



**From the Chancellor  
Neil Yoneji**

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Chancellor's Office  
Directive Number 70  
October 26, 1995

TO: College Presidents  
Vice Chancellors  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers

Re: **DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION  
PROCESS**

In order to establish an orderly process for identifying, considering and acting upon operation and policy matters which affect all the colleges in the district simultaneously the Districtwide Internal Management Consultation Process, (attached), shall be followed.

The process was developed in the Summer of 1994 by the Councils of Academic Affairs and Student Services and was subsequently reviewed and approved by the Council of Administrative Services.

After districtwide review and consultation, the Cabinet recommended approval at their meeting of August 30, 1994. The process was successfully implemented and followed during FY 1994-95 and is now institutionalized.

  
Chancellor

c: Senior Staff

## DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS

### Goals

1. Establish an orderly process for identifying, considering, and acting upon operational and policy matters which affect all the colleges in the district simultaneously.
2. Establish a process which strengthens, reinforces, and balances both district and campus collaboration, leadership, and accountability.
3. Establish a process which defines and specifies the roles of the consultation groups.

### Districtwide Committees

There are three management Councils that are responsible for the review and study of districtwide instructional, student services and administrative operational and programmatic issues. They are the Council of Academic Affairs, the Council of Students Services and the Council of Administrative Services. The Councils are composed of the Chief Instructional, Student Services and Business Officers, the Vice Chancellors, the Senior Directors, as well as other District administrators.

The Councils have the responsibility to consider all the recommendations from all districtwide committees, as well as study, plan and implement all management instructional, student services, and administrative operational and programmatic decisions that affect student access, instruction, retention and success.

The Councils also entertain recommendations on issues that would result in changes to current Board rules, Administrative Regulations and District policies. In these cases, the Councils refer their recommendations to Senior Staff who in turn would submit the recommendation to the Presidential Cabinet and ultimately the Board of Trustees.

In order to ensure that all districtwide committees are represented and that all concerns are duly addressed, following is a list of the consultation process to be followed by all committees:

1. Chief Instructional, Student Services and Business Officers have been assigned as liaison to each districtwide committee. They are responsible for carrying forward the committee's recommendations to the appropriate Council for action.

**Please note that no decision made in a committee can be considered finalized until it has been officially approved by the either of the Councils, and when appropriate by Senior Staff, Cabinet and the Board of Trustees.**

2. A yearly schedule with all the meetings that have been scheduled by districtwide committees should be sent to the Vice Chancellor and to the appropriate liaison CIO, CSSO or CBO.

3. Agendas for the meetings should be sent at least one week prior to the date of the meeting. Copies should be sent to the college Presidents, and the appropriate CIOs, CSSOs or CBOs as well as to the Senior Directors of Instructional and Students Services, Human Resources or Directors of Information Technology, International Education, or Occupational and Technical Education, also as appropriate.
4. Minutes of the meeting (along with a copy of the agenda of the meeting) should be distributed to the College Presidents, the CIOs , CSSOs and CBOs as appropriate, as well as the Senior Directors of Instructional and Student Services, Human Resources, or Directors of Information Technology, International Education or Occupational and Technical Education, also as appropriate.
5. When a committee makes a recommendation for action, that recommendation will be carried forward by the liaison CIO, CSSO or CBO to the appropriate Council.

### Management Consultation Process

Following is the management consultation process for forwarding recommendations on districtwide issues for final decision. The consultation process is based on the premise that the recommendation is stemming from either a committee reporting to one of the three management Councils (Council of Academic Affairs; Council of Student Services and Council of Administration), or from one of the Councils.

There are two types of recommendations:

- A. **Operational:** Recommendations on issues where the decision can be made by the Council and does not need further approval process, since it does not affect District policies, rules or regulations, or another Council's operations.
- B. **Policy:** Recommendations on policy issues where the decision of the Council is forwarded for further consideration and approval, since it proposes a change in District policies, rules or regulations.

<b>Operational Recommendations Received from a Districtwide Committee</b>	<b>Policy Recommendations Received from a Districtwide Committee</b>	<b>Policy or Operational Recommendations made by any of the Councils</b>
1. A districtwide committee makes a recommendation to the Council	1. A districtwide committee makes a recommendation to the Council	1. Any of the Councils may at any time develop a policy or a programmatic recommendation.

2. The liaison CIO, CSSO or CBO to the committee forwards the recommendation to the other two Councils for review and input.

3. At the next regularly scheduled meeting of the Council the recommendation is considered along with the input received from the other two Councils. The Chairperson of the districtwide committee may make the presentation on the recommendation.

4. The Council takes action.

\* If not approved the recommendation will be returned by the appropriate CIO, CSSO or CBO to the originating committee, with written recommendations for further study and consideration.

\* If approved, the appropriate CSSO, CIO or CBO will, in writing, inform the committee chairperson of the decision of the Council.

5. Once approved, the Vice Chancellor will, in writing, inform the other two Councils, Senior Staff and the Cabinet and the Chancellor, of the decision made.

2. The liaison CIO, CSSO or CBO to the committee forwards the recommendation to the other two Councils for review and input.

3. At the next regularly scheduled meeting of the Council the recommendation is considered along with the input received from the other two Councils. The Chairperson of the districtwide committee may make the presentation on the recommendation.

4. The Council takes action.

\* If not approved the recommendation will be returned by the appropriate CIO, CSSO or CBO to the originating committee, with written recommendations for further study and consideration.

\* If approved, the appropriate CSSO, CIO or CBO will in writing, inform the committee chairperson of the decision of the Council.

5. Once approved, the Vice Chancellor forwards the recommendation to the Chancellor and Senior Staff.

2. The recommendation is then forwarded to the appropriate districtwide committee for discussion and formalization.

\* If there is no districtwide committee the recommendation goes directly to the next step.

3. Once the policy or programmatic change has been formalized by the districtwide committee (or Council in the absence of a committee) the originating Council forwards the recommendation to the other two Councils for review and input.

3. At the next regularly scheduled meeting of the originating Council the recommendation is considered along with the input received from the other two Councils. Members of the other two Councils may speak to the recommendation.

4. The originating Council takes action.

\* If not approved the recommendation will be returned by the appropriate CIO, CSSO or CBO to the committee with written recommendations for further study and consideration, or in the absence of a committee the originating Council will further study the issues.

NOTE: 1) Recommendations requiring consultation with the Academic Senate or the Unions or Associations will be handled through the existing consultation process prior to the Council's action.

2) Any time the recommendation is returned to a Council for further consideration the Council may:

A. Consider the matter directly

B. Return the matter to the districtwide committee for further action.

6. The Chancellor and Senior Staff make a decision.

\* If further study is needed, the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

\* If approved the Vice Chancellor will, in writing, inform the Council of the decision.

7. Once approved, the Vice Chancellor, through the Chancellor, forwards the recommendation to the Cabinet.

\* The liaison CIO, CSSO or CBO may make the presentation of the recommendation to the Cabinet.

8. The Cabinet makes a decision.

\* If approved, the recommendation is forwarded to the Chancellor for final consideration.

\* If not approved the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

9. The Chancellor makes a decision.

\* If approved, the liaison CSSO, CIO or CBO will in writing, inform the committee chairperson of the decision of the Council.

5. Once approved, the Vice Chancellor will forward the recommendation to the Chancellor and Senior Staff .

6. The Chancellor and Senior Staff make a decision.

\* If further study is needed, the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

\* If approved the Vice Chancellor will, in writing, inform the Council of the decision.

7. Once approved, the Vice Chancellor, through the Chancellor, forwards the recommendation to the Cabinet.

\* The liaison/chair of the CIO, CSSO or CBO Council may make the presentation on the recommendation to the Cabinet.

8. The Cabinet makes a decision.

\* If approved, the recommendation is forwarded to the Chancellor for final consideration.

- \* If approved, the recommendation is forwarded to the appropriate Vice Chancellor for presentation to the Board of Trustees (if appropriate)
  - \* If not approved, the recommendation is returned to the Council with written recommendations for further study and reconsideration.
10. The recommendation (if appropriate) is presented to the Board of Trustees for adoption.
- \* If approved the Policy is distributed to all interested parties districtwide.
  - \* If not approved, the recommendation is returned to the Council. The Vice Chancellor, in writing, will inform the Council of the issues raised by the Board of Trustees in order for the Council to take further action.
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- 2) Any time the recommendation is returned to a Council for further consideration the Council may:
- \* If not approved the recommendation will be returned to the Council with written recommendations for further study and reconsideration.
9. The Chancellor makes a decision.
- \* If approved, the recommendation is forwarded to the appropriate Vice Chancellor for presentation to the Board of Trustees (if appropriate)
  - \* If not approved, the recommendation is returned to the Council with written recommendations for further study and reconsideration.
10. The recommendation (if appropriate) is presented to the Board of Trustees for adoption.
- \* If approved the Policy is distributed to all interested parties districtwide.
  - \* If not approved, the recommendation is returned to the Council. The Vice Chancellor, in writing, will inform the Council of the issues raised by the Board of Trustees in order for the Council to take further action.

A. Consider the matter directly.

B. Return the matter to the districtwide committee for further action.

NOTE: 1) Recommendations requiring consultation with the Academic Senate or the Unions or Associations will be handled through the existing consultation process prior to the Council's action.

2) Any time the recommendation is returned to a Council for further consideration the Council may:

A. Consider the matter directly

B. Return the matter to the districtwide committee for further action.

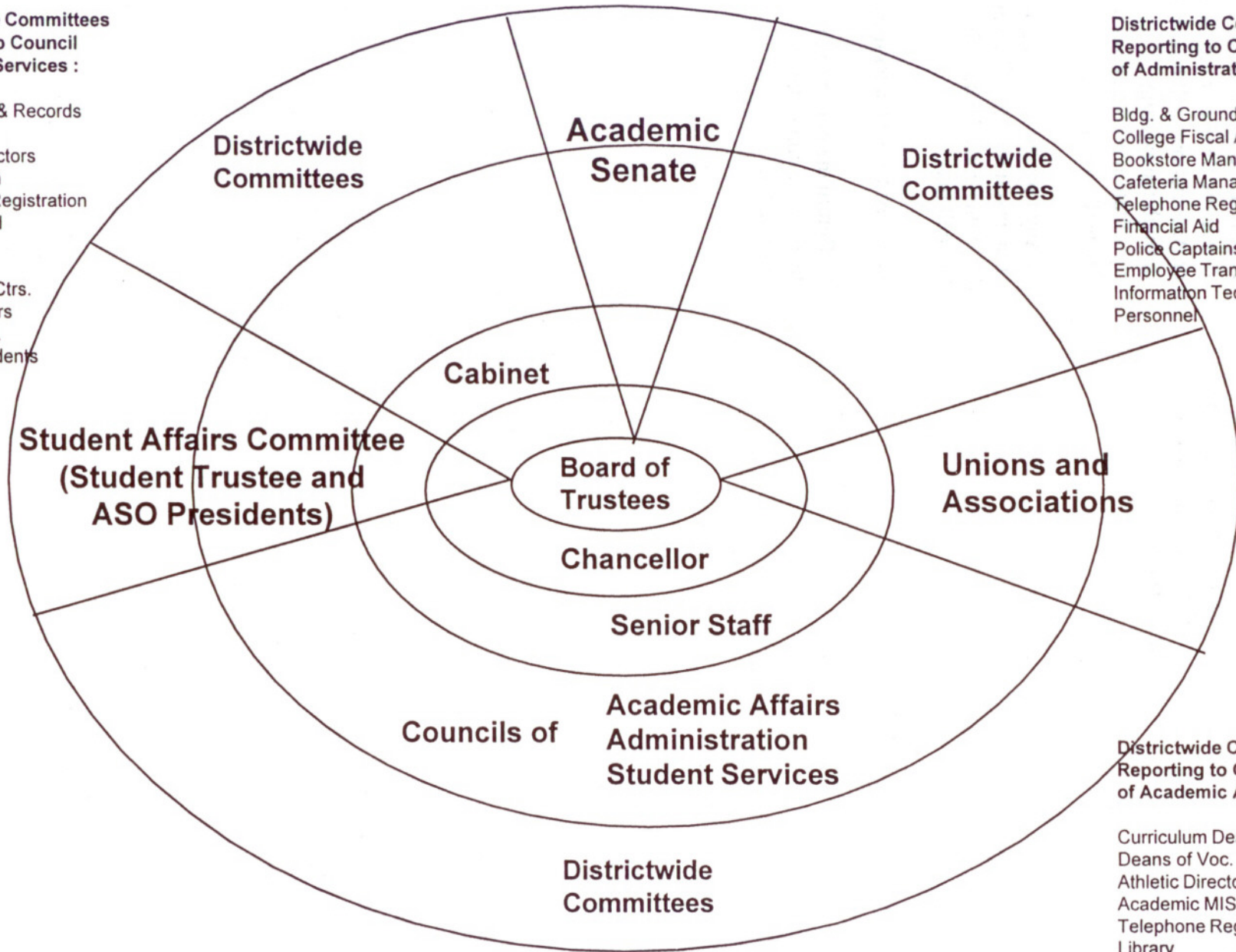
# DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS

**Districtwide Committees Reporting to Council of Student Services :**

- Admissions & Records
- Counseling
- Athletic Directors
- Matriculation
- Telephone Registration
- Financial Aid
- DSP&S
- EOP&S
- Child Devt. Ctrs.
- ASO Advisors
- Health Svcs.
- Foreign Students

**Districtwide Committees Reporting to Council of Administration :**

- Bldg. & Grounds Admin.
- College Fiscal Admin.
- Bookstore Managers
- Cafeteria Managers
- Telephone Registration
- Financial Aid
- Police Captains
- Employee Transportation
- Information Technology
- Personnel



**Districtwide Committees**

**Academic Senate**

**Districtwide Committees**

**Cabinet**

**Student Affairs Committee  
(Student Trustee and  
ASO Presidents)**

**Board of  
Trustees**

**Unions and  
Associations**

**Chancellor**

**Senior Staff**

**Councils of**

**Academic Affairs  
Administration  
Student Services**

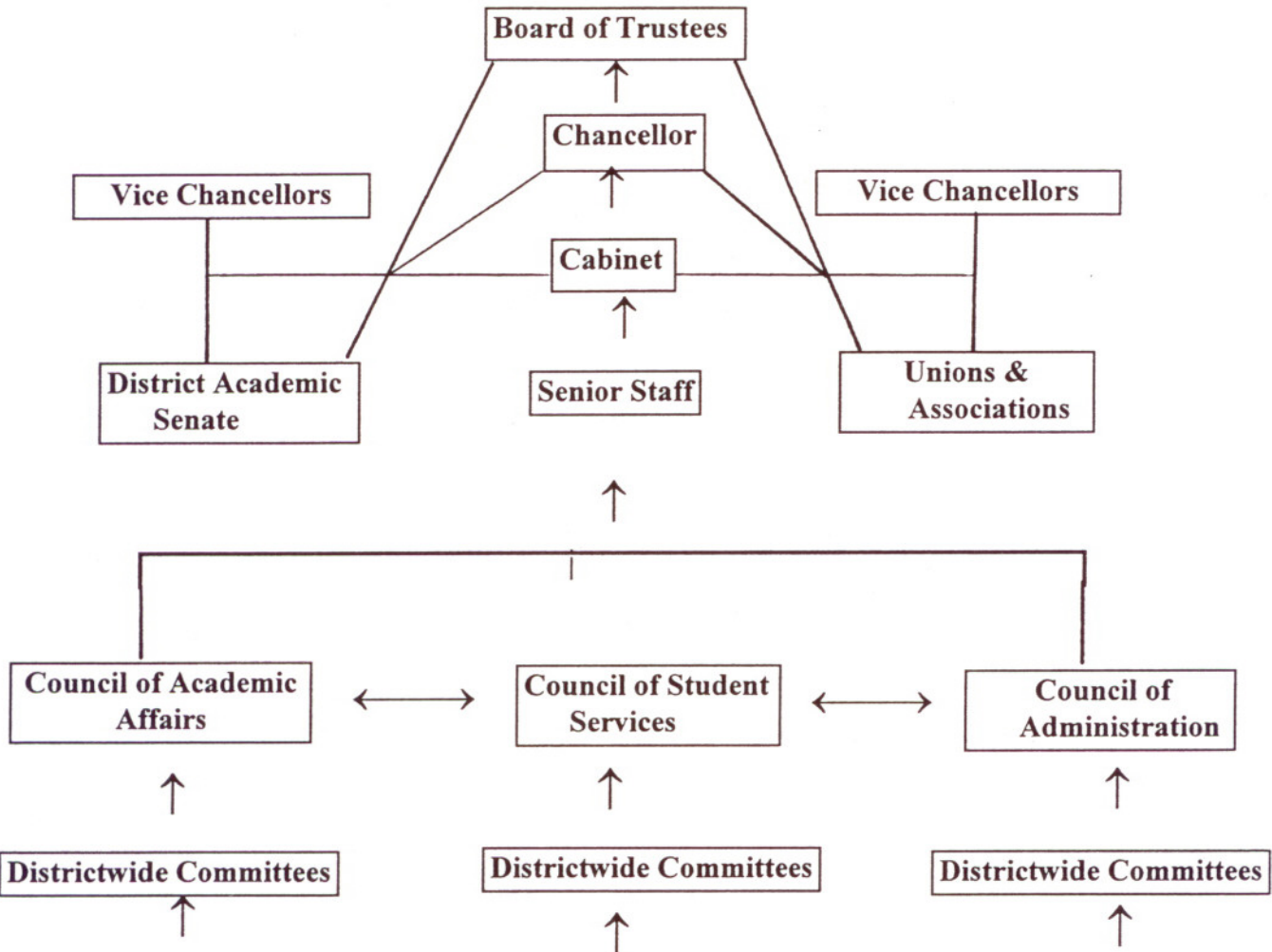
**Districtwide  
Committees**

**Districtwide Committees Reporting to Council of Academic Affairs :**

- Curriculum Deans
- Deans of Voc. Ed.
- Athletic Directors
- Academic MIS
- Telephone Registration
- Library
- Lrng. Assist. Ctr. Dir.
- Foreign Students
- International Education
- Staff Development
- Community Services



## DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS



- Curriculum Deans
- Deans of Vocational Educ.
- Athletic Directors -----
- Academic MIS
- Telephone Registration-----
- Library
- Learning Assistance Ctr Dir.
- Foreign Students-----
- International Education
- Staff Development
- Community Services

- Admissions & Records
- Counseling
- Athletic Directors
- Matriculation
- Telephone Registration-----
- Financial Aid -----
- DSP&S
- Foreign Students
- EOP&S
- Child Development Ctrs.
- ASO Advisors
- Health Services
- Student Affairs Committee

- Building & Grounds Admin.
- College Fiscal Admin.
- Bookstore Managers
- Cafeteria Managers
- Telephone Registration
- Financial Aid
- Police Captains
- Employee Transportation
- Information Technology
- Personnel