LPC Governance Worksheet

Committee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year 20\_\_\_ to 20\_\_\_\_\_

Please refer to the **Las Positas College Shared Governance Handbook** (available on the Intranet at <http://grapevine.laspositascollege.edu/administration/governance.php>) to complete this worksheet.

**In order to ensure a smooth transition, it is advised that committee chairs be appointed in May for the following academic year.**

**Instructions**

1. **The purpose** of this worksheet is to allow each committee, Senate, Union, task force, or user group (“group”) to review its charge and membership at its first Fall meeting.
2. **Locate your Group’s current Charge and Responsibilities** in the Governance Handbook, and send it to the Group with the agenda prior to the first Fall meeting.
3. **If the structure is satisfactory**, no changes need to be made to this form. Just check Yes in Item 1, have the members sign the last page, and return to the President’s Office.
4. **If the Group wishes to make changes,** fill in the sections belowfor recommendations to College Council. Remember that changes to the Charge should be carefully coordinated with related committees. Changes in Membership should be coordinated with the constituency groups involved, keeping fairness in representations among the Groups.
5. **Comments or questions** may be sent back to the Group from College Council for follow-up.
6. **Return to the President’s Office** by the end of September each year.

***Thank you!***

*LPC Governance Worksheet, page 2 – Group Name \_\_(fill in)\_\_\_\_\_\_\_\_\_\_\_*

**ARE THE DESCRIPTIONS OF YOUR GROUP’S CHARGE AND**

**MEMBERSHIP SATISFACTORY?**

**\_\_\_\_\_ Yes**

***If “Yes” no further work is required.*** *Have members of the group sign the last page and return it to the Office of the President.*

**\_\_\_\_\_ No**

**If “No” is checked, please INDICATE PROPOSED CHANGES BELOW.**

Have members of the group sign the last page and return it to the Office of the President, for presentation at College Council.

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**PROPOSED CHANGES**

* 1. **Charge of Committee/Group**

\_*\_\_\_ Charge remains the same*

*\_\_\_\_ Recommended change to Charge. If changes are proposed to the Charge, type type the full, new charge here, with explanation for changes.*

1. **Reporting Relationship**

**This committee** currently reports to: \_\_\_*(fill in*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_ and it is recommended the Reporting Relationship remain the same.

**This committee** (please check one)

\_\_ has changed OR

\_\_ will change …

**… and it is recommended it now report to the following:**

\_\_\_ Academic Senate [Date approved by Academic Senate: \_\_\_\_\_\_\_\_\_\_]

\_\_\_ College Council

\_\_\_ President

\_\_\_ Faculty Association

\_\_\_ Vice President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Attach documentation to support this recommendation.***

*LPC Governance Worksheet, page 3 – Group Name \_\_(fill in)\_\_\_\_\_\_\_\_\_\_\_*

1. **Chairmanship**

Indicate how chair is currently selected (Committee vote, appointed by \_\_\_\_,

or by the position they hold at the college (*ex officio\*, “by the office of”,* such as VP of Administrative Services for Bookstore User Group).

**How is the chair currently selected?** (check one)

\_\_\_ By committee vote

\_\_\_ Ex officio (by office) - state which office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(i.e., VP Admin. Services for for Bookstore User Group)*

\_\_\_ Other:\_\_*(state how chosen)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And:

**\_\_\_\_ Chair selection method remains the same**

**…… OR ……**

**\_\_\_\_ It is recommended that Chair selection method change to: (Type in:)**

1. **Membership** \_\_\_ Current Membership remains the same

**\_\_\_ OR:** It is recommended **Membership change TO:**

**Voting Members**

*(Example: Vice President of Student Services, 4 Classified; 2 Students, 1 Faculty from each division)*

1. .
2. .
3. .

**Total Voting Members: \_\_\_\_**

**Quorum (50% + 1) : \_\_\_\_**

**Non-Voting Members - Current** *(Example: 1 faculty representative from each division, 4 Classified, 2 Students)*

1. .
2. .

***Attach documentation to support this recommendation.***

\* Note: The term *ex officio* has been used incorrectly in previous years. It means ‘by the office of’. LPC has used it to mean ‘non-voting’. If a member/chair is non-voting, it will now be noted as “Non-Voting”.

*LPC Governance Worksheet, page 4 – Group Name \_\_(fill in)\_\_\_\_\_\_\_\_\_\_\_*

1. **Members appointed by** (check all that apply)

\_\_\_ Academic Senate \_\_\_ Administration

\_\_\_ Student Senate \_\_\_ Faculty Association

\_\_\_ Classified Senate (in conjunction with SEIU) \_\_\_\_ SEIU only

1. **Term** (check one)

\_\_\_\_ One Year \_\_\_\_ Two Years \_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_

(state Term)

**This form completed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed Name Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

*Thank you for your review!*

*Please return to the President’s Office by the end of September each year.*

Governance Worksheet

Approval by Group Members

# NAME OF GROUP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature Printed Name Date**