

CITY COLLEGE OF  
SAN FRANCISCO

*SHARED GOVERNANCE  
HANDBOOK  
- 2009 -*

OFFICE OF SHARED GOVERNANCE  
FEBRUARY 2009



*CCSF SHARED GOVERNANCE  
SYSTEM*

*COLLEGIAL GOVERNANCE  
SYSTEM*

*COLLEGE ADVISORY  
GOVERNANCE SYSTEM*

*PLANNING AND BUDGETING  
GOVERNANCE SYSTEM*

*ORGANIZATIONAL CHART*

*DIRECTORY OF  
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*DIRECTORY OF  
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# City College of San Francisco Shared Governance System

**BOARD OF TRUSTEES**

**CHANCELLOR**

**ACADEMIC SENATE COUNCIL**

**ACADEMIC POLICIES**

- |                    |                         |
|--------------------|-------------------------|
| Basic Skills       | Cal-Works               |
| CSU-UC Breadth     | Continuing Education    |
| Contract Education | Distance Learning       |
| Grading Policies   | Honors                  |
| International Ed.  | K-12 Partnership        |
| Non-Credit Issues  | Registration/Enrollment |
| TLTR               | Transfer Issues         |

Career and Tech.

**CURRICULUM**

**STAFF DEVELOPMENT**

**STUDENT PREP/SUCCESS**

- |                   |                |
|-------------------|----------------|
| Concert/Lecture   | Financial Aid  |
| Grades and Files  | Graduation     |
| Matriculation     | Scholarship    |
| Student Complaint | Student Equity |

COLLEGIAL GOVERNANCE SYSTEM

**COLLEGE ADVISORY COUNCIL**

**COLLEGE DIVERSITY**

Sexual Harassment

**COMMITTEE ON INFORMATION AND PUBLIC RECORDS**

**COMMUNICATIONS**

- |                  |                       |
|------------------|-----------------------|
| EATV Advisory    | Publications Advisory |
| Website Advisory |                       |

**INFORMATION TECH POLICIES**

Adm. App. Advisory

COLLEGIAL ADVISORY GOVERNANCE SYSTEM

**PLANNING AND BUDGETING COUNCIL**

**CPAC**

**FPAC**

**PROGRAM REVIEW**

**RESEARCH**

**FACILITIES REVIEW**

- |                 |                        |
|-----------------|------------------------|
| Health & Safety | Parking/Transportation |
| Sustainability  | Works of Art           |

BUDGET & PLANNING GOVERNANCE SYSTEM



## **BACKGROUND**

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### ***CCSF Shared Governance System***

In September of 1993, the Board of Trustees of the San Francisco Community College District established the City College of San Francisco Shared Governance System, in accordance with Assembly Bill 1725 (AB 1725). The CCSF Shared Governance organization consists of three systems, each with a set of permanent committees. All members of the City College community – students, faculty, classified and administrators -- are represented in these committees. The committees may establish sub-committees and task forces, wherever needed and appropriate.

### ***Collegial Governance System***

Four main committees address issues related to academic policies, student preparation and success, curriculum and staff development. All recommendations from these committees go to the Vice Chancellor of Academic Affairs and the Executive Council of the Academic Senate for review and approval before going to the Chancellor and ultimately to the Board.

### ***College Advisory Governance System***

Policies and recommendations from the committees in this system go the College Advisory Council comprised of senior administrators and representatives from the major student, faculty and classified organizations. The recommendations are advisory to the Chancellor and the Board.

### ***Budget and Planning Governance System***

The main committee in this system is the Planning and Budget Council. All recommendations are advisory to the Chancellor and the Board.

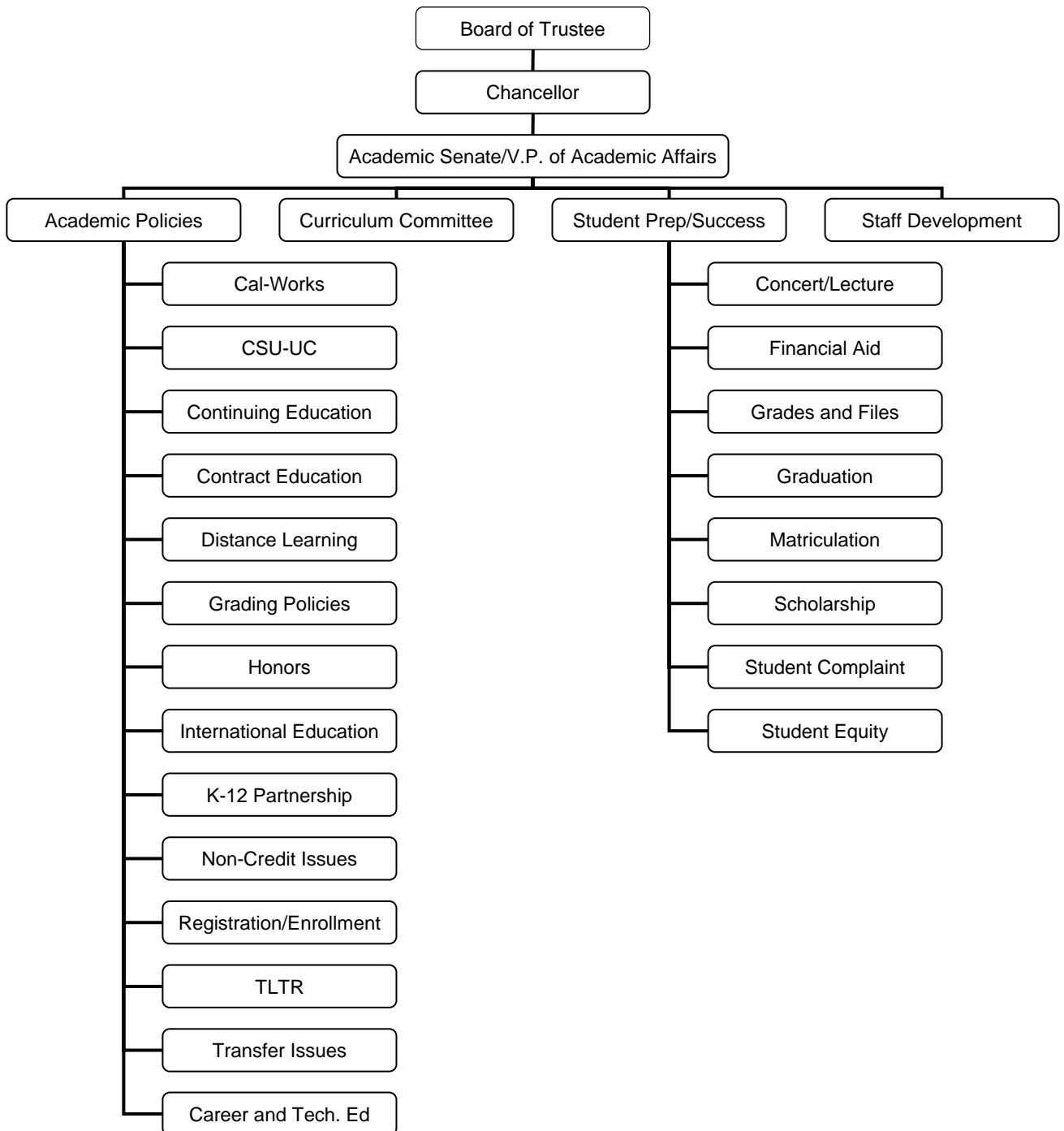
Appointments to the committees, subcommittees and task forces are made by the appropriate appointing body of the four constituent groups (*See page 33*). Over 400 members of the college constituent groups participated in the work of the CCSF Shared Governance System.



# ***COLLEGIAL GOVERNANCE SYSTEM***



# COLLEGIAL GOVERNANCE SYSTEM





**ACADEMIC SENATE****PURPOSE**


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*The purpose of the Council shall be, as the representative of the Senate, to make recommendations to the Administration, the Board of Trustees, and to other appropriate individuals and bodies regarding academic and professional matters; and, as provided by law and agreement, to make joint decisions with the Board of Trustees with respect to academics and professional matters; and to inform the Senate of current issues and hold meetings for discussion.*

**MEMBERSHIP**

The Council shall consist of 29 members elected at large, subject to the following provision: that no more than three Senate members from a department, as defined by the Bylaws, shall serve on the Council at one time, except ESL, which shall have no more than six. The election of Council members shall be by secret ballot, and shall be conducted each year by an Election Commission appointed by the Council. Council members shall serve for a two-year term beginning on the day of the last Council meeting of the semester in which the election was held.

**Senate President:** Hal Huntsman (F) 452-5261

**ACADEMIC POLICIES COMMITTEE****PURPOSE:**


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*Recommends policies related to degree and certificate requirements: development of new instruction programs including vocational education, contract education, community services international education, grading articulation agreements between City College and other education institutions, CSU-UC breadth requirements, graduation requirements, telecourses and distance learning, and other academic and professional issues not directly within the purpose and function of the Curriculum Committee, Staff Development Committee of the Student Preparation/Student Success Committee.*

**Committee Chair:** Fred Teti (F) 239-3357

**Committee Membership:**

Administrators	5
Classified	1
Faculty	9
Students	2

<b>SUBCOMMITTEES OF THE ACADEMIC POLICIES COMMITTEE</b>
---

**BASIC SKILLS****PURPOSE:**

To provide leadership in basic skills by researching, evaluating, and promoting best practices in basic skills with the purpose of forming recommendations on organizational structure, program comprehensiveness, and classroom practices that will improve the teaching and learning of basic skills content.

**Committee Co-Chair:** Mary Bravewoman (F) 239-3362  
**Co-Chair:** Maria Rosales-Uribe (F) 241-2376

**Committee Membership:** Unlimited

**CSU-UC BREADTH****PURPOSE:**

Applies established criteria for transferability of CCSF courses and informs departments about criteria.

**Committee Chair:** Deanna Abma (A) 239-3583

**Committee Membership:** Administrators 2  
 Classified 1  
 Faculty 3 (1 from the Curriculum Committee)  
 Students 1

**CAL-WORKS ADVISORY****PURPOSE:**

To advise on matters concerning the Cal-Works Program.

**Committee Chair:** Jane Sneed (F) 920-6042

**Committee Membership:** Administrators 5  
 Classified 3  
 Faculty 10  
 Students 3

**CAREER & TECH EDUCATION****PURPOSE:**

Develops/promotes Vocational Educational Master Plan. Furthermore, reviews, recommends, and acts on matters regarding Vocational Education, including VATEA.

**Committee Chair:** Vacant

**Committee Membership:** Unlimited

**CONTINUING EDUCATION****PURPOSE:**

*Oversees classes and activities under community services and advises Dean in charge of community services.*

**Committee Chair:** Vacant

**Committee Membership:**

Administrators	2
Classified	1
Faculty	4
Students	1

**CONTRACT EDUCATION****PURPOSE:**

*To establish goals, objectives and guidelines. To assist in marketing of contract education internally and externally. To advise Dean in charge of contract education.*

**Committee Chair:** Vacant

**Committee Membership:**

Administrators	1
Classified	1
Faculty	8
Students	1

**DISTANCE LEARNING ADVISORY****PURPOSE:**

*To advise on selection of courses and establish procedures for selection of courses.*

**Committee Chair:** David Dore (F) 239-3709

**Committee Membership:**

Administrators	1 (Dean of School of Liberal Arts/Resource)
Classified	1
Faculty	6
Students	1

**GRADING POLICIES****PURPOSE:**

*Recommends changes in grading per Title V. and recommends grading policies.*

**Committee Chair:** Vacant

**Committee Membership:**

Administrators	3
Classified	1
Faculty	6 (1 from APC, 1 from Reg/Enr 1 N/C)
Students	1

**HONORS****PURPOSE:**

*To Supervise implementation of Honors plan and to advise on honor courses.*

**Committee Chair:** Sam Kudsi (F) 239-3376

**Committee Membership:** Administrators 2  
Classified 1  
Faculty 5  
Students 2

**INTERNATIONAL EDUCATION****PURPOSE:**

*Recommends policies and discusses issues related to international educations.*

**Committee Chair:** Leslie Pahl (F) 452-5578

**Committee Membership:** Unlimited

**K-12 PARTNERSHIP****PURPOSE:**

*The subcommittee recommends policies as they relate to K-12 Partnership functions such as: Articulation, Outreach, Concurrent Enrollment, Faculty Collaboration, Community Service, Parent Outreach, Professional Development, Information Sharing, Shared Facilities and Joint Research.*

**Committee Chair:** Laurie Scolari (A) 239-3310

**Committee Membership:** Administrators 4  
Classified 1  
Faculty 8 (1 credit, 1 non-credit counseling)  
Students 1

**NON-CREDIT ISSUES****PURPOSE:**

*Recommends policies related to non-credit instruction and issues. Seeks information regarding non-credit and informs faculty.*

**Committee Chair:** Jane Sneed (F) 920-6042

**Committee Membership:** Unlimited

**REGISTRATION/ENROLLMENT****PURPOSE:**

*Recommends policies on all aspects of registration, including add/drop and enrollment priorities.*

<b>Committee Chair:</b>	<i>Darlene Alioto</i>	<i>(F)</i>	<i>239-3330</i>
<b>Committee Membership:</b>	<i>Administrators</i>	<i>2</i>	<i>(From the Provost office)</i>
	<i>Classified</i>	<i>1</i>	
	<i>Faculty</i>	<i>8</i>	<i>(1 credit, 1 non-credit counseling)</i>
	<i>Students</i>	<i>2</i>	

**TEACHING, LEARNING AND TECHNOLOGY ROUNDTABLE****PURPOSE:**

*Recommends policies for the use of technology in instructional support and student services.*

<b>Committee Co-Chair:</b>	<i>Carmen Lamha</i>	<i>(F)</i>	<i>239-3396</i>
	<i>Terry Hall</i>	<i>(A)</i>	<i>239-3363</i>
<b>Committee Membership:</b>	<i>Administrators</i>	<i>4</i>	
	<i>Classified</i>	<i>4</i>	
	<i>Faculty</i>	<i>10</i>	
	<i>Students</i>	<i>2</i>	

**TRANSFER ISSUES ADVISORY****PURPOSE:**

*Implements Educational Code Regulations concerning City College of San Francisco's Transfer Center. In addition, the subcommittee will address all transfer issues recommendations contained in the Transfer Enhanced Plan.*

<b>Committee Chair:</b>	<i>Donna Hayes</i>	<i>(F)</i>	<i>239-3313</i>
<b>Committee Membership:</b>	<i>Administrators</i>	<i>3</i>	
	<i>Classified</i>	<i>1</i>	
	<i>Faculty</i>	<i>10</i>	
	<i>Students</i>	<i>3</i>	

**CURRICULUM COMMITTEE****PURPOSE**


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*Recommends new course and program offerings and revisions in title, prerequisites, student units, descriptions of existing course.*

**Committee Chair:** Bob Davis (F) 452-5242

**Committee Membership:**

Administrators	6
Classified	1
Faculty	18
Students	2

**STAFF DEVELOPMENT COMMITTEE****PURPOSE**


---

*Develops guidelines for the appropriate expenditure of monies allocated to the committee for the staff development needs of all segments of the college. Solicits input regarding content of flex day program, helps plan program, and recommends flex calendar policies. Develops and recommends college-wide staff development.*

**Committee Chair:** Clara Starr (A) 241-2249

**Committee Membership:**

Administrators	4
Classified	4
Faculty	4
Student	1 (Non-voting)

**STUDENT PREPARATION/SUCCESS COMMITTEE****PURPOSE**


---

*Recommends policies related to student preparation and success and policies that concern the offices reporting to Student development deans, and promotes student success within and beyond the classroom by increasing awareness of, and access to, resources across all campuses while recognizing the range of talents, experiences and backgrounds that students bring to City College of San Francisco.*

**Committee Chair:** Vacant

**Committee Membership:**

Administrators	4
Classified	2
Faculty	7
Students	2

**SUBCOMMITTEES OF THE STUDENT SUCCESS/PREPARATION COMMITTEE****CONCERT & LECTURE****PURPOSE:**

*To develop programs and respond to proposals which will enhance the students experience at the College. To fund programs which will meet the diverse needs of the College Community.*

**Committee Chair:** Stephanie Lyons (F) 239-3580

**Committee Membership:**

Administrators	2
Classified	2
Faculty	3 (1 credit, 1 non-credit counseling)
Students	3

**FINANCIAL AID ADVISORY****PURPOSE:**

*To provide planning and to advise the Student Preparation/Success Committee in the area of financial aid.*

**Committee Chair:** Maria Pena (A) 239-3961

**Committee Membership:**

Administrators	2
Classified	2
Faculty	2
Students	4

**GRADES & FILES****PURPOSE:**

*To hear student petitions for change of grades. The Subcommittee forwards its recommendation to the Chancellor.*

**Committee Chair:** Mary Adams (F) 239-3284

**Committee Membership:**

Faculty	2
Students	6

**GRADUATION****PURPOSE:**

*To oversee the planning and coordination for the Annual Graduation Exercises.*

**Committee Chair:** Rod Santos (A) 239-3211

**Committee Membership:**

Administrators	2
Classified	2
Faculty	3
Students	4

**MATRICULATION ADVISORY****PURPOSE:**

*To monitor and insure that Matriculation funds are spent to meet the needs of our students and in accordance to the requirements of the State Chancellor's Office.*

**Committee Chair:** Carl Jew (A) 239-3853

**Committee Membership:** Administrators 5  
 Classified 4  
 Faculty 8 (4 Counselors – 1 EOPS, 1 CDPC,  
 1 Phelan, 1 Campuses / 4 Instructors –  
 1 English, 1 Math, 1 ESL, 1 Voc. Ed)  
 Students 3

**SCHOLARSHIP****PURPOSE:**

*To review, assess and make recommendations to applications from students for scholarships.*

**Committee Chair:** Ellen Wall (F) 239-3394

**Committee Membership:** Unlimited

**STUDENT COMPLAINT****PURPOSE:**

*To develop procedures to address student grievances.*

**Committee Chair:** Vacant

**Committee Membership:** Unlimited

**STUDENT EQUITY****PURPOSE:**

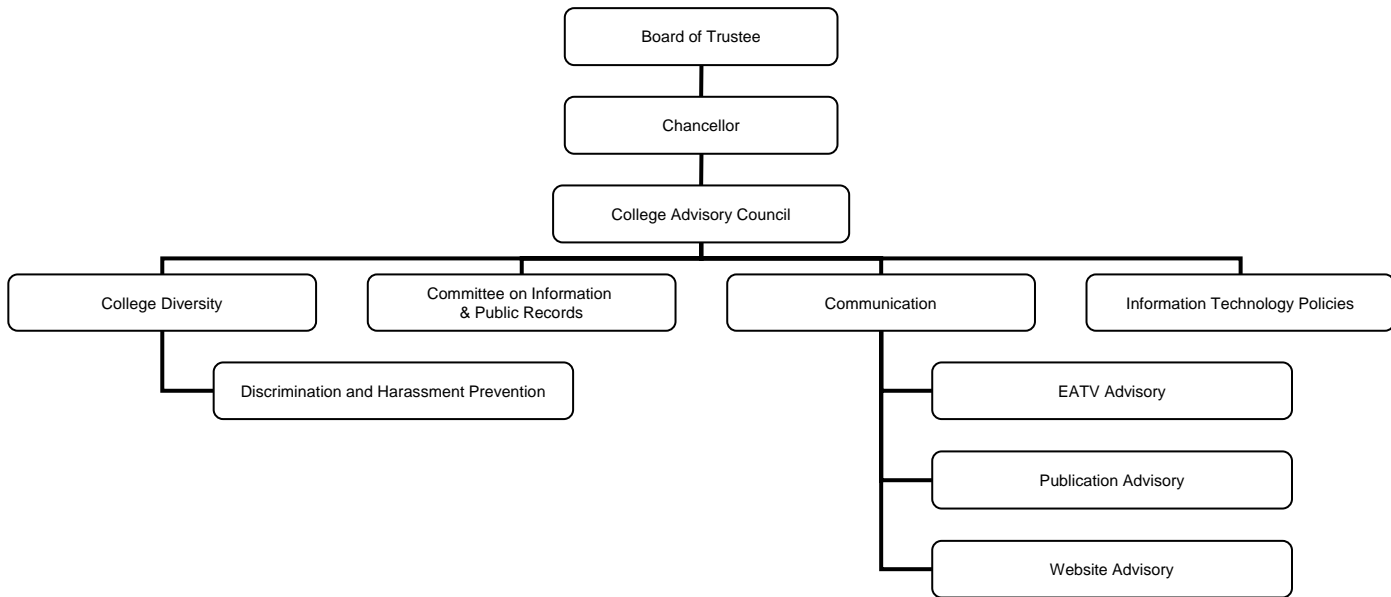
**Committee Chair:** Vacant

**Committee Membership:** Faculty 8

***COLLEGE ADVISORY GOVERNANCE SYSTEM***



# COLLEGE ADVISORY GOVERNANCE SYSTEM





**COLLEGE ADVISORY COUNCIL****PURPOSE**

*The College Advisory Council will coordinate policy development and make recommendations in areas not under the leadership of the Academic Senate. The College Advisory Council shall receive and review all recommendation from the college standing committees (of the College Advisory Governance System). The Council's recommendations shall be forwarded to the Chancellor who shall make final recommendations to the Board of Trustee.*

**Committee Chair:** Dr. Don Q. Griffin (A) 239-3303

**Committee Membership:**

Administrators	4
Classified	3
Faculty	3
Students	3

**COLLEGE DIVERSITY COMMITTEE****PURPOSE**

*The exploration and identification of key curriculum/across-the-curriculum issues that relate to the issues of diversity and advise the Curriculum Committee accordingly. Identify key faculty and staff development issues, ideas and training opportunities related to diversity and advise the Staff Development Committee accordingly. Identify potential resources that can be utilized to assist the district in achieving its goals and objectives related to diversity. Identify diversity issues that impact negatively on student success and retention and advise the Student Preparation/Success Committee accordingly.*

**Committee Chair:** Dr. Don Q. Griffin (A) 239-3303

**Committee Membership:**

Administrators	4
Classified	4
Faculty	4
Students	4

**SUBCOMMITTEES OF THE COLLEGE DIVERSITY COMMITTEE****DISCRIMINATION & HARASSMENT PREVENTION SUBCOMMITTEE****PURPOSE**

*To prevent unlawful discrimination and harassment at all City College of San Francisco campuses through education and intervention.*

**Committee Chair:** Rick Kappa (F) 561-1875

**Committee Membership:**

Administrators	3
Classified	6
Faculty	12
Students	2

**COMMITTEE ON INFORMATION AND PUBLIC RECORDS****PURPOSE**


---

*The Committee on Information and Public Records shall have oversight responsibility for reviewing level of access to and the dissemination of information about the activities and decisions of the CCSF Shared Governance councils, committees and sub-committees. The committee shall conduct periodic reviews of the work of the Office of Shared Governance and the various shared governance committees to ensure that the agendas are posted in a timely fashion, minutes are recorded and minutes are made available to CCSF internal and external constituencies through the College's website and publications.*

*This committee will make an annual report to the College Advisory Council on the activities and actions of the College's Shared Governance system. This annual report will also be distributed to the CCSF college community.*

**Committee Chair:** Attila Gabor (C) 239-3812

**Committee Membership:**

Administrators	3
Classified	3
Faculty	3
Students	3

**COMMUNICATION COMMITTEE****PURPOSE**


---

*Recommends policies related to college communications, publications and other media including educational access television, KCSF Radio, and the front page of the college website.*

**Committee Chair:** Francine Podenski (F) 239-3351

**Committee Membership:**

Administrators	3
Classified	3
Faculty	3
Students	3

**SUBCOMMITTEES OF THE COMMUNICATION COMMITTEE**

**EATV ADVISORY SUBCOMMITTEE**

**PURPOSE**

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*Reviews and recommends programming improvements for EAtv-Ch27.*

**Committee Chair:** Vacant

**Committee Membership:** Open

**PUBLICATION ADVISORY SUBCOMMITTEE**

**PURPOSE**

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*Reviews and recommends improvements for college printed publications such as City Currents, the College Catalog, the College Class Schedule, business cards, and promotional materials such as brochures.*

**Committee Chair:** Tom Blair (F) 239-3223

**Committee Membership:** Open

**WEBSITE ADVISORY SUBCOMMITTEE**

**PURPOSE**

---

*Reviews and recommends improvements for the college website front page and the transitional pages that link the front page info to websites for offices, services, and departments.*

**Committee Chair:** Beth Cataldo (F) 452-5107

**Committee Membership:** Open

**INFORMATION TECHNOLOGY POLICIES COMMITTEE****PURPOSE**


---

*The ITPC is the central planning and policy coordination committee established within the framework of the College Governance System and serving as the focal point for administrative and academic technology issues.*

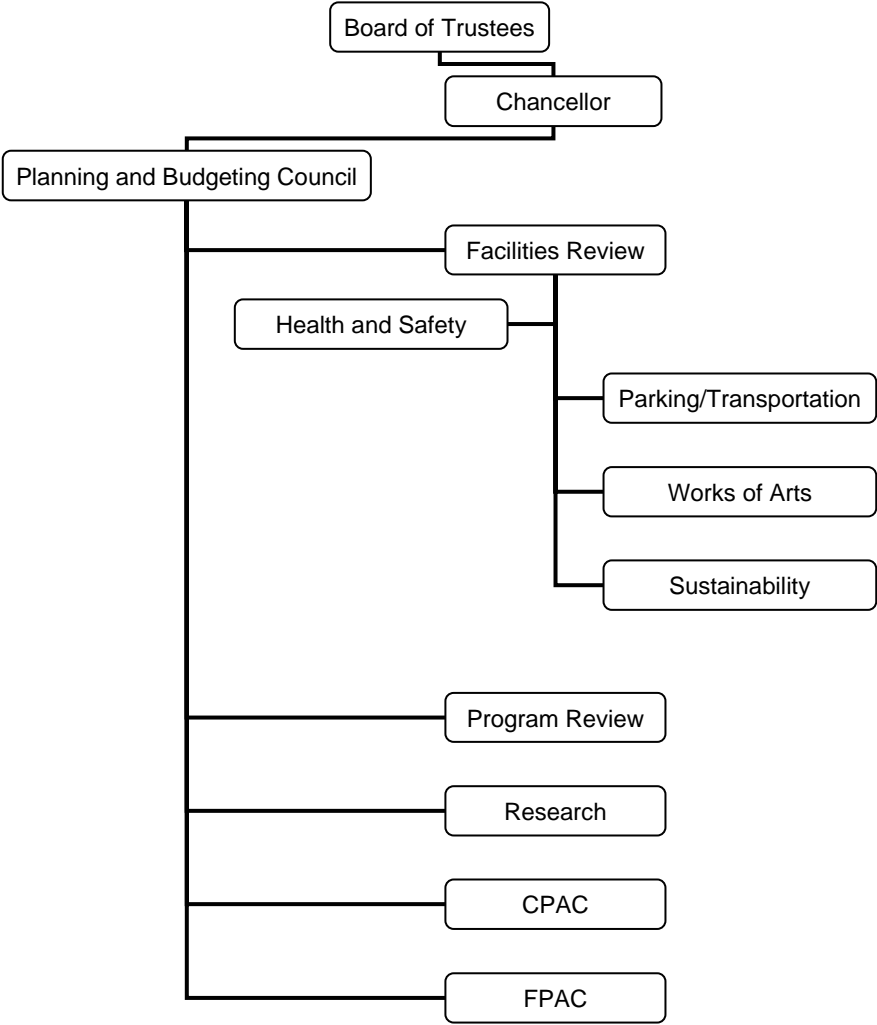
**Committee Chair:**            *David Yee*                    (F)    239-3467

**Committee Membership:**    *Administrators*            3  
    *Classified*                    3  
    *Faculty*                        3  
    *Students*                     2

***BUDGET AND PLANNING GOVERNANCE SYSTEM***



# BUDGET AND PLANNING GOVERNANCE SYSTEM





**PLANNING AND BUDGETING COUNCIL**

**Purpose:**

*The council shall serve as a standing committee within the CCSF shared governance system with the specific charge to provide guidance in the overall planning system for CCSF, participate in the development of plans (including the strategic plan and annual plans), review and recommend the annual budget (including unity and plans and budgets), and participate in the semi-annual assessment of accomplishments and outcomes. The Council makes planning and budgeting recommendations directly to the Chancellor, who makes decisions on final plans and budgets to be recommended to the Board of Trustees for adoption. The Council also may make recommendations on the overall policies and procedures for the development of plans and budgets at CCSF.*

**Committee Chair:** Dr. Don Q. Griffin (A) 239-3303

**Committee Membership:**

Administrators	5
Classified	4
Faculty	7 (4 by Academic Senate, 2 from DCC, 1 by AFT 2121)
Students	4

**BUDGET AND PLANNING GOV. SYSTEM SUBCOMMITTEES**

**CLASSIFIED POSITION ALLOCATION COMMITTEE**

**PURPOSE**

*Allocates according to set priority criteria of all new and upgrade classified position requests. Requests and evaluates the distribution of Classified positions, district wide. Post facto review of Personal Service Contracts. If position becomes vacant during the year, are placement can be hired without first being processed by the subcommittee. However, Post Facto review will occur of all existing classified positions, which are filled under these criteria.*

**Committee Chair:** David Gallerani (C) 452-5452

**Committee Membership:**

Administrators	2
Classified	2
Faculty	2

**FACULTY POSITION ALLOCATION COMMITTEE**

**PURPOSE**

*Allocates according to set priority criteria of all faculty position requests*

<b>Committee Chair:</b>	Alice Murillo	(A)	239-3322
<b>Committee Membership:</b>	Administrators	3	
	Faculty	3	

**RESEARCH**

-- Inactive --

**PURPOSE**

*Reviews and revises the draft Accountability Atlas in order to establish an annual accountability report to the State Chancellor's Office. The Atlas will be then periodically reviewed by the subcommittee and the Master Plan Committee. Establishes a set of local accountability indicators specific to the needs of City College. Data and information on such indicators will also be published annually and utilized in the College's budgeting and planning system, and program review. Establishes and annual research project agenda for the College and review and provide feedback on research projects throughout the academic year.*

<b>Committee Chair:</b>	Robert Gabriner	(A)	239-3014
<b>Committee Membership:</b>	Administrators	2	
	Classified	2	
	Faculty	2	
	Students	2	

**FACILITIES REVIEW COMMITTEE**

**Purpose:**

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*The Facilities Committee makes recommendations on both long-range and short-range facilities plans for all college campuses based upon the College's priorities. The Chancellor shall reserve the right to set deadlines for a committee advisory recommendation. The Committee shall report recommendations to the Chancellor and the Planning and Budgeting Council.*

<b>Committee Chair:</b>	Peter Goldstein	(A)	241-2229
<b>Committee Membership:</b>	Administrators	4	
	Classified	3	
	Faculty	4	
	Students	2	

**SUBCOMMITTEES OF THE FACILITIES REVIEW COMMITTEE**

**PARKING AND TRANSPORTATION**

**PURPOSE**

*To advise on parking and public and other forms of transportation relevant to the College District.*

**Committee Chair:** Shawn Yee (C) 452-5726

**Committee Membership:**

Administrators	3
Classified	3
Faculty	3
Students	3

**SUSTAINABILITY**

**PURPOSE**

*To assure long-term oversight and successful implementation of the CCSF Sustainability Plan, as well as to serve as a central resource to ensure effective partnerships between departments, training programs, awareness campaigns, local community organizations, businesses and the City of San Francisco’s Department of the Environment.*

**Committee Chair:** Veronica Hunnicutt (A) 550-4348

**Committee Membership:** Unlimited

**WORKS OF ART**

**PURPOSE**

*Implementation of selection process under the guidance of the art coordinator. Participate fully in the art program process. Make exhibition recommendations. Ensure that the goals and objectives of the program are met.*

**Committee Chair:** Vacant

**Committee Membership:** Unlimited

**HEALTH AND SAFETY**

**PURPOSE:**

*Recommends policies pertaining to the safety of students and college employees. This committee is established through collective bargaining agreements with SEIU 790 and AFT 2121.*

<b>Committee Chair:</b>	Peter Goldstein	(A)	241-2229
<b>Committee Membership:</b>	Administrators	2	
	Classified	2	
	Faculty	2	
	Students	2	

**PROGRAM REVIEW COMMITTEE**

**PURPOSE:**

---

*To develop criteria for judgment of reports. To review reports and recommendations. To review and refine Program Review process.*

<b>Committee Co-Chairs:</b>	Alice Murillo	(A)	239-3322
	Loren Bell	(F)	239-3409
<b>Committee Membership:</b>	Administrators	3	
	Classified	2	
	Faculty	4	
	Students	2	

***COMMITTEE CHAIRS DIRECTORY***



**DIRECTORY OF SHARED GOVERNANCE COMMITTEE CHAIRS**

<b>Committee</b>	<b>Chair</b>	<b>Phone</b>	<b>E-mail</b>	<b>Mail Box</b>
<b>-- A --</b>				
<b>Academic Senate</b>	Hal Huntsman	452-5261	<a href="mailto:shuntsma@ccsf.edu">shuntsma@ccsf.edu</a>	L-328
Academic Policies	Fred Teti	239-3357	<a href="mailto:fteti@ccsf.edu">fteti@ccsf.edu</a>	L-254
<b>-- B --</b>				
Basic Skills (Co-Chair)	Hal Huntsman Maria Rosales-Uribe	452-5261 241-2376	<a href="mailto:shuntsma@ccsf.edu">shuntsma@ccsf.edu</a> <a href="mailto:marosale@ccsf.edu">marosale@ccsf.edu</a>	L-328 Gough
<b>-- C --</b>				
CSU-UC Breadth	Deanna Abma	239-3583	<a href="mailto:dabma@ccsf.edu">dabma@ccsf.edu</a>	C-308
CAL-WORKS	Jane Sneed	920-6042	<a href="mailto:jsneed@ccsf.edu">jsneed@ccsf.edu</a>	MIS
Career & Tech Education	Vacant			
Classified Position Allocation	David Gallerani	452-5452	<a href="mailto:dgaller@ccsf.edu">dgaller@ccsf.edu</a>	R-501
<b>College Advisory Council</b>	Don Q. Griffin	239-3303	<a href="mailto:dgriffin@ccsf.edu">dgriffin@ccsf.edu</a>	E-200
College Diversity	Don Q. Griffin	239-3303	<a href="mailto:dgriffin@ccsf.edu">dgriffin@ccsf.edu</a>	E-200
Communication	Francine Podenski	239-3351	<a href="mailto:fpodenks@ccsf.edu">fpodenks@ccsf.edu</a>	A-6
Concert & Lecture	Stephanie Lyons	239-3580	<a href="mailto:slyons@ccsf.edu">slyons@ccsf.edu</a>	L-230
Continuing Education	Vacant			
Contract Education	Vacant			
Curriculum	Bob Davis	452-5242	<a href="mailto:rdavis@ccsf.edu">rdavis@ccsf.edu</a>	A-34
<b>-- D --</b>				
Discrimination/Harassment	Rick Kappra	561-1875	<a href="mailto:rkappra@ccsf.edu">rkappra@ccsf.edu</a>	ALE
Distance Learning Advisory	David Dore	239-3709	<a href="mailto:ddore@ccsf.edu">ddore@ccsf.edu</a>	C-106
<b>-- E --</b>				
EATV Advisory	Vacant			
<b>-- F --</b>				
Facilities Review	Peter Goldstein	241-2229	<a href="mailto:pgoldste@ccsf.edu">pgoldste@ccsf.edu</a>	GOUGH
Faculty Position Allocation	Alice Murillo	239-3322	<a href="mailto:amurillo@ccsf.edu">amurillo@ccsf.edu</a>	C-308
Financial Aid Advisory	Ellen Wall	239-3961	<a href="mailto:lpena@ccsf.edu">lpena@ccsf.edu</a>	FAO

<b>Committee</b>	<b>Chair</b>	<b>Phone</b>	<b>E-mail</b>	<b>Mail Box</b>
<b>-- G --</b>				
Grades and Files	Mary Adams	239-3284	<a href="mailto:madams@ccsf.edu">madams@ccsf.edu</a>	L-141
Grading Policies	Vacant			
Graduation	Ron Santos	239-3211	<a href="mailto:rsantos@ccsf.edu">rsantos@ccsf.edu</a>	E-106
<b>-- H --</b>				
Health and Safety	Peter Goldstein	241-2229	<a href="mailto:pgoldste@ccsf.edu">pgoldste@ccsf.edu</a>	GOUGH
Honors	Sam Kudsi	239-3376	<a href="mailto:skudsi@ccsf.edu">skudsi@ccsf.edu</a>	L-221
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Information & Public Records	Attila Gabor	239-3812	<a href="mailto:agabor@ccsf.edu">agabor@ccsf.edu</a>	E-208
Information Tech. Policies	David Yee	239-3467	<a href="mailto:dyee@ccsf.edu">dyee@ccsf.edu</a>	S-16
International Education	Leslie Pahl	452-5578	<a href="mailto:lpahl@ccsf.edu">lpahl@ccsf.edu</a>	R-205
<b>-- K --</b>				
K-12 Partnership	Laurie Scolari	239-3310	<a href="mailto:scolari@ccsf.edu">scolari@ccsf.edu</a>	E-205
<b>-- M --</b>				
Matriculation	Carl Jew	239-3853	<a href="mailto:cjew@ccsf.edu">cjew@ccsf.edu</a>	E-204
<b>-- N --</b>				
Non-Credit Issues	Jane Sneed	920-6042	<a href="mailto:jsneed@ccsf.edu">jsneed@ccsf.edu</a>	Mis
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Parking & Transportation	Shaw Yee	452-5726	<a href="mailto:sbyee@ccsf.edu">sbyee@ccsf.edu</a>	SU-205
<b>Planning/Budgeting Council</b>	Don Q. Griffin	239-3303	<a href="mailto:dgriffin@ccsf.edu">dgriffin@ccsf.edu</a>	E-200
Program Review Co-Chairs	Alice Murillo Loren Bell	239-3322 239-3409	<a href="mailto:amurillo@ccsf.edu">amurillo@ccsf.edu</a> <a href="mailto:lbell@ccsf.edu">lbell@ccsf.edu</a>	C-308 L-231
Publication Advisory	Tom Blair	239-3223	<a href="mailto:tblair@ccsf.edu">tblair@ccsf.edu</a>	A-74

<b>Committee</b>	<b>Chair</b>	<b>Phone</b>	<b>E-mail</b>	<b>Mail Box</b>
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Registration Enrollment	Darlene Alioto	239-3330	<a href="mailto:dalioto@ccsf.edu">dalioto@ccsf.edu</a>	L-136
Research	Vacant			
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Scholarship	Ellen Wall	239-3394	<a href="mailto:ewall@ccsf.edu">ewall@ccsf.edu</a>	L-183
Staff Development	Clara Starr	241-2249	<a href="mailto:cstarr@ccsf.edu">cstarr@ccsf.edu</a>	GOUGH
Student Complaint	Vacant			
Student Equity				
Student Prep/Success	Vacant			
Sustainability	Veronica Hunnicutt	550-4348	<a href="mailto:vhunnic@ccsf.edu">vhunnic@ccsf.edu</a>	SEC
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TLTR (Co-Chair)	Carmen Lamha Terry Hall	239-3396 239-3363	<a href="mailto:clamha@ccsf.edu">clamha@ccsf.edu</a> <a href="mailto:thall@ccsf.edu">thall@ccsf.edu</a>	S-98 C-308
Transfer Issues Advisory	Donna Hayes	239-3313	<a href="mailto:dhayes@ccsf.edu">dhayes@ccsf.edu</a>	A-64
<b>-- W --</b>				
Website Advisory	Beth Cataldo	452-5107	<a href="mailto:bcataldo@ccsf.edu">bcataldo@ccsf.edu</a>	C-339
Works of Art	Vacant			



## **DIRECTORY OF APPOINTING BODIES AND OTHER CONTACTS**

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### **APPOINTMENTS**

Appointments to the committees, subcommittees and task forces are made by the appropriate appointing body of the four constituent groups.

### **ADMINISTRATORS**

Office of the Chancellor and the Chair of the Administrators' Association

(Co-Chair) [Stephen Herman](#) 241-2327 GOUGH

(Co-Chair) [Linda Grohe](#) 561-1908 JAD

### **CLASSIFIED**

SEIU 1021

[Dave Gallerani](#) 452-5452 R-501

### **FACULTY**

Academic Senate

(President) [Hal Huntsman](#) 452-5261 L-328

(1st Vice President) [Edgar Torres](#) 239-3126 S-76

### **STUDENTS**

Associated Students

(President) Joshua Neilson 239-3108 SU-205

(A.S. Coordinator) Chris Crespo 239-3108 SU-205

### **OFFICE OF SHARED GOVERNANCE**

For additional information on shared governance contact Attila Gabor at 239-3812 or by e-mail at [agabor@ccsf.edu](mailto:agabor@ccsf.edu)

Our Web Address is: [http://www.ccsf.org/Services/Shared\\_Governance](http://www.ccsf.org/Services/Shared_Governance)



## **GUIDELINES FOR COMMITTEE & SUBCOMMITTEE CHAIRS**

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Congratulations on being elected chair! Being a (sub)committee chair does not have to be a terrible burden. Here are some guidelines for running a committee smoothly.

### **ARCHIVE**

You will probably inherit from the previous chair(s) the committee's archive. This can range from a binder (typical), to a folder of computer files (for the technophiles), to the contents of a storage facility on campus (rare).

- Unless the committee elects a separate archivist, you are responsible for the materials in the archive.
- The previous chair(s) should brief you on the most important parts of the archive.

### **MEMBERSHIP ROSTER**

Keep the committee roster up to date. Browse the Shared Governance website ([http://www.ccsf.edu/Offices/Shared\\_Governance](http://www.ccsf.edu/Offices/Shared_Governance)) and check that the information there is accurate.

- You should receive notices from the appropriate appointing body when a faculty, classified staff, administrator or student is appointed as a new member. The notice should include the length of the member's term, and the member's status as voting member or as resource member.
- Has someone been absent for three meetings in a row? Contact the appropriate appointing agent to see whether a new appointment is appropriate. Meanwhile, you may act as if the committee has one less member for purposes of quorum.

### **NEW MEMBERS**

You (or your designee) are responsible for orienting all new members to the work of the committee. New members should receive information on at least the following items:

- Role and function of the committee
- Past minutes
- List of committee members
- Background on current issues in front of the committee
- Schedule of meeting dates, times, and places
- Protocols for conduct of meetings (useful for large committees)

### **MEETING SCHEDULE**

You set the meeting schedule (dates and times) and reserve the rooms.

- Try to be as accommodating as possible to your committee members.
- Email the schedule to Attila Gabor at the Shared Governance Office for posting on the website ([agabor@ccsf.edu](mailto:agabor@ccsf.edu)) and the City Currents Master Calendar.
- If a change in the schedule is necessary, announce this as broadly and quickly as possible.

## **AGENDAS**

You set the meeting agendas.

- Usually we place items on the agenda about anything requested, but you have the option of setting specific rules (e.g., an agenda item must be submitted by a committee member at least a week in advance).
- Email the meeting agendas to Attila Gabor at the Shared Governance Office (agabor@ccsf.edu) so that he can post it on the website 72 hours before the meeting.
- Near the start of each academic year, each committee should read the CCSF Mission Statement (<http://www.ccsf.edu/Catalog/Admin/mission.html>) and the committee's purpose statement ([http://www.ccsf.edu/Offices/Shared\\_Governance](http://www.ccsf.edu/Offices/Shared_Governance)). Try to adhere to the philosophies expressed in these statements. If your committee wants to change its purpose statement, consult the chair of your parent committee/council.

## **MINUTES**

Unless the committee elects a separate secretary, you are responsible for minutes. *The minutes don't have to be an epic transcript of the meetings.* The minutes only need

- attendance (members present and absent)
- issues discussed
- outcomes/recommendations/resolutions

The committee should decide which of these two options it will follow:

- (1) The committee can authorize the secretary to write and publish the minutes without further review.
- (2) Otherwise, the committee can require that the secretary circulate the draft minutes before or at the next meeting for suggested edits and approval.

In either case the official minutes should be sent to the Shared Governance Office (agabor@ccsf.edu) and to the chair of the parent committee/council within a week.

## **POLICY RECOMMENDATIONS**

Committees are not empowered to change policy, but they can *recommend* changes in policy. Here's how:

- Pass a resolution recommending the change.
- Ask the chair of your parent committee/council to put your recommendation on the next agenda.
- Attend that meeting and speak to your recommendation.

## **ANNUAL REPORT**

At the end of each academic year, the Office of Shared Governance will send out the Annual Report Template. Fill in the fields for issues you discussed and recommendations you passed. This should take only a few minutes if you have a set of minutes to work from.

### **COMMITTEE OR SUBCOMMITTEE**

The **subcommittee chair** has the responsibility to assure that the subcommittee:

- The proposal(s) from the subcommittee is forwarded to the committee for approval.
- Gives regular (at least once a semester) report on its activities to their parent committee (in person). If the chair is not available, another person can fill in. If the subcommittee did not meet, that should be communicated to the parent committee.

The **committee chair** has the responsibility to assure that:

- The subcommittee's report is put on the committee's agenda at least once a semester.
- The subcommittee's report is included in the minutes. If a subcommittee did not meet, that shall be reflected in the minutes.

### **ELECTION**

Have you been chair for a year? It's time to elect a new one, or to be re-elected if you are willing.

- Prepare to mentor the incoming chair or co-chairs. Turn over to them the committee's archive.
- Notify Attila Gabor at the Shared Governance Office ([agabor@ccsf.edu](mailto:agabor@ccsf.edu)) and the chair of the parent committee/council of the change.

### **APPOINTING BODIES**

The CCSF Shared Governance system has four constituent groups and accordingly four appointing bodies. They are the following;

- Faculty- Academic Senate (Hal Huntsman at x5261, Edgar Torres x3126).
- Administrators' Association for administrators (Stephen Herman at x2327, Linda Grohe at x1908).
- SEIU 1021 for classified staff (David Gallerani at x 5452).
- Associated Students for students (Joshua Neilson, Chris Crespo at x3108).



## ***Additional Formalized Customary Practices of Shared Governance Committees<sup>1</sup>.***

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### **1. The rules for committees and subcommittees will be the same, except:**

- a. Membership Limitation (See Section 2.)
- b. Approval of Minutes (See Section 3.)

### **2. Limited/Unlimited and Open/Closed Membership<sup>2</sup> and Quorum.**

- a. *Limited membership* refers to a restricted number of members<sup>3</sup>.

Quorum for a limited membership committee is the simple majority of the appointed members - not the available number of appointments.

*Unlimited membership* refers to unrestricted number of members.

However additional rules apply:

- i. Only subcommittees can have unlimited membership.
- ii. Members still have to be appointed by the appropriate appointing body.
- iii. Quorum is established by consensus of those present at the first meeting of each academic year.

- b. *Closed membership* refers to a committee where there is delineation on membership within a constituent group.

For example; CSU-UC Breadth – 3 faculty (1 also has to be a member of the Curriculum Committee).

*Open membership* refers to a committee where there is no delineation on membership within a constituent group.

### **3. Minutes**

Minutes are required for both committees and subcommittees.

The minutes of a committee meeting has to be approved at the following meeting of the committee (if there is a quorum).

The minutes of the subcommittee **can be** approved by email consensus of the members within an agreed timeline before the following meeting of the subcommittee.

### **4. Reappointment**

Appointed members whose terms have expired may continue to serve in full capacity until they are reappointed or replaced.

### **5. Resignation**

A member who decides to resign may leave the committee immediately. However, that member needs to notify both the committee chair and the appointing body.

### **6. Resource Person**

A resource person:

- a. Has to be appointed by the appropriate appointing body.
- b. Does not vote.
- c. Is not part of the quorum.
- d. Can be elected as a chair of a committee. However, first consideration must be given to members of the committee.

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<sup>1</sup> The committee designation is interchangeable with subcommittee unless differently noted.

<sup>2</sup> All appointments are expected to be in good faith.

<sup>3</sup> Example of a limited (number) committee would be: 2 administrators 2 classified, 2 faculty and 2 students.

## **7. Placing Items on the Agenda**

It is the responsibility and the right of the Chair to place an item on the agenda. In order to place an item on the agenda against the objection of the chair, a quorum of the members is required.

## **8. Quorum**

Quorum for a limited membership committee is the simple majority of the appointed members - not the available number of appointments.

Quorum for an unlimited membership subcommittee is established by consensus of those present at the first meeting of each academic year.

## **9. Participate via Phone or Videoconference**

Members can participate via phone or videoconference with prior approval of the chair.

## **10. Designee<sup>4</sup> Vote**

Designee vote is allowed only in College Advisory Council delivered by a designee of the organization represented<sup>5</sup>.

## **11. Guests**

All shared governance meetings are open to the public. However, a guest can be part of a discussion only by being recognized by the chair.

## **12. Seating of Guests**

Whenever possible, committee members should be seated in a first tier circle and guests in second tier circle

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<sup>4</sup> Designee vote is also known as proxy vote.

<sup>5</sup> For example, the designee vote for the President of the DCC can only be delivered by another member of the DCC.

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