



**NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

Greatness. Achieved.

**2012 Decision Making Resource Manual:
Structure, Function and Alignment**

Update Date: November 2016

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Anaheim, CA 92801-1819
<http://www.nocccd.edu>

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Fullerton College
321 East Chapman Avenue
Fullerton, CA 92832
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School of Continuing Education
1830 West Romney Drive
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**North Orange County Community College District
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Structure, Function and Alignment**

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North Orange County Community College District
2012 Decision Making Resource Manual:
Structure, Function and Alignment
2015 Update

Prologue

The collegial culture in the North Orange County Community College District (NOCCCD) rests on a partnership in which Board members, faculty, staff, administration, and students participate in making decisions. The members of this District are united by a collective, shared vision that student success is the most important endeavor.

Making progress toward this important collective vision is possible only in an atmosphere of collegiality and mutual respect. Toward that goal, in July, 2011, 40 NOCCCD faculty, staff, administrators, and Trustees were interviewed to ascertain their current concerns and their visions for the future of the campuses and district. The following nine themes describe the group's collective vision of NOCCCD's potential in the next decade:

1. NOCCCD will be student-centered.
2. Each NOCCCD campus will have a distinctive identity.
3. NOCCCD will be innovative.
4. NOCCCD will be courageous.
5. NOCCCD will communicate effectively within the district.
6. NOCCCD will be characterized by mutual respect for all sites within the district.
7. NOCCCD will be proactively compliant.
8. NOCCCD will have strong educational partnerships.
9. NOCCCD will reflect the community.

The fifth theme is of particular relevance to this document. The following suggestions were offered as strategies for strengthening trust in NOCCCD leadership:

- Clearly define roles for employees at all levels of NOCCCD;
- Clearly articulate decision-making processes;
- Develop goals and priorities through collaboration;
- Develop systems of accountability to ensure consistent adherence to those goals and priorities;
- Rely on data to make decisions and set priorities; and
- Create venues for representatives of the sites to collaborate with each other for the benefit of students District-wide.

The purpose of this resource manual is to describe how decisions are made in the North Orange County Community College District and has been developed with the goal of improving communication and trust across NOCCCD. These decision-making processes reflect the mechanisms by which NOCCCD ensures that there are opportunities for meaningful collaboration and that the voices of the constituent groups are heard in making decisions.

This document delineates the processes by which recommendations to the Chancellor are developed by describing:

- The structure and function of each group that contributes to the development of those recommendations and
- The alignment of the groups to one another.

This *North Orange County Community College District 2012 Decision Making Manual: Structure, Function, and Alignment* is reviewed and updated annually to maintain credibility as a valuable resource. The annual update prepared by the District Director of Public and Governmental Affairs reflects minor changes, such as in descriptions, timelines, or processes. In addition to this annual review of content, the processes described in this document are evaluated every three years. This assessment occurs as part of NOCCCD's assessment of its planning processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of the *North Orange County Community College District 2012 Integrated Planning Manual*. As an overview, the assessment includes gathering input district-wide and then using those results to prepare an assessment report that is submitted to the District Consultation Council. The District Consultation Council reviews the assessment report and recommends revisions to decision-making processes as warranted based on that assessment. The *North Orange County Community College District 2012 Decision Making Manual: Structure, Function, and Alignment* is then updated to reflect any agreed-upon changes. Through these two review processes, one completed on an annual basis and one completed every three years, this document is maintained to reflect the inevitable changes in decision-making processes that are to be expected as part of NOCCCD's cycle of continuous quality improvement.

Roles of Constituents in District-level Decision Making

The constituents in NOCCCD participate in making decisions at the district level appropriate in scope to their roles within the district. The role in making decisions for each constituency described below is derived from the California Code of Regulations, NOCCCD Board Policies, and NOCCCD practices, procedures and job descriptions. The relevant sections of the California Code of Regulations are included in the appendix of this document.

Board of Trustees

The role of the Board of Trustees in making decisions is to determine policy and to serve as NOCCCD's legal and fiduciary body.

The Board of Trustees maintains, operates, and governs NOCCCD in accordance with all applicable laws and regulations. As an independent policy-making body responsible for policies as well as legal and fiscal issues, the Board's ultimate responsibility is to ensure that the NOCCCD mission is fulfilled and that NOCCCD's financial resources are dedicated to providing sound educational programs.

The Board of Trustees consists of seven locally elected Trustees who represent and must reside in the trustee area they represent. One trustee is elected by the qualified voters from each of the seven trustee areas to serve four-year terms. The Board annually elects a president, vice president, and secretary of the Board. The Chancellor serves as the Board's Executive Secretary.

Two student trustees are elected annually, each representing the students at one of the two colleges. The Student Trustees have the same responsibilities as all trustees to represent the interest of the entire community. In addition, they provide a student perspective on the issues facing the Board. The Student Trustees receive all materials sent to other members of the Board, except those pertaining to closed session matters; attend all open session board meetings; ask questions; participate in discussions; and cast an advisory, nonbinding vote on the matters that come before the Board.

California State Education Code Section 70902 identifies the Board of Trustees as the NOCCCD's legal and fiduciary body and outlines associated responsibilities. The Board affirms its role and responsibilities in *Board Policy 2200: Board Duties and Responsibilities* which includes this list of specific duties:

- Represent the public interest.
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
- Hire and evaluate the Chancellor.

- Delegate power and authority to the Chancellor to effectively lead the District.
- Assure fiscal health and stability.
- Monitor institutional performance and educational quality.
- Advocate for and protect the District.

Chancellor

The role of the NOCCCD Chancellor in making decisions is determined by the authority delegated to this position by the Board of Trustees.

The Chancellor is the chief representative of the Board and is responsible directly to the Board. The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. (See *Board Policy 2430: Delegation of Authority to Chancellor.*)

NOCCCD governance and organizational groups forward their recommendations to the District Consultation Council which in turn makes a recommendation regarding the issue to the Chancellor. The Chancellor reviews the recommendation and does one of the following:

- Approves the recommendation and directs implementation; or
- Makes minor modifications, directs implementation, and notifies the District Consultation Council about the minor modification; or
- Returns the recommendation to the group that developed the recommendation for further consideration.

College Presidents and Provost

The role of the College Presidents and the Provost of the School of Continuing Education in making decisions at the district level is to articulate recommendations directly to the Chancellor in matters assigned in their job descriptions. In addition to making decisions at the campus level, these matters include serving as the primary advocate for their college/school at the district level and with the Board of Trustees for financial needs, policy issues, special projects and the promotion of campus goals.

Faculty

The role of full- and part-time faculty members in making decisions at the district level is to participate in:

- The development of recommendations to the Chancellor on academic and professional matters as outlined in state regulations and
- The processes for developing recommendations that have or will have a significant effect on them.

Faculty are represented in academic and professional matters by Academic/Faculty Senates at each campus. As provided in *Board Policy 2510: Participation in Local Decision-Making*, the Board of Trustees recognizes the authority of the Academic /Faculty Senates with respect to academic and professional matters in accord with provisions of Title 5 of the California Code of Regulations. The academic and professional matters on which the Board will rely primarily on the Academic/Faculty Senates are:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Standards or policies regarding student preparation and success;
5. Faculty roles and involvement in accreditation processes, including self-studies and annual reports; and
6. Policies for faculty professional development activities.

The academic and professional matters on which the Board will seek mutual agreement with the Academic/Faculty Senates are:

1. Educational program development and educational program discontinuance;
2. District and college governance structures as related to faculty roles;
3. Processes for program review;
4. Processes for institutional planning and budget development; and
5. Other academic and professional matters as mutually agreed by the Board of Trustees and the senate(s).

Refer to sections 2.1.2., 2.2.2., and 2.2.3. of Board Policy 2510 in the appendix of this document for processes that the Board follows when an Academic/Faculty Senates' recommendation is not accepted.

The following resources related to the role of the Academic/Faculty Senates in making decisions at the district level are included in the appendix of this document:

- (1) *Board Policy and Administrative Procedure 2510 Participation in Local Decision-Making* and
- (2) California Code of Regulations Title 5, Section 53200.

For matters related to working conditions within the scope of collective bargaining, full time-time faculty are represented by United Faculty (NOCCCD, CCA/CTA/NEA) and part-time faculty are represented by Adjunct Faculty United (Local 6106, AFT/CFT).

Staff

The role of staff members in making decisions at the district level is to participate in:

- The development of recommendations to the Chancellor on issues that have or will have a significant effect on them and
- The processes for developing those recommendations.

The specific matters identified as having a significant effect on classified are identified in the California Code of Regulations excerpt included in the appendix of this document.

Board Policy 2510 Participation in Local Decision-Making affirms that recommendations and positions developed by staff will be given every reasonable consideration prior to action on a matter having a significant effect on them.

There are two categories of staff members: classified staff and confidential employees. Classified staff members are represented by Classified School Employees Association Chapter 167 (CSEA) in matters related to working conditions within the scope of collective bargaining. Confidential employees do not bargain collectively, but are represented in their working relationship with NOCCCD by the Confidential Employees Group. As the exclusive representative of NOCCCD classified employees, CSEA is responsible for appointing representatives from the classified employees to specified committees. The Confidential Employees Group is responsible for appointing representatives from the confidential employees to specified committees.

The following resources related to the role of staff in making decisions at the district level are included in the appendix of this document:

- (1) *Board Policy and Administrative Procedure 2510 Participation in Local Decision-Making* and
- (2) California Code of Regulations Title 5, Section 53200.

Students

The role of students in making decisions at the district level is to participate in:

- The development of recommendations to the Chancellor on issues that have or will have a significant effect on them and
- The processes for developing those recommendations.

The following specific matters are identified in the California Code of Regulations as having a significant effect on students:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs that should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and
10. Any other district and college policy, procedure or related matter that the district governing board determines will have significant effect on students.

The Board recognizes the Fullerton College Associated Students and the Cypress College Associated Students as the official voices for students in NOCCCD (*Board Policy 5400: Associated Students Organization*). In accordance with *Board Policy 2510 Participation in Local Decision-Making*, the Associated Students are given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on them, and the recommendations and positions of the Associated Students are given reasonable consideration.

The following resources related to students' role in making decisions at the district level are included in the appendix of this document:

- (1) *Board Policy and Administrative Procedure 2510 Participation in Local Decision-Making* and
- (2) California Code of Regulations Title 5, Section 53200.

Administrators

The role of administrators in making decisions at the district level is determined by the scope of responsibility and authority delegated in job descriptions for administrative positions.

Drawn from various job descriptions for administrative positions, NOCCCD administrators are responsible to:

- Provide effective leadership and support in planning and accreditation;
- Implement and evaluate district objectives related to their area;
- Adhere to the legal and ethical standards as well as policies established by the Board of Trustees;
- Oversee the effective use of institutional resources;
- Make recommendations concerning the hiring of personnel;
- Make contributions to the development and improvement of all NOCCCD functions;
- Perform duties as outlined in their job descriptions and agreed upon by managers and their supervisors;
- Implement best practices and courses of action;
- Make appropriate decisions within their respective areas of responsibility;
- Assume responsibility for ensuring implementation of activities based on applicable recommendations and college goals;
- Evaluate the effectiveness of activities in order to support and facilitate the educational process and ensure the institution's effectiveness;
- Initiate new ideas, improvements and promote quality and responsiveness in District operations; and
- Lead the units for which they are responsible.

The Chancellor, vice chancellors, college presidents, and Provost of the School of Continuing Education are designated by the Board of Trustees as the Executive Officers of the district. Other than these Executive Officers, administrators are represented by the District Management Association which is responsible for appointing administrators to specified committees.

Types of Groups that Develop Recommendations

All NOCCCD professionals are mission-driven, meaning that they are committed to making decisions with students' academic success and well-being as their primary consideration.

Within the context of a primary focus on students, decision-making in NOCCCD is grounded in respect for each constituency's roles and scope of authority. Key committees have representation from the various constituent groups and members understand that they are responsible to their particular constituency in two ways: to share input from the constituent group to the committee and to share information and dialogue from the committee with their constituent group. Committee members also understand that their collective work product is a recommendation that is subsequently forwarded to the next individual or group in the decision-making process.

The NOCCCD groups that provide recommendations in the decision-making process are organized into three categories based on the group's responsibilities and its source of authority. The groups in all three categories are essential to the involvement of the NOCCCD community in both being informed about issues of district-wide importance, making decisions, and serving as conduits of information to and from the constituents. The membership in each type of group is determined by the source of authority on which the group is based.

1. Governance Groups

Governance groups are those whose authority is derived from law and regulation, either as written expressly in the law/regulation or as delegated by another group that possesses said authority. Examples of district-level governance groups are District Consultation Council and Council on Budget & Facilities. Examples of campus governance groups are Academic/Faculty Senates and Associated Student Government. Members of district-level governance groups represent specific constituencies and as such, serve as a liaison to bring information from the constituent group into the district-level dialogue and from the district-level governance group back to their constituents. The membership and charge of these groups are described in this document. Recommendations developed by district and campus governance groups flow through a sequence of well-defined steps before the recommendations are forwarded to the Chancellor.

2. Organizational Groups

Organizational groups assist the Chancellor in implementing the Board's plans and policies by coordinating operational, procedural and policy implementation. The

authority for the members of organizational groups is derived from the Board of Trustees or the Chancellor through the assignment of responsibilities on job descriptions and appointment to positions within NOCCCD. Examples of district-level organizational groups are Chancellor's Staff and the Banner Steering Committee. Membership in NOCCCD organizational groups is determined by the position held within the district. The membership and purpose of these groups are described in this document.

3. Ad Hoc Workgroups

Ad hoc workgroups are formed to create a venue for conversations on topics deemed by NOCCCD to require timely and concentrated district-wide energy. Instead of being required by law or regulation, these groups are charged by the Chancellor or one of the Coordinating Councils to perform specific functions that benefit the entire district. Ad hoc workgroups function for a specific purpose for a limited period of time. Membership in an ad hoc workgroup is either voluntary or by appointment. Since these groups are formed as needed and discontinued when the project is completed, there is no description of the membership and purpose in these workgroups in this document.

NOCCCD Governance Groups

Governance groups are those whose authority is derived from law and regulation, either as written expressly in the law/regulation or as delegated by another group that possesses said authority. Members of NOCCCD governance groups represent specific constituencies and as such, serve as the liaison to bring information from the constituent group into the district-level dialogue and from the NOCCCD governance group back to their constituents. The NOCCCD governance structure consists of a District Consultation Council with four sub-committees.

District Consultation Council

Charge

The District Consultation Council meets monthly to:

- Make recommendations to the Chancellor on policy matters, instruction and student services, budget, the integration of planning and resource allocation, and other matters of the district;
- Promote communication and foster an awareness of district-wide perspectives among the students, faculty, classified staff and administration concerning the welfare, growth, and sustainable quality improvement within NOCCCD;
- Identify common areas of concern that require further study and forward these to the appropriate coordinating council or operational group;
- Annually review reports of progress on District Strategic Directions and District Objectives;
- Oversee the development, evaluation and integration of the Comprehensive Master Plan; and
- Monitor compliance with accreditation standards related to district functions.

Membership

Chancellor, Chair

President, Cypress College

President, Fullerton College

Vice Chancellor, Educational Services and Technology

Vice Chancellor, Finance and Facilities

Vice Chancellor, Human Resources

Provost, School of Continuing Education

District Director, Public and Governmental Affairs

District Director, Information Services

Director, Equity & Diversity

President plus 1 designee, Cypress College Academic Senate

President plus 1 designee, Fullerton College Faculty Senate

President plus 1 designee, School of Continuing Education Academic Senate

President plus 1 designee, United Faculty Association
President, Adjunct Faculty United
President plus 1 designee, Classified School Employees Association
President, Confidential Employees Group
President, District Management Association
Student Body President or designee, Cypress College
Student Body President or designee, Fullerton College

Subcommittees

Recommendations from the following subcommittees are forwarded to the District Consultation Council:

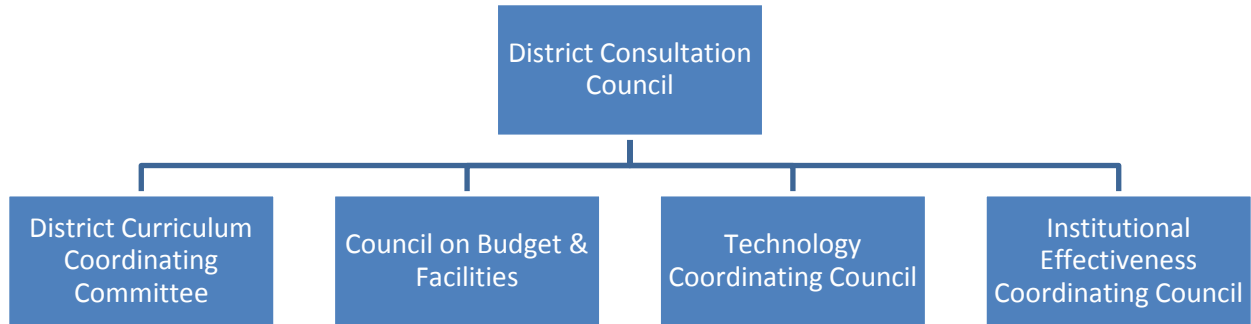
- Council on Budget & Facilities
- District Curriculum Coordinating Committee
- Institutional Effectiveness Coordinating Council
- Technology Coordinating Council

Membership in the subcommittees is identified in April for the next academic year.

Consultation Council Subcommittees	Purpose	Membership
Council on Budget & Facilities	<ul style="list-style-type: none"> • Make recommendations to District Consultation Council on policies, planning and other matters related to fiscal resources and facilities • Ensure that NOCCCD resources are tied to the District Strategic Plan and the Comprehensive Master Plan • Monitor the NOCCCD’s fiscal solvency • Review budget assumptions • Review NOCCCD 5-year Construction Plan, NOCCCD Space Inventory Report, and NOCCCD scheduled maintenance priorities • Review and discuss implementation of policies related to fiscal resources and facilities • Coordinate practices as needed related to administrative services • Serve as a forum for dialogue on ongoing fiscal and facilities activities and reporting • Review and share information on the state budget including capital outlay funds • Review the draft budget in its developmental stages 	<ul style="list-style-type: none"> • Vice Chancellor, Human Resources (Chair) • Vice Chancellor, Finance and Facilities • Vice Chancellor, Educational Services and Technology • District Director, Fiscal Affairs • VP of Administrative Services – CC and FC • Manager, Administrative Services - SCE • One faculty from each site appointed by the Academic/Faculty Senate– CC, FC, and SCE • Two representatives appointed by CSEA • United Faculty Representative • Adjunct Faculty United Representative • District Management Association Representative • Confidential Employees Group Representative • One student from each site appointed by Associated Students– CC and FC
District Curriculum Coordinating Committee	<ul style="list-style-type: none"> • Reviews curriculum prior to being submitted to the Chancellor • Serve as NOCCCD’s highest authority for interpreting Title 5 curricular requirements • Serve as a resource to District Consultation Council on curricular issues 	<ul style="list-style-type: none"> • Vice Chancellor, Educational Services and Technology (chair) • Two faculty from each site appointed by the Academic/Faculty Senate – CC, FC, and SCE • Administrative representative of the curriculum committee at each site – CC, FC, and SCE • Non-voting members: CC and FC Presidents and SCE Provost
Institutional Effectiveness Coordinating Council	<ul style="list-style-type: none"> • Make recommendations to District Consultation Council on policies, planning and other matters related to accreditation and mandated reporting • Review and discuss implementation of policies related to research, accreditation and MIS reporting 	<ul style="list-style-type: none"> • Vice Chancellor, Educational Services and Technology (Chair) • Director, Institutional Research & Planning – CC, FC and SCE • District Director, Information Services

	<ul style="list-style-type: none"> • Coordinate practices as needed related to research, accreditation and MIS reporting • Collaborate on the analysis and interpretation of data • Prepare an annual progress report to describe progress in achieving the objectives in the District-wide Strategic Plan 	<ul style="list-style-type: none"> • Two faculty from each site appointed by the Academic/Faculty Senate; at least one of these faculty also serves on the District Consultation Council – CC, FC, and SCE • Accreditation Liaison Officers from each college - CC and FC • One student from each college appointed by Associated Students– CC and FC
<p>Technology Coordinating Council</p>	<ul style="list-style-type: none"> • Make recommendations to District Consultation Council on policies, planning and other matters related to technology • Distance Education Vision & Planning • Develop and monitor implementation of the Technology Plan • Prepare an annual progress report on the Technology Plan • Develop instructional technology standards • Review and discuss implementation of policies related to technology • Coordinate practices as needed related to technology • Serve as a forum for dialogue on ongoing technology projects 	<ul style="list-style-type: none"> • District Director, Information Services (Co-Chair) • Vice Chancellor, Educational Services and Technology (Co-Chair) • Three faculty/staff from each site appointed by the Academic/Faculty Senate – CC, FC, and SCE • Three representatives appointed by CSEA • Representative appointed by each of the following: <ul style="list-style-type: none"> - United Faculty - Adjunct Faculty United - District Management Association - Confidential Employees Group • One student from each college appointed by Associated Students – CC and FC • One representative from each site appointed by College President or Provost – CC, FC, and SCE

Coordinating Council Structure



Operating Agreements for District Consultation Council

Protocol

District Consultation Council meetings are open meetings and may be attended by any interested person from the district or the community.

Duties of Members

Members of the District Consultation Council serve as representatives of their constituencies and as such, voice the perspectives of those they represent as well as provide feedback to their colleagues.

Any member may place an item on the agenda, bearing in mind that it should address the stated purpose and activities of the District Consultation Council.

Attendance is mandatory for members of the Council and substitutes are not permitted. The Chancellor may appoint an interim member when a position is vacant. Members are expected to be conversant with issues and are expected to engage in discussion and to express the perspectives of the represented constituents. Members are also responsible for keeping constituents informed on matters of the Council and for soliciting input to inform the decision making process.

Resource Personnel

The Council may enlist the assistance of persons with specialized knowledge or expertise to address specific agenda items. Such persons will be identified as "Resource Personnel" on the agenda and may not address any item on the agenda other than their own unless asked to do so by the Council.

Procedures for District Consultation Council

Recommendations of the District Consultation Council to the Chancellor are developed by consensus.

If a recommendation from District Consultation Council requires action by the Board of Trustees, the Chancellor reviews the recommendation and if he/she approves it, forwards it to the Board for their review and approval.

If the Chancellor does not concur with the recommendation, then it is either returned to the Council that developed the recommendation with the Chancellor's feedback for further consideration or it is forwarded to the Board with rationale for disapproval from the Chancellor.

In reporting to the Board, the Chancellor will provide a full accounting of the varying points of view and the rationale for the recommendation being presented without prejudice.

If the recommendation from the District Consultation Council is related to an operational issue or other area of responsibility delegated to the Chancellor by the Board, the Chancellor reviews the recommendations and does one of the following:

- Approves the recommendation and directs implementation; or
- Makes minor modifications, directs implementation, and notifies the Council about the minor modification; or
- Returns the recommendation to the Council that developed the recommendation for further consideration.

Minutes

Minutes of District Consultation Council meetings in the form of meeting summaries shall be recorded by a designated recorder and are subject to review and approval by the Council. These approved summaries are posted online (see the employee tab in myGateway) immediately after the meeting in which these are approved.

NOCCCD Organizational Groups

NOCCCD organizational groups coordinate operational, procedural and policy implementation. The authority for the members of organizational groups is through the assignment of responsibilities on job descriptions and appointment to positions within NOCCCD. Individuals other than those identified on this list are invited to attend meetings to share information or expertise as needed.

Title	Purpose	Membership
Chancellor’s Staff	<ul style="list-style-type: none"> • Advise the Chancellor on matters of policy; instruction and student services; budget; the integration of planning and resource allocation; and other matters of the district • Implement and administer policies, procedures and day-to-day operations of the district • Review and discuss implementation of policy decisions made by the Board regarding the operations of the district 	<ul style="list-style-type: none"> • Chancellor (Chair) • College Presidents – CC and FC • Provost - SCE • Vice Chancellor, Educational Services and Technology • Vice Chancellor, Finance & Facilities • Vice Chancellor, Human Resources • District Director, Information Services • District Director, Public & Governmental Affairs • Administrative Support Manager, Chancellor’s Office
Budget Officers	<ul style="list-style-type: none"> • Review and discuss implementation of policies related to fiscal resources • Develop budget assumptions • Coordinate practices as needed related to fiscal services • Review and share information on NOCCCD and state budgets 	<ul style="list-style-type: none"> • District Director, Fiscal Affairs (Chair) • District Manager, Fiscal Affairs • VP, Administrative Services – CC and FC • Manager, Administrative Services - SCE • Bursar – CC and FC
DegreeWorks Management Team	<ul style="list-style-type: none"> • Set policy with regards to the operation and usage of the DegreeWorks application • Review planned usage of DegreeWorks at all campuses • Determine global practices, settings and features for the DegreeWorks application • Request necessary modifications to DegreeWorks application to accommodate the required changes in MIS reporting or other similar needs 	<ul style="list-style-type: none"> • District Director, Information Services (Chair) • Vice Chancellor, Educational Services and Technology • Executive V.P. –CC • Vice President, Student Services –FC • Vice President, Instruction – FC • Dean, Admissions and Records – FC and CC

	<ul style="list-style-type: none"> • Ensure that DegreeWorks system configuration and applications usage complies with regulations and Board policies 	<ul style="list-style-type: none"> • Dean, Instruction and Student Services – SCE • Registrar – FC, CC and SCE • Manager, SSSP – FC and CC • Counselor, Program Coordinator – FC • Dean, Counseling and Student Development – CC and FC • Manager, IT Applications Support – District • I.T. Project Leader – District • Educational Services and Technology Coordinator – District • Catalog Coordinator – CC and FC • Curriculum Specialist – CC, FC and SCE
<p>District Enrollment Management Advisory Committee (DEMAC)</p>	<p>Purpose</p> <p>The purpose of DEMAC is to improve overall institutional effectiveness in student achievement and fiscal stability. DEMAC operates at a strategic level to focus on the effective and efficient execution of Districtwide enrollment management. DEMAC will inform the development of enrollment strategies to support student success and retention as well as the achievement of the District’s annual enrollment goals. DEMAC works in the mode of evidence based decision making and helps to cultivate and promote a culture of evidence Districtwide.</p> <p>Responsibilities</p> <p>Through mutually beneficial collaboration, sharing of information and constructive dialog, the Districtwide Enrollment Management Advisory Committee makes recommendation for improved efficiency, consistency and coordination in enrollment management understanding and practices across the District. The Committee will:</p> <ul style="list-style-type: none"> • recommend a District definition of enrollment management; • establish and maintain ongoing dialogue regarding Districtwide 	<p>The Chancellor co-chairs the Committee with an appointed faculty member; the membership from the sites and constituency groups are as follows:</p> <ul style="list-style-type: none"> • Executive Vice President, Cypress College • Vice President of Instruction, Fullerton College • Vice President of Student Services, Fullerton College • Dean of Instruction and Student Services and/or Program Director, SCE (3) • Dean representative, two each from CC and FC • Faculty representatives, CC, FC, SCE (3 each to be appointed by the Senates) • United Faculty representative (1) • Adjunct Faculty United representative (1) • Classified representatives, CC, FC, SCE (1 each) • District Management Association representative (1)

	<p>enrollment management to increase understanding of enrollment funding issues in a systematic, comprehensive manner;</p> <ul style="list-style-type: none"> • develop and/or promote Districtwide strategic enrollment management best practices; • facilitate the coordination of Districtwide and college/SCE enrollment management planning; • recommend annual Districtwide initiatives that support the enrollment management plans of the colleges/SCE; • monitor Districtwide enrollment issues and develop recommendations for addressing issues; • assess and recommend Districtwide policies and procedures as they affect enrollment management, student success, persistence, and retention; • recommend Districtwide initiatives and enrollment management strategies to increase student success, persistence and retention; • recommend Districtwide target marketing, outreach, recruitment, enrollment, financial aid and other strategies to stabilize or increase enrollment; • assess Districtwide progress toward achievement of annual enrollment goals. 	<ul style="list-style-type: none"> • District Director, Information Services • Vice Chancellor, Educational Services and Technology • Vice Chancellor, Finance and Facilities • District Senior Research and Planning Analyst • Student Representatives, CC, FC, SCE (1 each)
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<p>District Equal Employment Opportunity Advisory Committee</p>	<ul style="list-style-type: none"> • Assist the Vice Chancellor of Human Resources in the development and implementation of NOCCCD’s Equal Employment Opportunity Plan • Formulate and recommend activities to promote diversity, inclusion and multiculturalism throughout NOCCCD • Promote community relations in the area of diversity. 	<ul style="list-style-type: none"> • Director, Equity & Diversity (Chair) • Faculty member from the campus diversity committee appointed by the respective Academic/Faculty senates -- CC, FC, and SCE • Classified employee from the campus diversity committee appointed by CSEA – CC, FC, and SCE
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		<ul style="list-style-type: none"> • Administrator from the campus diversity committee appointed by the District Management Association -- CC, FC, and SCE • Confidential employee appointed by the Confidential Employees Group • District Services employee, appointed by the Chancellor • Student representative appointed by the Associated Students – CC and FC • Student representative appointed by appointed by the Academic Senate - SCE • Two community representatives appointed by the Chancellor
District Facilities Committee	<ul style="list-style-type: none"> • Review and coordinate implementation of policies related to facilities • Prepare the NOCCCD 5-year Construction Plan, NOCCCD Space Inventory Report, and NOCCCD scheduled maintenance priorities • Prepare and submit IPPs and FPPs for state capital outlay funding 	<ul style="list-style-type: none"> • District Director of Facilities Planning & Construction (chair) • VP of Administrative Services - CC and FC • Manager of Administrative Services - SCE • Manager, Maintenance & Operations – CC and FC
District Grants and Resource Development Committee	<ul style="list-style-type: none"> • Discuss grant writing opportunities and determine best practices • Ensure that grants align with the District Strategic Directions and/or the District-wide or Campus Strategic Plans • Coordinate grant writing activities across the district • Develop data and verbiage for use in grants 	<ul style="list-style-type: none"> • Vice Chancellor, Educational Services and Technology (chair) • District Director, Fiscal Affairs • Directors, Institutional Research & Planning – CC, FC and SCE • District Manager, Fiscal Affairs • Dean responsible for Perkins – CC, FC, and SCE • Foundation Directors or representative – CC, FC, and SCE
District Services Committee	<ul style="list-style-type: none"> • Coordinate and communicate operational issues and initiatives related to District Services • Develop, implement and monitor a process of administrative unit review for District Services 	<ul style="list-style-type: none"> • Chancellor (Chair) • Vice Chancellor, Educational Services and Technology • Vice Chancellor, Finance & Facilities • Vice Chancellor, Human

		<p>Resources</p> <ul style="list-style-type: none"> • District Director, Information Services • District Director, Public and Governmental Affairs • Administrative Support Manager, Chancellor’s Office
District Staff Development Committee	<ul style="list-style-type: none"> • Coordinate district-wide staff development initiatives • Identifies priorities for district-wide staff development programs and processes • Implement tools to support staff development • Make recommendations to the Chancellor on allocation of staff development resources 	<ul style="list-style-type: none"> • Director, Equity & Diversity (Chair) • Staff Development Committee Chair – CC, FC, and SCE • Representative from District Management Association, CSEA and Confidential Employees Group • Management Support Representatives –CC, FC, SCE and District Services
District Technology Roundtable	<ul style="list-style-type: none"> • Coordinate and communicate implementation of technology plans, initiatives, upgrades and operations across NOCCCD • Provide feedback to District Information Services on performance, reliability and training needs with regard to district-wide networking and computing infrastructure • Develop and ensure compliance with district-wide standards for best practices with regard to technology • Recommend processes for systems users • Ensure technology decisions and practices are consistent with board policy and regulations • Coordinate computer hardware and software purchasing to leverage economies of scale and ensure efficiencies across the district 	<ul style="list-style-type: none"> • District Director, Information Services (Chair) • Manager, IT Applications Support • Manager, IT Technical Support • Manager, Systems Technology Services – CC, FC and SCE
Educational Technology Steering Team (ETST)	<ul style="list-style-type: none"> • Reviews and assesses the educational technology landscape and reaches a collective vision for the use of educational technology District wide • Reviews and recommends a plan to achieve the educational technology vision District wide that will include a component of 	<ul style="list-style-type: none"> • Vice Chancellor, Educational Services and Technology (Chair) • District Director, Information Services

	<p>District wide training and support in educational technology</p> <ul style="list-style-type: none"> • Works collaboratively with District IS and campus academic computing departments to collectively resolve technical issues surrounding educational technology use by faculty and students • Provides communication with the TCC regarding: <ul style="list-style-type: none"> ○ District wide educational technology vision ○ District wide educational technology plan ○ Major technical issues and challenges surrounding the use of educational technology by faculty and students 	<ul style="list-style-type: none"> • Distance Education Coordinators – CC, FC, and SCE • Two (2) Faculty representative-- CC, FC, and SCE • Manager, Systems Technology Services – CC, FC, and SCE • Instructional and/or Student Services Dean -- CC, FC, and SCE • Student representative -- CC, FC, and SCE
Information Services Steering Committee (formerly Banner Steering Committee)	<ul style="list-style-type: none"> • Guide the implementation and use of Banner and related systems (Argos, myGateway, Banner Self-Service, etc.) • Recommend processes for systems users • Provide advice to District Information Services on maintenance, planned downtime, enhancements, project prioritization, information security and regulatory compliance with regard to these systems • Provide feedback to District Information Services on performance, reliability and training needs • Serve as a clearinghouse for constituent concerns and needs • Discuss and review impact of federal and state reporting requirements 	<ul style="list-style-type: none"> • Manager, IT Applications Support (Chair) • Manager, Technical Support • Dean, A&R – CC and FC • Dean, Instruction and Student Services - SCE • Directors, Financial Aid – CC and FC • Manager, SSSP – CC, FC and SCE • District Manager, Payroll • District Manager, Human Resources • District Manager, Fiscal Affairs • Manager, Systems Technology Services - CC, FC or SCE (Rotating basis) • Dean Student Support Services -FC • Dean, Counseling & Student Development –CC and FC • Academic Dean – CC and FC appointed by the College Presidents • Systems Analyst, Applications • Registrar, CC,FC and SCE
Information Services Steering Subcommittee: Student Team	<ul style="list-style-type: none"> • Make recommendations to the Banner Steering Committee regarding the use, upgrades and effectiveness of the Banner Student module 	<ul style="list-style-type: none"> • Dean, A&R – CC and FC (Chair responsibilities rotate) • Registrar – FC, CC, and SCE

	<ul style="list-style-type: none"> • Guide data entry standards and enforce consistent practices among system users • Ensure that system configuration and use complies with regulations and board policies • Communicate technology and process changes 	<ul style="list-style-type: none"> • Director, Financial Aid – FC and CC • Catalog and Schedule Coordinator – FC, CC, and SCE • Bursar – CC, FC • Manager, SSSP– CC, FC and SCE • Manager, IT Applications Support • Academic dean – CC and FC (appointed by Presidents) • Student Records Coordinator – SCE • IT Project Lead- IS
Information Services Steering Subcommittee: myGateway Steering Committee	<ul style="list-style-type: none"> • Make recommendations to the Banner Steering Committee regarding the content, use, upgrades and effectiveness of the myGateway portal and mobile applications 	<ul style="list-style-type: none"> • Director District, Information Services or designee (Chair) • Dean, A&R – CC and FC • Registrar – CC, FC, and SCE • Manager, Instructional Technology Services– SCE • Staff Development Coordinator – CC • Manager, Systems Technology Services– FC • District Director, Human Resources • Administrative Support Manager, Human Resources • Distance Education Coordinator – FC • Campus Directors of Communication – CC, FC and SCE • District Director, Public & Governmental Affairs • Director, Financial Aid – FC • Librarian – CC or FC • Manager, IT Applications Support • Academic Dean appointed by the College President – CC and FC
Information Services Steering Subcommittee: Financial Aid Workgroup	<ul style="list-style-type: none"> • Review changes to state and federal Financial Aid regulations • Determine their impact on district processes and services 	<ul style="list-style-type: none"> • Director, Financial Aid –FC (Chair) • Director, Financial Aid –CC (Facilitator)

	<ul style="list-style-type: none"> • Request necessary modifications to Banner system to accommodate the required changes in legislation and regulation • Ensure that system configuration and financial aid practices complies with regulations and Board policies 	<ul style="list-style-type: none"> • Financial Aid Support Staff – FC • Financial Aid Support Staff –CC • District Manager, Fiscal Affairs – District • Accounting Specialist – District • Manager, IT Applications Support – District • Systems Analyst, Applications – District • IT Specialist, Applications - District
Vice Presidents Council	<ul style="list-style-type: none"> • Reviews issues and concerns that are related to instruction and student support and makes recommendations to resolve these items • Recommends new policies and procedures to the Vice Chancellor, Educational Services and Technology regarding instruction and student support • Provides input regarding: <ul style="list-style-type: none"> ○ District-wide Curriculum Development and Enrollment management ○ District-wide FTES generation ○ District-wide Distance Education plan and goals ○ District-wide Student success initiatives ○ District-wide Career technical education and economic development initiatives ○ District-wide grants and resources development efforts 	<ul style="list-style-type: none"> • Vice Chancellor, Educational Services and Technology (Chair) • Executive Vice President, Cypress College • Vice President of Instruction, Fullerton College • Vice President of Student Services, Fullerton College • Dean of Instruction and Student Services, Anaheim Campus, SCE • Dean of Instruction and Student Services, Cypress Campus, SCE • Dean of Instruction and Student Services, Wilshire Campus, SCE

NOCCCD Meeting Calendar for Governance and Organizational Groups

NOCCCD Governance Groups are identified in [blue](#).

This Organizational Group meets as needed: District Equal Employment Opportunity Advisory Committee.

Monday	Tuesday	Wednesday	Thursday	Friday
First week of the month				
<ul style="list-style-type: none"> - District Technology Roundtable <i>telephone meeting</i> - Financial Aid Workgroup - Districtwide Enrollment Management Advisory Committee 	<ul style="list-style-type: none"> - District Facilities Committee 	<ul style="list-style-type: none"> - Chancellor's Staff/District Agenda Committee - Student Team 	<ul style="list-style-type: none"> - District Grants & Resource Development 	<ul style="list-style-type: none"> - District Curriculum Coordinating Committee
Second week of the month				
<ul style="list-style-type: none"> - District Technology Roundtable <i>telephone meeting</i> - Council on Budget & Facilities - Vice Presidents Council 	<ul style="list-style-type: none"> - Budget Officers - District Staff Development 	<ul style="list-style-type: none"> - Chancellor's Staff - Information Services Steering Committee 	<ul style="list-style-type: none"> - District Services Committee 	
Third week of the month				
<ul style="list-style-type: none"> - Institutional Effectiveness Coordinating Council 	<ul style="list-style-type: none"> - District Facilities Committee - District Technology Roundtable 	<ul style="list-style-type: none"> - Student Team - Chancellor's Staff 		

		- Technology Coordinating Council					
Fourth week of the month							
- District Technology Roundtable <i>telephone meeting</i> - District Consultation Council		- Budget Officers - District Staff Development		- Chancellor's Staff - myGateway Steering Committee		- Educational Technology Steering Team	

Appendices

California Code of Regulation for Collegial Consultation

Academic Senate: Title 5, Section 53203

[https://govt.westlaw.com/calregs/Document/I6FD671F0D48411DEBC02831C6D6C108E?contextData=\(sc.Search\)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f70000015020907f474fe96af8%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d\(sc.Default\)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=53203&t_S1=CA+ADC+s](https://govt.westlaw.com/calregs/Document/I6FD671F0D48411DEBC02831C6D6C108E?contextData=(sc.Search)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f70000015020907f474fe96af8%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=53203&t_S1=CA+ADC+s)

Academic Senate: Title 5, Section 53206

[https://govt.westlaw.com/calregs/Document/I751B6470B6CB11DFB199EEE3FF08959C?contextData=\(sc.Search\)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150209276df4fe96be0%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d\(sc.Default\)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=53206&t_S1=CA+ADC+s](https://govt.westlaw.com/calregs/Document/I751B6470B6CB11DFB199EEE3FF08959C?contextData=(sc.Search)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150209276df4fe96be0%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=53206&t_S1=CA+ADC+s)

Faculty: Title 5, Section 51023

[https://govt.westlaw.com/calregs/Document/I6A03BB50B6CB11DFB199EEE3FF08959C?contextData=\(sc.Search\)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150208e87c64fe96a44%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d\(sc.Default\)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=51023&t_S1=CA+ADC+s](https://govt.westlaw.com/calregs/Document/I6A03BB50B6CB11DFB199EEE3FF08959C?contextData=(sc.Search)&rank=1&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150208e87c64fe96a44%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=51023&t_S1=CA+ADC+s)

Staff: Title 5, Section 51023.5

[https://govt.westlaw.com/calregs/Document/I491F4050D48411DEBC02831C6D6C108E?contextData=\(sc.Search\)&rank=2&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150208e87c64fe96a44%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d\(sc.Default\)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=51023.5&t_S1=CA+ADC+s](https://govt.westlaw.com/calregs/Document/I491F4050D48411DEBC02831C6D6C108E?contextData=(sc.Search)&rank=2&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150208e87c64fe96a44%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=51023.5&t_S1=CA+ADC+s)

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Students: Title 5, Section 51023.7

[https://govt.westlaw.com/calregs/Document/I49A33D60D48411DEBC02831C6D6C108E?contextData=\(sc.Search\)&rank=3&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150208e87c64fe96a44%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d\(sc.Default\)&list=REGULATION_PUBLICVIEW&t_ransitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=51023&t_S1=CA+ADC+s](https://govt.westlaw.com/calregs/Document/I49A33D60D48411DEBC02831C6D6C108E?contextData=(sc.Search)&rank=3&originationContext=Search+Result&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f700000150208e87c64fe96a44%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&list=REGULATION_PUBLICVIEW&t_ransitionType=SearchItem&listSource=Search&viewType=FullText&t_T1=5&t_T2=51023&t_S1=CA+ADC+s)

NOCCCD Board Policies

Board Policy 2510 Participation in Local Decision-making

http://www.nocccd.edu/files/2510bpfinalrevisedc-staff11-26-14referenceonly_20571.pdf

Board Policy 2200 Board Duties and Responsibilities

http://www.nocccd.edu/files/2200bpfinalrevisedc-staff11-26-14referenceonly_60598.pdf

Board Policy 2430 Delegation of Authority to Chancellor

http://www.nocccd.edu/files/2430bpfinalrevisedc-staff11-26-14referenceonly_20278.pdf

Board Policy 5400 Associated Students

http://www.nocccd.edu/files/5400bp_062005_87474.pdf

NOCCCD Administrative Procedures

Administrative Procedure 2510 Participation in Local Decision-making

http://www.nocccd.edu/files/2610ap_20654.pdf

Board Policies are available online at:

<http://www.nocccd.edu/policies-and-procedures>