

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Attachment: 2019-2020 Committee Details

Committee Name: Facilities and Sustainability

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

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Use the attached 2019-2020 information from the Shared Governance Handbook and the Committee Participants list to determine whether changes need to be made for 2020-2021.

1. Charge:

_____ The Charge is satisfactory, no changes.

_____ The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

_____ It is recommended the reporting relationship remains the same.

_____ It is recommended the reporting relationship changes.

The committee will report to:

_____ Academic Senate

_____ College Council

_____ Faculty Association

_____ President

_____ Vice President of _____

_____ Other _____

3. Chairmanship:

It is recommended that the chair:

_____ Selection remains the same

_____ Selection method changes to: _____

4. Membership:

_____ It is recommended membership remains the same.

_____ It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

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- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: _____ Quorum (50% + 1): _____

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- | | |
|------------------------|--------------------------|
| ____ Academic Senate | ____ Faculty Association |
| ____ Classified Senate | ____ SEIU |
| ____ Administration | ____ Student Senate |

5. Term: (check one)

- ____ 1 year ____ 2 years ____ Other

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____

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Committee Tasks

Committee Name: _____

Form Completed by: _____ Position: _____

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Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____