

Message Points/Report-Outs

The Message Points and main report-out items are meant to be done immediately after the meeting by the chair or designee. They should be emailed to the committee members, Deans, the three Senate Presidents, and administration for discussion and action (if any) before the next committee meeting.

Committee Message Point Template



Chairperson: _____

Date of meeting: _____

Main Message Points for Divisions, Student Services, Senates, Administrators:

- Item 1: _____
 - Brief discussion
 - Results of discussion
 - Action or Feedback Requested

 - Return to College Council with information by _____

- Item 2: _____
 - Brief discussion
 - Results of discussion
 - Action or Feedback Requested

 - Return to College Council with information by _____

- Item 3: _____
 - Brief discussion
 - Results of discussion
 - Action or Feedback Requested

 - Return to College Council with information by _____

Message points written by (print/type) _____ Date: _____

Shared Governance Worksheet Template

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

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.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

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

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the [Committee Participants list](#) to determine whether changes need to be made for 2021-2022.

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. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

- 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
_____	_____	_____
_____	_____	_____