and make recommendations to Chancellor's Council.</li> <li>• Participating in deliberations related to the development of the annual academic calendar.</li> </ul>
<b>Meeting Schedule</b>	4th Thursday @ 10am
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/91201139260">https://cccconfer.zoom.us/j/91201139260</a>
<b>Quad-Chairs</b>	<p>Vice Chancellor of Educational and Student Support Services            Faculty Representative, elected annually by committee from committee            Classified Representatives, elected annually by committee from committee            District Director Research, Planning, &amp; Institutional Effectiveness</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vice Chancellor of Educational and Student Support Services</li> <li>• District Director of Research, Planning &amp; Institutional Effectiveness</li> <li>• Human Resources Representative, appointed by VC HR &amp; Police Services</li> <li>• Chief Technology Officer</li> <li>• Deans of Institutional Effectiveness, Research, and Planning from each campus</li> <li>• Professional Development Coordinators or designees from each campus</li> <li>• Associated Student Government president or designee from each campus</li> <li>• Accreditation Liaison Officer from each campus</li> <li>• Accreditation Committee Chair from each campus</li> <li>• Confidential Group representative, Executive Administrative Assistant Office of the Chancellor</li> <li>• Management representatives from each campus, appointed by campus presidents</li> <li>• Faculty, one from each campus, appointed by academic senate presidents</li> <li>• CTA representative, appointed by CTA president</li> <li>• Classified representative from each campus, appointed by the classified senate presidents (Campus Planning and Program Review Committee membership preferred.)</li> <li>• CSEA representative from each campus, appointed by CSEA (Campus Planning and Program Review Committee membership preferred.)</li> </ul>



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	<ul style="list-style-type: none"> <li>• CSEA representative from DSO, appointed by CSEA president</li> <li>• Black Faculty &amp; Staff representative, appointed by BFSA president</li> <li>• Latino Faculty, Staff, &amp; Administrators Association representative, appointed by LFSA president</li> <li>• Asian Pacific Islander Association (APIA) representative, appointed by APIA president</li> </ul>
<b>Approved/Revised</b>	Approved 02/16/22
<b>Support Staff</b>	Executive Administrative Assistant to the Chancellor



## Chancellor's Council Constitution

As approved 5/3/22

<b>DISTRICT SUPPORT OPERATIONS PLANNING AND PROGRAM REVIEW SUBCOMMITTEE OF: INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE</b>	
<b>Charge</b>	The charge of the District Support Operations Planning and Program Review Subcommittee (DSOPPRS) is to advance continual, sustainable quality improvement at all levels of the District Services to support student success. Toward that end, the committee conducts a thorough and comprehensive review of each unit at District Support Operation on an annual basis and oversees the annual District Support Operations planning and program review process. The results of planning and program review inform the integrated planning and resource allocation process at the District Support Operations and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the Institutional Effectiveness Advisory Committee, and determine and implement improvements to the District Support Operation Planning and Program Review process.
<b>Meeting Schedule</b>	2nd Tuesday @ 10:30am
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/96157400569">https://cccconfer.zoom.us/j/96157400569</a>
<b>Co-Chairs</b>	Vice Chancellor of Educational & Student Support Services Co-Chair, elected annually by the committee from the committee
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vice Chancellor, Educational and Student Support Services</li> <li>• District Director RPIE</li> <li>• Chief of Police</li> <li>• EA Office of the Chancellor</li> <li>• TESS Manager, appointed by CTO</li> <li>• TESS Staff, appointed by CTO</li> <li>• KVCR Manager, appointed by KVCR ED</li> <li>• KVCR Staff, appointed by KVCR ED</li> <li>• EDCT Manager, appointed by EDCT ED</li> <li>• EDCT Staff, appointed by EDCT ED</li> <li>• Police Staff, appointed by Chief of Police</li> <li>• Human Resources Manager, appointed by VC HR</li> <li>• Human Resources Staff, appointed by VC HR</li> <li>• DSO Fiscal Services Manager, appointed by EVC</li> <li>• DSO Fiscal Services Manager, appointed by EVC</li> <li>• DSO Fiscal Services Staff, appointed by EVC</li> <li>• DSO Fiscal Services Staff, appointed by EVC</li> </ul>
<b>Approved/Revised</b>	1/27/22
<b>Support Staff</b>	Executive Administrative Assistant to the Chancellor





## Chancellor's Council Constitution

As approved 5/3/22

<b>DISTRICT APPLICATIONS WORK GROUP</b>	
<b>Charge</b>	
<b>Meeting Schedule</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday @ 2:30 PM
<b>Attendance Location</b>	2 <sup>nd</sup> Wednesday <a href="https://cccconfer.zoom.us/j/91936849235">https://cccconfer.zoom.us/j/91936849235</a> 4 <sup>th</sup> Wednesday <a href="https://cccconfer.zoom.us/j/92416739127">https://cccconfer.zoom.us/j/92416739127</a>
<b>Chair</b>	Andy Chang
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Aguilar-Kitibutr, Ailsa V <a href="mailto:aaguila@valleycollege.edu">aaguila@valleycollege.edu</a>;</li> <li>• Alamsyah, Lidya H <a href="mailto:lalamsya@sbccd.edu">lalamsya@sbccd.edu</a>;</li> <li>• Aquino, Michael F <a href="mailto:maquino@sbccd.edu">maquino@sbccd.edu</a>;</li> <li>• Aslanian, Artour <a href="mailto:aaslanian@craftonhills.edu">aaslanian@craftonhills.edu</a>;</li> <li>• Aycock, Larry K. <a href="mailto:laycock@craftonhills.edu">laycock@craftonhills.edu</a>;</li> <li>• Baber, Corrina E. <a href="mailto:caleman@sbccd.edu">caleman@sbccd.edu</a>;</li> <li>• Bailes, Brandi A <a href="mailto:bbailes@craftonhills.edu">bbailes@craftonhills.edu</a>;</li> <li>• Benjamin, Veada <a href="mailto:bveada@valleycollege.edu">bveada@valleycollege.edu</a>;</li> <li>• Bixler, Luke <a href="mailto:lbixler@sbccd.edu">lbixler@sbccd.edu</a>;</li> <li>• Brady, Jason W <a href="mailto:jbrady@sbccd.edu">jbrady@sbccd.edu</a>;</li> <li>• Bratulin, Pavel <a href="mailto:pbratulin@valleycollege.edu">pbratulin@valleycollege.edu</a>;</li> <li>• Burns-Peters, Davena D. <a href="mailto:dburns@valleycollege.edu">dburns@valleycollege.edu</a>;</li> <li>• Cabrales, Joe L <a href="mailto:jcabrale@craftonhills.edu">jcabrale@craftonhills.edu</a>;</li> <li>• Carter, Yancie <a href="mailto:ycarter@valleycollege.edu">ycarter@valleycollege.edu</a>;</li> <li>• Chang, Andrew <a href="mailto:achang@sbccd.edu">achang@sbccd.edu</a>;</li> <li>• Cota, Marco A. C. <a href="mailto:mcota@sbccd.cc.ca.us">mcota@sbccd.cc.ca.us</a>;</li> <li>• Crew, Christopher M. <a href="mailto:ccrew@sbccd.edu">ccrew@sbccd.edu</a>;</li> <li>• Dale Carter, April D. <a href="mailto:acarter@valleycollege.edu">acarter@valleycollege.edu</a>;</li> <li>• Elizalde, Noemi <a href="mailto:nelizalde@sbccd.edu">nelizalde@sbccd.edu</a>;</li> <li>• Flores, Kristin M <a href="mailto:kflores@craftonhills.edu">kflores@craftonhills.edu</a>;</li> <li>• Gabriel, Christie <a href="mailto:cgabriel@valleycollege.edu">cgabriel@valleycollege.edu</a>;</li> <li>• Heilgeist, Kristina A. <a href="mailto:kheilgeist@sbccd.cc.ca.us">kheilgeist@sbccd.cc.ca.us</a>;</li> <li>• Ho, Joe <a href="mailto:jho@sbccd.edu">jho@sbccd.edu</a>;</li> <li>• Humble, Dina <a href="mailto:dhumble@valleycollege.edu">dhumble@valleycollege.edu</a>;</li> <li>• Im, Sophin <a href="mailto:soim@valleycollege.edu">soim@valleycollege.edu</a>;</li> <li>• Jones, Dianna <a href="mailto:dijones@sbccd.edu">dijones@sbccd.edu</a>;</li> <li>• Lehman, Veronica I. <a href="mailto:vlehman@craftonhills.edu">vlehman@craftonhills.edu</a>;</li> <li>• Lopez, Breanna R. <a href="mailto:bcurry@valleycollege.edu">bcurry@valleycollege.edu</a>;</li> <li>• Lopez, Elizabeth <a href="mailto:evillegas@craftonhills.edu">evillegas@craftonhills.edu</a>;</li> <li>• McAtee, Robert S. <a href="mailto:rmcatee@craftonhills.edu">rmcatee@craftonhills.edu</a>;</li> <li>• McGowan, Arlene M <a href="mailto:amcgowan@sbccd.edu">amcgowan@sbccd.edu</a>;</li> <li>• Mello, Brandice D. <a href="mailto:bmello@craftonhills.edu">bmello@craftonhills.edu</a>;</li> <li>• Molina, Herlinda M. <a href="mailto:lmolina@valleycollege.edu">lmolina@valleycollege.edu</a>;</li> <li>• Norris, Tenille <a href="mailto:tnorris@sbccd.edu">tnorris@sbccd.edu</a></li> <li>• Pena, Ivan I. <a href="mailto:mpena@craftonhills.edu">mpena@craftonhills.edu</a>;</li> <li>• Quach, Patricia <a href="mailto:pquach@sbccd.cc.ca.us">pquach@sbccd.cc.ca.us</a>;</li> <li>• Rodriguez, Maria Del Carmen <a href="mailto:marodrig@valleycollege.edu">marodrig@valleycollege.edu</a>;</li> <li>• Scudder, Robert B. <a href="mailto:rscudder@sbccd.edu">rscudder@sbccd.edu</a>;</li> <li>• Silva, Steven R. <a href="mailto:ssilva@valleycollege.edu">ssilva@valleycollege.edu</a>;</li> </ul>



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<b>Approved/Revised</b>	
<b>Support Staff</b>	Administrative Coordinator



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DISTANCE EDUCATION COORDINATION COUNCIL WORKGROUP	
<b>Charge</b>	
<b>Meeting Schedule</b>	2 <sup>nd</sup> Monday @ 12:30 PM
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/99539838612">https://cccconfer.zoom.us/j/99539838612</a>
<b>Co-Chairs</b>	Andy Chang Co-Chair Rhiannon Lares
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Bixler, Luke lbixler@sbccd.edu;</li> <li>• Brink, T. L. tbrink@craftonhills.edu;</li> <li>• Burns-Peters, Davena D. dburns@valleycollege.edu;</li> <li>• Chang, Andrew achang@sbccd.edu;</li> <li>• Coats, Cherishea L. ccoats@sbccd.edu;</li> <li>• Hamdy, Rania E. rhamdy@valleycollege.edu;</li> <li>• Hamlett, Cynthia L. chamlett@craftonhills.edu;</li> <li>• Harris, Kashaunda T kharris@craftonhills.edu;</li> <li>• Lares, Rhiannon rlares@sbccd.edu;</li> <li>• Weiss, Kathryn G. kweiss@craftonhills.edu;</li> <li>• Worsley, Margaret H mworsley@valleycollege.edu;</li> <li>• Wurtz, Keith A. kwurtz@craftonhills.edu</li> </ul>
<b>Approved/Revised</b>	
<b>Support Staff</b>	Administrative Coordinator



## Chancellor's Council Constitution

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<b>MANAGEMENT INFORMATION SYSTEMS COMMITTEE WORKGROUP</b>	
<b>Charge</b>	
<b>Meeting Schedule</b>	Every other Thursday @ 8:30 AM
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/93110065618?pwd=aTdQM2VmeEtVU29XRm93anlFRnpSdz09">https://cccconfer.zoom.us/j/93110065618?pwd=aTdQM2VmeEtVU29XRm93anlFRnpSdz09</a>
<b>Co-Chairs</b>	Andy Chang Corrina Baber
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Aguilar, Lupita laguilar@valleycollege.edu;</li> <li>• Aslanian, Artour aaslanian@craftonhills.edu;</li> <li>• Aycock, Larry K. laycock@craftonhills.edu;</li> <li>• Baber, Corrina E. caleman@sbccd.edu;</li> <li>• Brunson, Larry W. lbrunson@valleycollege.edu;</li> <li>• Cabrales, Joe L jcabrale@craftonhills.edu;</li> <li>• Carter, Yancie ycarter@valleycollege.edu;</li> <li>• Chang, Andrew achang@sbccd.edu;</li> <li>• Chavira, Rejoice C. rchavira@craftonhills.edu;</li> <li>• Cota, Marco A. C. mcota@sbccd.cc.ca.us;</li> <li>• Crew, Christopher M. ccrew@sbccd.edu;</li> <li>• Crocfer, Michelle L. mcrofer@valleycollege.edu;</li> <li>• Dale Carter, April D. acarter@valleycollege.edu;</li> <li>• Gabriel, Christie cgabriel@valleycollege.edu;</li> <li>• Gamboa, Colleen G. cgamboa@sbccd.cc.ca.us;</li> <li>• Heilgeist, Kristina A. kheilgeist@sbccd.cc.ca.us;</li> <li>• Hinojosa, Joanne jhinojosa@valleycollege.edu;</li> <li>• Humble, Dina dhumble@valleycollege.edu;</li> <li>• Johnson, Kimberly J. kwingson@valleycollege.edu;</li> <li>• Jones, Dianna dijones@sbccd.edu;</li> <li>• Koh, Myung H. mkoh@sbccd.edu;</li> <li>• Lopez, Breanna R. bcurry@valleycollege.edu;</li> <li>• Lopez, Elizabeth evillegas@craftonhills.edu;</li> <li>• Milligan, Marty mmilliga@craftonhills.edu;</li> <li>• Muskavitch, John W. jmuskavitch@craftonhills.edu;</li> <li>• Opris, Joe iopris@sbccd.edu;</li> <li>• Oxendine, Joanna M. joxendine@valleycollege.edu;</li> <li>• Paddock, Ericka N. epaddock@craftonhills.edu;</li> <li>• Pena, Ivan I. mpena@craftonhills.edu;</li> <li>• Quach, Patricia pquach@sbccd.cc.ca.us;</li> <li>• Sabato, Treesa L. tolover@valleycollege.edu;</li> <li>• Sierra, Jamie M. jsierra@craftonhills.edu;</li> <li>• Sosa, Giovanni W. gsosa@craftonhills.edu;</li> <li>• Sousa, Juanita R jsousa@craftonhills.edu;</li> <li>• Southerland, Frances M. fsoutherland@craftonhills.edu;</li> <li>• Spencer, Delmy G. dspencer@craftonhills.edu;</li> <li>• Sutorus, Steve ssutorus@sbccd.edu;</li> <li>• Thayer, Scott W. sthayer@valleycollege.edu;</li> <li>• Tillman, Shalita A. scunningh@valleycollege.edu;</li> </ul>



## Chancellor's Council Constitution

As approved 5/3/22

	<ul style="list-style-type: none"> <li>• Trejo, Samuel strejo@valleycollege.edu;</li> <li>• Trujillo, Maria G. mtrujil@valleycollege.edu;</li> <li>• Wurtz, Keith A. kwurtz@craftonhills.edu;</li> <li>• Yarbrough, Kay Dee kyarbrough@valleycollege.edu;</li> <li>• Zerbel, Sharon L. szerbel@valleycollege.edu</li> </ul>
<b>Approved/Revised</b>	TBD
<b>Support Staff</b>	Administrative Coordinator



# Chancellor's Council Constitution

As approved 5/3/22

<b>ACADEMIC CALENDAR SUBCOMMITTEE</b>	
<b>SUBCOMMITTEE OF: INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE</b>	
<b>Charge</b>	The Academic Calendar Subcommittee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District. The deliberations from this committee will be reported to Institutional Effectiveness Advisory Committee, where a recommendation will be made to the Chancellor's Council, then a progressed recommendation to the Board of Trustees for action.
<b>Meeting Schedule</b>	As needed
<b>Attendance Location</b>	Zoom: TBD
<b>Chair</b>	Vice Chancellor of Education & Student Support Services (N. Ornelas)
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vice Chancellor, Educational &amp; Student Support Services</li> <li>• Vice Chancellor Human Resources &amp; Police Services or designee</li> <li>• Director, Admissions &amp; Records from each campus District Director of Research, Planning, &amp; Institutional Effectiveness</li> <li>• Director, Financial Aid from each campus</li> <li>• Schedule Catalog Data Specialist from each campus</li> <li>• Professional Development Coordinator or designee from each campus</li> <li>• Confidential Group representative, Executive Administrative Assistant Office of the Chancellor</li> <li>• Administrative Application representative, appointed by district director admin applications</li> <li>• Two managers from each campus, appointed by college presidents</li> <li>• Faculty (instructional) representative from each campus, appointed by academic senate presidents</li> <li>• Faculty (non-instructional) representative from each campus, appointed by academic senate presidents</li> <li>• CTA representative, appointed by CTA president</li> <li>• Classified representative from each campus, appointed by classified senate president</li> <li>• CSEA representative appointed by CSEA president</li> </ul>
<b>Approved/Revised</b>	TBD
<b>Support Staff</b>	Executive Administrative Assistant , Office of the Chancellor



## Chancellor's Council Constitution

As approved 5/3/22

DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE	
<b>Charge</b>	Align Districtwide DEI efforts and ensure adequate support is available. The Advisory committee will also conduct research and make DEI recommendations to the Chancellor's Council.
<b>Meeting Schedule</b>	2nd Tuesday @ 3pm
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/95394309903">https://cccconfer.zoom.us/j/95394309903</a>
<b>Quad Chairs</b>	Vice Chancellor of Human Resources & Police Services Director of Diversity Equity, and Inclusion One Faculty Member One Classified Member
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vice Chancellor of Human Resources &amp; Police Services</li> <li>• Director of Diversity, Equity, and Inclusion</li> <li>• Director of HR</li> <li>• Management representative from each college, appointed by college presidents</li> <li>• Management representative, two appointed by management association president</li> <li>• Faculty representatives, two from each campus appointed by academic senate presidents</li> <li>• Classified representatives, two from each campus appointed by classified senate presidents</li> <li>• CSEA representative, appointed by CSEA president</li> <li>• CTA representative, appointed by CTA president</li> <li>• Black Faculty &amp; Staff Association representative, appointed by BFSA president</li> <li>• Latino Faculty, Staff, &amp; Administrators Association representative, appointed by LFSA president</li> <li>• Confidential Group representative, appointed by administrative officer</li> <li>• Associated Student Government president or designee from each campus</li> <li>• Asian Pacific Islander Association (APIA) representative, appointed by APIA president</li> </ul>
<b>Approved/Revised</b>	12/7/21
<b>Support Staff</b>	Executive Administrative Assistant to the Chief Human Resources Officer



## Chancellor's Council Constitution

As approved 5/3/22

<b>EEO ADVISORY COMMITTEE</b>	
<b>SUB-COMMITTEE OF: DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE</b>	
<b>Charge</b>	TBD
<b>Meeting Schedule</b>	Quarterly as needed
<b>Attendance Location</b>	District Boardroom Zoom: TBD
<b>Tri-Chairs</b>	Vice Chancellor of Human Resources & Police Services Academic & Classified Senate Representatives
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Faculty representatives, two from each campus</li> <li>• Classified representatives, two from each campus and DSO office</li> <li>• Management representatives, two from each campus and DSO office</li> <li>• Student representative, one from each campus</li> </ul>
<b>Approved/Revised</b>	TBD
<b>Support Staff</b>	Executive Administrative Assistant to the Chief Human Resources Officer





## Chancellor's Council Constitution

As approved 5/3/22

<b>DISTRICTWIDE EQUIVALENCY SUBCOMMITTEE</b>	
<b>SUBCOMMITTEE OF: DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE</b>	
<b>Charge</b>	TBD
<b>Meeting Schedule</b>	Will continue to meet in accordance with AP 7211
<b>Attendance Location</b>	District Boardroom Zoom: TBD
<b>Co-Chairs</b>	Vice Chancellor of Human Resources & Police Services, Academic Senate Representative, Classified Senate Representative
<b>Membership</b>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
<b>Approved/Revised</b>	TBD
<b>Support Staff</b>	Executive Administrative Assistant to the Chief Human Resources Officer



## Chancellor's Council Constitution

As approved 5/3/22

<b>DISTRICT SABBATICAL SUBCOMMITTEE</b>	
<b>SUBCOMMITTEE OF: DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE</b>	
<b>Charge</b>	TBD
<b>Meeting Schedule</b>	Will continue to meet in accordance with Article 18 of the CTA CBA.
<b>Attendance Location</b>	District Boardroom Zoom: TBD
<b>Tri-Chairs</b>	Vice Chancellor of Human Resources & Police Services Academic & Classified Senate Representatives
<b>Membership</b>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
<b>Approved/Revised</b>	TBD
<b>Support Staff</b>	Executive Administrative Assistant to the Chief Human Resources Officer



# Chancellor's Council Constitution

As approved 5/3/22

FACILITIES ADVISORY COMMITTEE	
<b>Charge</b>	<p>The Facilities Advisory Committee is an advisory committee to the Chancellor's Council. The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Sharing information relating to the planning, design and construction of districtwide facilities.</li> <li>• Providing quarterly updates on the progress of bond projects.</li> <li>• Reviewing and making recommendations to Districtwide Safety Plans.</li> <li>• Reviewing and making recommendations to Districtwide Security Plans</li> <li>• Advancing actions that promote safe, adequate, and well-maintained facilities.</li> <li>• Reviewing and making recommendations for a Zero Net Energy Plan and Sustainability Plan.</li> <li>• Providing a Sustainability Progress Report.</li> </ul>
<b>Meeting Schedule</b>	2nd Wednesdays @ 9am
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/94289042512">https://cccconfer.zoom.us/j/94289042512</a>
<b>Co-Chairs</b>	<p>Director of Facilities Planning, Emergency Management &amp; Construction            Associate Director of Energy, Sustainability &amp; Safety Administration</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Director, Facilities Planning, Emergency Management &amp; Construction – Chair</li> <li>• Vice President of Administration from each campus</li> <li>• Facilities Director from each campus</li> <li>• Associate Director of Energy, Sustainability &amp; Safety Administration</li> <li>• Measure CC Campus Project Manager from each campus</li> <li>• Environmental, Health &amp; Safety Administrator</li> <li>• Facilities Project Manager</li> <li>• Emergency Manager</li> <li>• Associated Student Government president or designee from each campus</li> <li>• KVCRA representative, appointed by KVCRA general manager</li> <li>• EDCT representative, appointed by EDCT Executive Director</li> <li>• Print Shop representative, appointed by supervisor, printing services</li> <li>• TESS representative, appointed by Chief Technology Officer</li> <li>• Police Department representative, appointed by the Chief of Police</li> <li>• Faculty representatives from each campus, appointed by academic senate presidents</li> <li>• CTA representative, appointed by CTA president</li> <li>• CSEA representative, appointed by CSEA president</li> <li>• Classified representatives from each campus, appointed by classified senate presidents</li> <li>• Classified representative, DSO appointed by classified senate presidents</li> <li>• Black Faculty &amp; Staff representative, appointed by BFSAs president</li> <li>• Latino Faculty, Staff, &amp; Administrators Association representative, appointed by LFSA president</li> <li>• Asian Pacific Islander Association representative, appointed by APIA president</li> </ul>
<b>Approved/Revised</b>	10/27/21
<b>Support Staff</b>	Administrative Assistant II



## Chancellor's Council Constitution

As approved 5/3/22

POLICIES & PROCEDURES ADVISORY COMMITTEE	
<b>Charge</b>	The Policy and Procedures Advisory Committee is an advisory committee to the Chancellor's Council. The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures (AP) and Board Policies (BP). The workgroup will ensure a continuous evaluation of the APs and BPs, will create taskforces, and invite subject matter experts, including students, when appropriate, for input in the process. The committee forwards recommendations for changes to APs/BPs to the Chancellor's Council.
<b>Meeting Schedule</b>	2nd Monday @ 3pm
<b>Attendance Location</b>	Zoom: <a href="https://cccconfer.zoom.us/j/91470895848">https://cccconfer.zoom.us/j/91470895848</a>
<b>Co-Chairs</b>	Executive Vice Chancellor Vice Chancellor of Human Resources & Police Services
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Co-Chair</li> <li>• Vice Chancellor of HR &amp; Police Services, Co-Chair</li> <li>• Confidential Group Lead, or designee</li> <li>• Management representative from each college, appointed by college presidents</li> <li>• POA representative, appointed by POA president</li> <li>• Faculty representative from each campus, appointed by academic senate presidents</li> <li>• CTA representative, appointed by CTA president</li> <li>• Classified representatives from each campus, appointed by classified senate presidents</li> <li>• Classified representative from DSO, appointed by classified senate presidents</li> <li>• CSEA representative, appointed by CSEA president</li> <li>• Black Faculty &amp; Staff representative, appointed by BFSA president</li> <li>• Latino Faculty, Staff, &amp; Administrators Association representative, appointed by LFSA president</li> <li>• Associated Student Government president or designee from each campus Asian Pacific Islander Association representative, appointed by APIA president</li> </ul>
<b>Approved/Revised</b>	Reviewed 10/11/21
<b>Support Staff</b>	Senior Executive Administrative Assistant Executive Administrative Assistant to the Chief Human Resources Officer