



Orange Coast College Academic Senate

Committee Member and Task Force Volunteer Appointment Selection Process Resolution #S 2018-1

Approved by the OCC Academic Senate on February 13, 2018

Moved by Senators Jamie Blair and Marilyn Kennedy; seconded by Senator Loren Sachs

Whereas, AB 1725 grants faculty participatory, shared governance at the college and District levels;

Whereas, the Orange Coast College Academic Senate (Senate) creates Senate committees as per its Bylaws, Art. II, Section 2;

Whereas, the processes for Senate appointments to Senate, shared governance, or hiring committees; to task forces; and to work groups has not been consistently followed nor formally established;

Whereas, the Senate is bound legally to transparency as per the Brown Act and shared governance as per AB 1725, certain time frames must be established in order to honor these requirements and fulfill legal obligations;

Therefore, Be It Resolved that the Senate establish and adopt these formal processes below for these Senate appointments:

I. STANDARD TIMELINES FOR TRANSPARENCY AND SHARED GOVERNANCE:

- A. Requests for a Call for Volunteers during the Fall and Spring Semesters:** Submit requests to the Senate Executive Board (E-Board) and its support staff person at least twenty-one (21) calendar days before the need date.
- B. Requests for a Call for Volunteers during Intersessions:** Submit requests to the E-Board and its support staff person at least twenty-one (21) calendar days before the need date. In the event that the appointment is requested during a winter or summer intersession period and the work is required to begin during that intersession or within the first twenty-one (21) calendar days of the upcoming semester, a request must be sent to the E-Board and its support staff person at least twenty-one (21) calendar days before the need date.

C. Intersession Pool:

To fulfill these specific requests, the Senate will establish a yearly intersession pool of Senate-approved volunteers who are willing to check their emails during summer and winter intersessions and accept a committee appointment to work during one or more of these intersession periods. The pool will be updated yearly each spring.

Note what the CFE contract states in Article III.1.b., regarding intersession committee meetings, service, and potential compensation:

“Standing Shared Governance committees and committees that directly affect faculty must be held on duty days or the faculty must be compensated for off-duty attendance (See Appendix A-5, E. 2. Miscellaneous Non-Instructional Rate). The Federation and the District will mutually agree on which meetings may need to be held on non-duty days, create a list of such committees, and negotiate addendums to the list. Meetings on non-duty days

are not mandatory. Committees meeting on non-duty days are responsible for determining the notice requirements for such meetings.”

II. REQUESTS FOR APPOINTMENTS PROTOCOLS:

- A. Requests for Members/Volunteers:** After gaining the feedback and approval of the appropriate committee or group and following the required committee bylaws or District policies, the chair, administrator, or designee for the committee/group/task force submits a request that informs the Senate E-Board and its support staff person of any specific membership or volunteer needs, as pertinent to that specific request:
1. Meetings dates, times, and places
 2. Specific faculty requested, such as full-time tenured, full-time, or part-time, or no preferences or requirements
 3. Number of appointments available
 4. Length of term of service
 5. Specific area, skills, committee membership, or knowledge preferred or required plus a brief reason (examples—need particular department or division representative, has accounting skills, has budget analysis skills, reads Spanish, knows construction, etc.)
 6. In the event that a department or division anticipates a request for a fourth faculty member for a hiring committee *but before that hiring committee formally meets to make such a request* (as required by CCD policies), the department or division may submit and identify a fourth faculty member to be approved by the Senate in the eventuality that the hiring committee makes that request.

III. CALLS FOR VOLUNTEERS AND SELECTION PROTOCOLS:

- A. Announcement Call Sent:** After approval by the E-Board for the call, the Senate support staff sends out an email call for volunteers as per the specifics described in II. A. above. The call will be open for seven (7) calendar days
- B. Volunteer Responses:** When responding, volunteers should *briefly* acknowledge that they have met any special preferences or requirements, if there are any requested in the call. If there are none, only a name need be submitted.
- 1. Requests with No Special Preferences or Requests:** All volunteers will be placed in the drawing lot. During the fall and winter semesters, the names will be drawn at an E-Board meeting. The names selected will go on the Senate consent calendar for approval. A list of numbered alternates will be kept for six calendar months (180 calendar days) or until the end of the committee, task force, or work group term.
 - 2. Requests with Special Preferences or Requests:** All volunteers who have acknowledged they have met the preferences or requirements will be placed in the drawing lot. During the fall and winter semesters, the names will be drawn at an E-Board meeting. The names selected will go on the Senate consent calendar for approval. A list of numbered alternates

will be kept for six calendar months (180 calendar days) or until the end of the committee, task force, or work group term.

- 3. Requests from Intersession Pool:** All volunteers for requests with no special preferences or requests will be placed in the drawing lot. All volunteers for special preferences or requests who have acknowledged they have met these preferences or requirements for a specific appointment will be placed in the drawing lot. Names will be selected by the E-Board when school is not in session at a special meeting (see CFE contract Article III.1.b.). A list of numbered alternates will be kept for six calendar months (180 calendar days) or until the end of the committee, task force, or work group term.