District Governance Senate - Annual Report 2013-14

College of the Sequoias
Senate - District Governance

Purpose Statement: The District Governance Senate is a governance and consultative body that represents all District constituents.

The District Governance Senate meets twice monthly to:
• Make recommendations to the superintendent/president on the budget, the integration of planning and resource allocation, and other matters of the District
• Refer appropriate items to Academic Senate with regard to issues covered under California AB 1725, commonly referred to as 10-plus-one items, summarized on pages 9 and 18 of this document
• Make recommendations to the superintendent/president regarding board policies and administrative procedures
• Promote communication and foster awareness among the students, faculty, classified staff, and administration concerning the welfare, growth, and sustainable quality improvement of the District
• Identify common areas of concern that require further study and forward these to the appropriate governance or operational group
• Oversee the development, implementation, and evaluation of the District's model for integrated planning
• Lead the periodic review and/or reaffirmation of the District mission
• Support and monitor the development of the master plan and strategic plan
• Monitor compliance with accreditation standards
• Annually review the College of the Sequoias Governance and Decision-making Manual and revise as needed

Membership: • Chairs: Administrative co-chair appointed by superintendent/president or his designee from among administrative appointees to the District Governance Senate; faculty or staff co-chair elected from among non-administrative members by non-administrative members
• Four administrators appointed by the superintendent/president or his/her designee
• Four full-time faculty appointed by full-time faculty
• Two adjunct faculty members appointed by adjunct faculty
• Four classified employees appointed by classified employees
• Two student appointed by students
• The administrative or faculty/staff co-chair of each District Governance Senate committee
• Superintendent/president, ex officio

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
Senate - District Governance - General Expectations - Agendas posted - Minutes recorded - Quorum attained - Attendance at meetings recorded in minutes - **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013		05/13/2014 - The District Governance Senate (DGS) is a governance and consultative body that represents all District constituents. As such, it is crucial to ensure members are actively participating and serving as a conduit of information to and from the constituency group that they represent. For the 2013-14 school year, the DGS met a total of 15 times with a quorum attained at each meeting. For the year, attendance	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
Inactive Date: 05/22/2014 **Initiative Status:** Active		90%, not only for DGS meetings but also the four committees (Budget, Technology, Institutional Program Review, and Institutional Planning and Effectiveness). Each committee chair as well as constituency group representatives to DGS (i.e. Academic Senate and Student Senate) consistently provided written reports of their committee/senate meetings and were prepared at the subsequent meeting to summarize and answer questions. As shown below under the individual reports, the DGS accomplished its eight initiatives satisfactorily with the partial exception of number 6 related to how well DGS members disseminated information to their constituency groups. An assessment tool was not used to survey the constituency groups to seek feedback on the performance of their respective representative. This will be done during the 2014-15 year. Each Senate and DGS committee member was surveyed at year end about the effectiveness of the group with the results forwarded to the co-chairs to be used in their year-end report. The DGS survey is attached but in general shows a strong satisfaction that the DGS is meeting its charge of being the District's central governance and consultative body. Specifically, 100% of members either "Agreed" or "Strongly Agreed" that the DGS was meeting its role and responsibility. The group did, however, provide feedback as to how DGS can be strengthened in the future including improving our BP/AP process and improving the assessment and evaluation tools for all of our year-end groups and processes. **Result:** Satisfactory **Report Type:** End-of-Year Related Documents: District Governance Senate survey.doc 12/20/2013 - The District Governance Senate has met 7 times with agendas posted and minutes recorded . A quorum was attained at each meeting. **Result:** Satisfactory	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
		Report Type: Mid-Year	
		09/10/2013 - Beginning of the year. **Result:** Satisfactory **Report Type:** Beginning of Year	
Senate - District Governance - Ensure compliance with timelines and processes for institutional planning - By requiring timely standing reports from committees, the District Governance Senate will ensure compliance with the timelines and processes in the College of the Sequoias 2013 Integrated Planning Manual for all institutional planning processes. **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		05/13/2014 - The District Governance Senate required and received standing reports from its committees for every meeting. **Result:** Satisfactory **Report Type:** End-of-Year 12/20/2013 - The District Governance Senate required and received standing reports from its committees for every meeting. **Result:** Satisfactory **Report Type:** Mid-Year	
Senate - District Governance - Ensure compliance with timelines and processes related to the revision of the District mission - Through proper scheduling and the agendizing of tasks, the District Governance Senate will ensure compliance with the timelines and processes in the College of the Sequoias 2013 Integrated Planning Manual related to the revision of the District mission. **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		05/13/2014 - The District Governance Senate ensured compliance with the timelines and processes in the Integrated Planning Manual related to the revision of the District Mission on September 10, 2013. **Result:** Satisfactory **Report Type:** End-of-Year 12/20/2013 - The District Governance Senate ensured compliance with the timelines and processes in the Integrated Planning Manual related to the revision of the District Mission on September 10, 2013. **Result:** Satisfactory **Report Type:** Mid-Year	
Senate - District Governance - Ensure board			

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
policies and administrative procedures align with Integrated Planning Manual - By systematically reviewing and approving updates to board policies and administrative procedures, the District Governance Senate will ensure that they align with the Integrated Planning Manual. **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		05/13/2014 - The District Governance Senate systematically reviewed and approved updates to board policies and administrative procedures ensuring alignment to the Integrated Planning Manual. **Result:** Satisfactory **Report Type:** End-of-Year<hr>12/20/2013 - The District Governance Senate systematically reviewed and approved updates to board policies and administrative procedures ensuring alignment to the Integrated Planning Manual. **Result:** Satisfactory **Report Type:** Mid-Year	
Senate - District Governance - Ensure compliance with roles and responsibilities of governance groups - By requiring timely standing reports from committees and offering feedback, the District Governance Senate will ensure compliance with the roles and responsibilities placed upon each governance group in the Governance and Decision-making Manual. **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		05/13/2014 - The District Governance Senate ensured compliance with the roles and responsibilities of its committees as set forth in the Governance and Decision-Making Manual by requiring standing reports and offering feedback. **Result:** Satisfactory **Report Type:** End-of-Year<hr>12/20/2013 - The District Governance Senate ensured compliance with the roles and responsibilities of its committees as set forth in the Governance and Decision-Making Manual by requiring standing reports and offering feedback. **Result:** Satisfactory **Report Type:** Mid-Year	
Senate - District Governance - Ensure senate/committee/council members routinely share information with constituents - By including an assessment of representatives' routine distribution of information to constituency groups, the District Governance Senate will ensure information is properly		05/13/2014 - The District Governance Senate routinely reminded its representatives to share and seek feedback from the groups they represent. Committee co-chairs included confirmation of this in their standing reports. However, a campus-wide assessment has not occurred. **Result:**	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
shared. **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		Carried Forward **Report Type:** End-of-Year 12/20/2013 - The District Governance Senate routinely reminded its representatives to share and seek feedback from the groups they represent. Committee co-chairs included confirmation of this in their standing reports. However, a campus-wide assessment has not occurred. **Result:** Carried Forward **Report Type:** Mid-Year	
Senate - District Governance - Ensure development and implementation of a permanent budget transfer process - The District Governance Senate will work with the Vice President of Administrative Services to ensure that a process for units to formally request permanent movement of funds with their discretionary budget is developed and implemented. **Academic Years:** 2013 - 2014 **Start Date:** 09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		05/13/2014 - The District Governance Senate worked with the Vice President of Administrative Services to ensure that a process for formally requesting permanent budget transfers was developed in fall 2013. **Result:** Satisfactory **Report Type:** End-of-Year 12/20/2013 - The District Governance Senate worked with the Vice President of Administrative Services to ensure that a process for formally requesting permanent budget transfers was developed in fall 2013. **Result:** Satisfactory **Report Type:** Mid-Year	
Senate - District Governance - Ensure development and implementation of an above-base funding reporting process - The District Governance Senate will work with the Vice President of Administrative Services to ensure that a process for reporting how above-base funding improved institutional effectiveness in serving students or moved the District toward achieving District Objectives is developed and implemented. **Academic Years:** 2013 - 2014 **Start Date:**		05/13/2014 - The District Governance Senate worked with the Vice President of Administrative Services to ensure that a process for reporting how above-base funding improved institutional effectiveness was developed and implemented. See attached memo that the Budget Committee sent to all above-base funding recipients. **Result:** Satisfactory **Report Type:** End-of-Year	

Initiatives	Evaluation & Targets / Tasks	Results	Action & Follow-Up
09/10/2013 **Inactive Date:** 05/22/2014 **Initiative Status:** Active		Related Documents: [Budget Committee resource allocation assessment memo - MP (1).docx](#)	