

**DISTRICT GOVERNANCE COUNCIL
BYLAWS**

I. PURPOSE

- A. To provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of Districtwide concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation.
- B. To influence Districtwide policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or Governing Board in accordance with operational procedures.
- C. To regularly evaluate the District's governance and decision-making structures and processes in order to assure their integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement.
- D. To serve as the District Budget Committee.

II. SCOPE

- A. Collective Bargaining issues will be excluded.
- B. The Academic Senate, Classified Senate, management and/or student representatives may, at their discretion, utilize Title 5 regulations and submit their recommendations directly to the administration of the Contra Costa Community College District and/or the Governing Board, rather than follow the District Governance Process.
- C. The DGC may:
 - 1. Recommend a process for determining fiscal and personnel allocations and procedures.
 - 2. Participate in developing and promoting Districtwide goals, priorities, and long-term planning.
 - 3. Participate in making recommendations regarding proposed program development for which there are Districtwide fiscal implications.
 - 4. Review and make recommendations regarding Board Policies, Administrative Procedures, and all other formal Districtwide procedures.
 - 5. Discuss any topic in which equity or uniformity among the locations/Colleges is an issue.
 - 6. Discuss any other Districtwide matters as deemed appropriate by the group except as excluded by defined scope.
 - 7. The DGC may not delegate its responsibility of making final

recommendations, arrived at through consensus, to any other group or subcommittee.

III. REPRESENTATION AND MEMBERSHIP

A. MEMBERSHIP

1. The District Governance Council (DGC) shall have thirty three (33) members.
2. The following four constituencies will be represented by eight persons each:
 - Faculty
 - Classified Staff
 - Managers/Supervisors
 - Students
3. Additionally, any state approved Center will have one representative.

B. SELECTION OF DGC MEMBERS

1. Representatives will be selected by their constituencies according to their own procedures.
2. Contra Costa College, Diablo Valley College, Los Medanos College, and the District Office will be represented.
3. The representative from the state approved Center(s) may be any one of the four constituencies and is to be selected by the four constituency groups of the Center(s). The person chosen will be considered a member of his/her own constituency and will vote with that group.

C. LENGTH OF TERMS: MEMBERS, STEERING COMMITTEE, AND CHAIRPERSON

1. New DGC members of the four groups will be selected by the month of June and announced every year by each group at the July meeting of DGC.
 - Membership is valid for at least one year.
 - Designees are allowed.
 - To preserve stability of the DGC membership, at least four (4) members of a constituent group should serve a minimum of two years continuously.
 - Members are expected to attend meetings on a regular basis. Constituencies will be requested to replace members who are absent for three (3) consecutive meetings or in excess of four (4) meetings per calendar year. Interim replacement of members on approved leave will be permitted by written notification to the DGC Chair.

2. The DGC Chair position, selected during the month of June by the appropriate constituency group, rotates among the four groups of faculty, classified staff, management, and students. The order of rotation has been determined by lottery. Classified staff (92-93), management, faculty, students, and so on. Due to the time and energy involved, students have the option to decline serving as DGC chair. If students exercise this option, the District will provide appropriate support and training.
3. The Steering Committee consisting of one representative member from each group will plan the agenda. Steering Committee Members are selected by the constituent groups. The DGC Chair also chairs the Steering Committee. The members of the Steering Committee are the speakers for their groups. (The Speaker of a constituent group is chosen as its representative to present the majority view of the constituent group at the DGC meetings. The Speaker's vote is the one counted for consensus purposes of the DGC. In the Speaker's absence, an alternate speaker may be designated as determined by the constituent group. The alternate must be a member of the DGC.)

IV. RELATIONSHIP OF THE DGC TO COLLEGES AND THE DISTRICT OFFICE

- A. Representatives of constituent groups are responsible for informing their constituencies.
- B. The DGC will in no way impose or restrict college/location governance models.
- C. It is expected that constituency groups' representatives will bring accurate feedback from their constituencies to the District Governance Council.

V. COMMITTEE OPERATION

A. AGENDA AND MINUTES, GENERAL OPERATION

1. The DGC Chair will coordinate the development of the initial agenda and prepare the minutes of the previous meeting. All members of DGC and any constituent member with relevant District business can provide agenda topics to the DGC Chair within the guidelines of the DGC Calendar. The agenda will be adopted or amended by consensus of the DGC immediately after the meeting has been called to order by the chairperson. Agendas, minutes, and backup materials will be prepared and distributed at least one week prior to the DGC meeting by the DGC Chair in cooperation with the rest of the Steering Committee.
2. The DGC Chairperson will be responsible for the minutes. Minutes will be adopted or amended by consensus and, once approved, will become official records. The DGC Chair will provide a copy of the official

agendas with attachments, minutes, and formal correspondence pertaining to DGC business to the Chancellor's Office to be kept as archival record.

3. To the extent possible and as appropriate, each constituency group shall be available to DGC as a resource.
4. REGULAR AGENDA ITEMS:
 - Approval of the DGC agenda.
 - Approval of minutes.
 - Presentation and discussion of the agenda items for the next Governing Board meeting.
5. Any member of the DGC can contact the Speaker of his/her constituent group before the meeting day of the Steering Committee to request that a particular item be included on the preliminary agenda.
6. All meetings are open.
7. Each spring the DGC will conduct a Districtwide evaluation to ensure its effectiveness.

B. MEETING FREQUENCY

1. The DGC will meet on Tuesday within two weeks prior to the Governing Board meeting, from 1 p.m. to 4 p.m. at the District Office. Additional meetings and/or extensions of the meetings will require consensus.
2. The Steering Committee will meet as needed.
3. The DGC Chair will prepare and present at the April meeting (1st reading) and May meeting (2nd reading) a draft DGC Calendar for the following fiscal year.

C. QUORUM AND CONSENSUS (Board Report No. 39-A, Approved 11/17/04)

1. Consensus means agreement by a quorum of constituent groups. The presence of a Speaker or alternate of at least three constituent groups at a regularly scheduled meeting constitutes a quorum. Consensus is determined in accordance with a), b), and c):
 - a) Agreement within the constituent groups is arrived at by the individual groups according to their own procedures.
 - b) During the process of reaching consensus at the DGC on a particular issue the Speaker (or designee) presents the majority view of his/her constituent group.
 - c) Consensus within the DGC on a proposed issue will have been established if no constituent group objects to the motion through its Speaker.
2. When the DGC cannot reach consensus on an issue six months after its first reading, then a vote will be taken using the "majority rule" standard and the vote forwarded will contain the majority and minority positions. Majority rule will mean: three of four speakers when four speakers are present; two of three speakers when three speakers are present. When

there is a split vote (two votes for and two votes against), the motion is not carried and is returned to the DGC agenda for further discussion until a majority decision or consensus is achieved.

3. On the basis of consensus, the DGC will develop recommendations and forward them in writing within five working days from the decision to the Chancellor for review and response. If the chancellor does not agree with the recommendation of the Council, s/he will meet with the Steering Committee. If the issue cannot be resolved s/he will communicate the reasons for his/her disagreement in writing in a timely fashion, to be available for the subsequent meeting of the DGC. After further consultation with the Chancellor, and if s/he decides not to forward the recommendation of the DGC to the Board, the DGC may decide to do so and may charge its Steering Committee and/or its chairperson to communicate its recommendation to the members of the Governing Board directly.

D. COMMITTEES

1. All (sub)- committees and taskforces with the charge of developing and forwarding recommended Board policies and procedures of Districtwide impact to the Chancellor or the Board are constituted by members of DGC, with the exception of policies/procedures of an academic and professional matter as noted in Administrative Procedure 1009.01. All recommendations developed by said (sub) – committees and taskforces will be forwarded first to DGC proper, and DGC will determine which recommendations, if any, are to be forwarded to the Chancellor or the Board. Policies and procedures will be developed by DGC members with the following considerations:
 - a) The DGC reviews or determines the purpose or charge of the committee and its composition in terms of numbers of members from the constituent groups. The DGC decides further which constituent group should convene an initial committee or taskforce meeting.
 - b) The constituent groups use their own processes in selecting the membership of the sub-committees.
 - c) Once a committee has been constituted, the DGC will make changes only in close consultation with that committee.
 - d) Committees and taskforces report their recommendations/findings back to DGC.
 - e) It will be the responsibility of each constituency group and the DGC to keep each other informed on issues that may be of mutual concern.
 - f) The provisions under D-1 do not preclude the functions of advisory committees.
2. DGC sub-committees will be created as needed. All four constituencies

will have the opportunity to be fairly represented on each subcommittee, consistent with the nature of the issue under discussion.

- a) Representation on each sub-committee will be determined by the DGC.
- b) Outside experts may be invited to participate on a sub-committee.
- c) Sub-committee issues will be consistent with the scope of the DGC.

VI. STANDING SUBCOMMITTEES

The following subcommittees are in existence:

- A. Staff Development and Flex Planning.
- B. Research and Planning
- C. International Education
- D. Equal Opportunity and Diversity Committee

VII. ARCHIVES

An archive for the DGC will be established and maintained at the District Office and will contain all agendas, minutes, and formal correspondence pertaining to DGC business.

VIII. BYLAW CHANGE PROCESS

A. ANNUAL REVIEW

The annual review process of the DGC Bylaws for additional amendments will begin with discussions by the DGC in March. The first reading of amendments will take place in April. Action on the DGC Bylaw changes will occur in May, and final amendments will be recommended to the Governing Board for approval at the June Board meeting.

B. AMENDMENTS/WAIVER

If the case should arise that the DGC Bylaws must be amended out of cycle, or a waiver be granted, the DGC must reach consensus regarding the recommended change or waiver. Resulting amendments will be recommended to the Governing Board for approval.

Ratified August 24, 1993

Amended 11/2/93; 1/11/94; 4/22/97; 5/18/99; 6/29/05; 7/26/06; 8/26/08; 5/19/09

APPENDIX

TITLE 5 DEFINITION OF ACADEMIC AND PROFESSIONAL MATTERS

- 53200(c) (1) Curriculum, including establishing prerequisites and placing courses with disciplines.
- 53200(c) (2) Degree and certificate requirements
- 53200(c) (3) Grading policies
- 53200(c) (4) Educational program development
- 53200(c) (5) Standards or policies regarding student preparation and success
- 53200(c) (6) District and college governance structures, as related to faculty roles
- 53200(c) (7) Faculty roles and involvement in accreditation processes, including self study and annual reports
- 53200(c) (8) Policies for faculty professional development activities
- 53200(c) (9) Processes for program review
- 53200(c) (10) Processes for institutional planning and budget development
- 53200(c) (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate