### COLLEGE GOVERNANCE COMMITTEE

#### BUDGET COMMITTEE

**CLASSIFIED SENATE CONTACTS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>LORI VICKERS</td>
<td>2524</td>
</tr>
<tr>
<td>JULIE CATALANO</td>
<td>2344</td>
</tr>
<tr>
<td>LISA MARTIN</td>
<td>2607</td>
</tr>
</tbody>
</table>

**Meeting Times/Days:** Once a semester (more frequently as needed) and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**

Develop an annual plan for resource allocation. The plan will be guided by the Integration Council’s priorities for the use of fiscal resources based on their evaluation of college program reviews, college-wide plans, District/State mandates, as well as the overarching principles within the College’s Strategic Plan, Statement of Values and Mission Statement. Educate the college community about the budget and budget allocation process and communicate the results of the annual prioritization and allocation process.

### COLLEGE GOVERNANCE COMMITTEE

#### COLLEGE COUNCIL

**CLASSIFIED SENATE CONTACTS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANN PATTON</td>
<td>2209</td>
</tr>
<tr>
<td>JUDY KLEIN-FLYNN</td>
<td>2460</td>
</tr>
<tr>
<td>BECKY MARR</td>
<td>5134</td>
</tr>
<tr>
<td>NANCY RYANEN-GRANT</td>
<td>2541</td>
</tr>
</tbody>
</table>

**Meeting Times/Days:** Once a month (more frequently, as needed). All meetings are “noticed” 48 hours in advance and minutes are taken and disseminated. Meeting dates are listed on the campus meeting calendar linked to the DVC homepage.

**Introduction**

The College Council (CC) will serve as DVC’s central participatory governance body, functioning as the institution’s primary procedure-making group. The CC acts as a collective review forum where representative leaders validate and support the integrity of the recommendations made to the college president. The CC derives its authority from its representative nature, not its superior status. As a crucial component of the governance structure, the CC will provide directions to other college committees to ensure that DVC is working collaboratively on establishing institutional goals. Recommendations made by committees to College Council will be accepted or a written response will be provided stating the reason(s) why the recommendation was not accepted.
### COLLEGE GOVERNANCE COMMITTEE
### INSTITUTIONAL PLANNING COMMITTEE

**CLASSIFIED SENATE CONTACTS:**

| COLEEN LENTO, EXT. 2520 | MICHAEL GONG, EXT. 2879 |

**Meeting Times/Days:** Twice a month and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
- Prepares the college strategic plan, reviewing and revising (as necessary) the college mission, values and philosophy statements with the Integration Council serving as a primary dialogue and focus group;
- Oversees the development scheduling, coordination and validation of the following college-wide plans: Educational Master Plan, Student Equity Plan, Facilities Master Plan, Enrollment Management Plan, Student Matriculation Plan, Workforce Development Plan, Technology Master Plan, Foundations for College Success Plan, Office of Civil Rights Plan, and any other plans that are required by external agencies;
- Recommends to College Council annual and multi-year college strategic directions, including action steps, from the CCCCD and DVC Strategic Plans;
- Serves as the primary committee for matters related to the college’s accreditation, including overseeing the preparation of studies and reports and oversees college efforts to follow-up on issues identified in the Accreditation self-study and responses to recommendations from visiting teams.

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### COLLEGE GOVERNANCE COMMITTEE
### INTEGRATION COUNCIL

**CLASSIFIED SENATE CONTACTS:**

| PAM MCDANIEL, EXT. 2562 | MAUREEN MCCOLLUM, EXT. 5108 |
| MICHELLE ZAPATA, EXT. 2093 | SUE HANDY, EXT. 2162 |
| MARIA BArNO, EXT. 2235 | NEAL SKAPURA, EXT. 2878 |
| MICHAEL GONG, EXT. 2879 |

**Meeting Times/Days:** Once each a month (more frequently as needed)

**Charge/Function:**
The Integration Council is charged with fulfilling the institution’s commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community. To ensure that institutional integrity is maintained, the Integration Council will:
- Be a forum for dialog and recommendations on program review, college plans, student learning and achievement, support services and other data that promotes student success and institutional improvement;
- Develop a knowledge base about all aspects of the DVC Pleasant Hill and San Ramon campuses—instruction, student services, administrative support—to make informed decisions.
about prioritizing resources;
- Request and share information from and with campus wide committees;
- Complete the linkage of program review reports, annual reports and college-wide plans by prioritizing the requests and allocating designated funds as identified by the Budget Committee’s annual plan;
- Make recommendations to the Budget Committee, as part of the development of the Budget Committee’s annual plan, on priorities for use of fiscal resources based upon the evaluation of college program reviews and college-wide plans;
- Maintain the recommended membership that provides for the broad representation of campus expertise.

### COLLEGE OPERATIONAL COMMITTEE

#### COLLEGE-WIDE PROFESSIONAL DEVELOPMENT COMMITTEE

<table>
<thead>
<tr>
<th>Carrie Sadighian, Ext. 2236</th>
<th>Marisa Greenberg, Ext. 2634</th>
</tr>
</thead>
</table>

**Meeting Times/Days:** Once a month during the academic year and are listed on the campus meeting calendar linked to the DVC homepage.

- To determine funding priorities for the college-wide portion of the DVC Professional Development budget. College-wide professional development activities target broad institutional needs as identified in the DVC Strategic Plan.
- To facilitate communication between the constituency-based Professional Development Committees and the College-wide Professional Development Committee.

### COLLEGE OPERATIONAL COMMITTEE

#### ENROLLMENT MANAGEMENT COMMITTEE

<table>
<thead>
<tr>
<th>Sandra Parsons, Ext. 2565</th>
<th>Noha Basiliou, Ext. 2637</th>
</tr>
</thead>
</table>

**Meeting Times/Days:** Twice each semester (more often as needed) and twice yearly with the Matriculation Committee and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
Develop, and implement, an Enrollment Management Plan based upon strategies, processes and procedures that will enable the college to manage its enrollment efficiently and effectively, adhering to short-term and long-term financial goals, the college mission statement and strategic directions.
Collect, review, and publicly disseminate enrollment, retention, persistence and transfer trend data that impact the development and implementation of an enrollment management plan.
Ensure that the Enrollment Management Plan is available to all members of the college community and the general public.
Systematically evaluate and modify the Enrollment Management Plan, as necessary, to improve student access, persistence and retention.
Recommend budget allocations to implement enrollment strategies.
<table>
<thead>
<tr>
<th>COLLEGE OPERATIONAL COMMITTEE</th>
<th>ENVIRONMENTAL SUSTAINABILITY COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSIFIED SENATE CONTACTS:</td>
<td></td>
</tr>
<tr>
<td>RENEE SAVAGE, EXT. 2635</td>
<td>NEAL SKAPURA, EXT. 2878</td>
</tr>
<tr>
<td>LINDA ROBBINS, EXT. 2218</td>
<td>SHARRIE BETTENCOURT, 2712</td>
</tr>
<tr>
<td>STEWART WINCHESTER, EXT. 2478/1864</td>
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</table>

**Meeting Times/Days:** Meets once a month, and are listed in the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
The DVC Environmental Sustainability Committee promotes awareness of environmental sustainability to the campus community. The committee also initiates improved sustainability practices and conducts events that promote or support environmental sustainability.

<table>
<thead>
<tr>
<th>COLLEGE OPERATIONAL COMMITTEE</th>
<th>EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE</th>
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<tbody>
<tr>
<td>CLASSIFIED SENATE CONTACTS:</td>
<td></td>
</tr>
<tr>
<td>LIGIA MORCILLO, EXT. 2594</td>
<td>NANCY RYANEN-GRANT, EX.2541</td>
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**Meeting Times/Days:** Twice a year once at the beginning of the fall term and a second meeting prior to the spring hiring process (more often as needed). Meeting dates and times will listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
- To enhance the effectiveness of the college through active implementation of the District Equal Employment Opportunity Plan (HR Procedure 1010.01);
- To act as an advisory committee to the Equal Employment Opportunity Officer;
- To review the college’s hiring process and to make recommendations to enhance equal employment opportunity, staff diversity* and disability access;
- To ensure that district employees who participate on screening or selection committees receive appropriate training on state and federal nondiscrimination laws, cultural competence, and the benefits of employee diversity;
- To monitor progress on recruiting, hiring and retaining a diverse faculty and staff, and to provide access to employment for persons with disabilities.

*As defined by State and District Policy.
## COLLEGE OPERATIONAL COMMITTEE

### FACILITIES COMMITTEE

**CLASSIFIED SENATE CONTACTS:**

<table>
<thead>
<tr>
<th>COURTNEY CREWE, EXT. 2372</th>
<th>SCOTT HEIDEN, EXT. 2222</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRIS MEADORS, EXT. 2767</td>
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**Meeting Times/Days:** Twice each semester (more often as needed) and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**

To serve as the primary forum for the sharing and exchanging of information relevant to college wide facilities planning issues. The functions of this committee will include:

- **Planning** – The committee will be responsible for overseeing the development and implementation of the DVC’s Facilities Master Plan. The committee will be responsible for developing the annual action plan for the facilities master plan.
- **Procedures** – The committee will review and revise as needed DVC procedures related to facilities and space allocation.
- **Information** – The committee will be kept informed on the various facility projects that are occurring on campus. The committee will receive periodic reports from the safety committee and the sustainability committee.
- **Facility Tasks** - Other facility related tasks and recommendations as determined by the College President or the College Council.

## COLLEGE OPERATIONAL COMMITTEE

### FOUNDATIONS FOR COLLEGE SUCCESS COMMITTEE

**CLASSIFIED SENATE CONTACTS:**

<table>
<thead>
<tr>
<th>LINDSAY KONG, EXT. 2076</th>
<th>GILBERT ROCHA, EXT. 2323</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARBARA ANDERSON, EXT. 2706</td>
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**Meeting Times/Days:** The committee will meet twice per month during the fall and spring semesters (more frequently as needed) and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**

This committee will: Overseer DVC’s Foundations for College Success (FCS) plan, determine strategic initiatives for yearly focus, based upon program review and the College’s strategic directions, and coordinate funding activities related to the Statewide Basic Skills Initiative funds. This will include:

- participating in the research dissemination and technical training related to the Statewide Basic Skills Initiative
- working with the co-coordinators of the Foundations for College Success program to promote and support administrative, student service, and instructional activities and practices that have proven to be effective in meeting the needs of basic skills students as well as enhancing basic skills programming at DVC to benefit basic skills development
- providing campus-wide coordination of basic skills activities, supporting the integration of student services with academic programs
- evaluating the impact of FCS in allocation of resources toward meeting its mission.
<table>
<thead>
<tr>
<th>COLLEGE OPERATIONAL COMMITTEE</th>
<th>INFORMATION TECHNOLOGY COMMITTEE</th>
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</thead>
<tbody>
<tr>
<td>CLASSIFIED SENATE CONTACTS:</td>
<td></td>
</tr>
<tr>
<td>NEAL SKAPURA, EXT. 2878</td>
<td>CHRIS WILSON, EXT. 5122</td>
</tr>
<tr>
<td>TRIVENI GORUR, EXT. 2189</td>
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</table>

**Meeting Times/Days:** The usual meeting time is the 2nd and 4th Thursdays of the month from 2:00 to 3:30 p.m. in ATC 103 and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
To make strategic planning and policy recommendations for campus computing, networking and instructional technology applications. This committee is responsible for developing and overseeing the DVC Technology Master Plan.

<table>
<thead>
<tr>
<th>COLLEGE OPERATIONAL COMMITTEE</th>
<th>INSTITUTIONAL EFFECTIVENESS COMMITTEE</th>
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<tbody>
<tr>
<td>CLASSIFIED SENATE CONTACTS:</td>
<td></td>
</tr>
<tr>
<td>RAFIQUL BHUIYAN, EXT. 2266</td>
<td>LIZ CABILLES, EXT. 2703</td>
</tr>
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</table>

**Meeting Times/Days:** Once a month (more frequently, as needed) and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
Evaluates and promotes institutional effectiveness at all levels of the college by:
- coordinating efforts regarding the development, implementation, and continuous updating of indicators of performance at all levels, including the publication of an annual institutional effectiveness report card;
- coordinating efforts regarding the assessment of student learning outcomes (SLO) at the instructional, student services, and institutional levels;
- coordinating college-wide evaluation including integrated planning and effectiveness of the resource allocation process;
- ensuring that outcomes are evaluated and results are incorporated into ongoing planning and recommended strategies to improve institutional effectiveness;
- evaluating the effectiveness of the program review process and recommending standardized calendars for implementation and effective rubrics for validation;
- overseeing and coordinating research projects that lead to improvement in institutional effectiveness;
- reviewing survey instruments and providing guidance on the development and administration of survey instruments and use of survey results;
- coordinating efforts and working collaboratively with the Faculty Senate SLO Committee, the Student Services Validation Team, and the Administrative Program Review Committee that ensures the use of assessment results to improve the quality of programs and services.
**COLLEGE OPERATIONAL COMMITTEE**

**MATRICULATION COMMITTEE**

**CLASSIFIED SENATE CONTACTS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>SONJA NILSEN</td>
<td>2544</td>
</tr>
<tr>
<td>SALLY LEWIS</td>
<td>2630</td>
</tr>
</tbody>
</table>

**Meeting Times/Days:** The usual meetings are the 2nd Thursday of the month from 2:00-3:30 p.m. and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
- develop, implement, and evaluate the Matriculation Plan
- monitor and recommend improvements to all aspects of the matriculation process.

Matriculation is, as defined by Title 5 of the California Code of Regulations, the process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student’s educational goal through the college’s established programs, policies, and requirements (55502). The components of the Matriculation Standards include: Admissions, Orientation, Assessment, Counseling/Advising, Student Follow-up, Faculty and Staff Training, Research, and Prerequisites. Provide support to the vice president of student services for the implementation of the Matriculation Plan.

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**SAFETY COMMITTEE**

**CLASSIFIED SENATE CONTACTS:**

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<thead>
<tr>
<th>Name</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>KEN MYAMBO</td>
<td>2567</td>
</tr>
<tr>
<td>JESICA MALESPIN</td>
<td>5117</td>
</tr>
<tr>
<td>LISA MARTIN</td>
<td>2607</td>
</tr>
<tr>
<td>LISA BRAGER</td>
<td>2400</td>
</tr>
</tbody>
</table>

**Meeting Times/Days:** Twice a month or as needed and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**
- To review all campus concerns regarding safety matters; to ensure that all employees have a safe place to work; to train employees to work in a safe manner; to review all emergency preparedness planning and, when requested to assist with accident investigations, inspection of facilities, and the correction of unsafe conditions.
**COLLEGE OPERATIONAL COMMITTEE**

**STUDENT EQUITY COMMITTEE**

**CLASSIFIED SENATE CONTACTS:**

RUDOLPH ROSE, EXT. 2604  
ADE ORIGUNWA, EXT. 2624  
KEHINDE ADESINA, EXT. 2012

**Meeting Times/Days:** The usual meeting time is the second Wednesday of the month from 3:30-5:00pm and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**

Develop, implement, and evaluate the Student Equity Plan and provide support to the vice president of student services on the implementation of the Student Equity Plan (see Title 5, Section 54220) to:

- increase the awareness of student equity as a college-wide issue;
- collaborate with other DVC committees and programs to support the goals of diversity and student equity;
- promote college-wide collaboration in identifying strategies and practices that intentionally address closing achievement gaps among diverse students;
- support practices and services that advance a climate of inclusion and appreciation of cultural diversity at the college.

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**COLLEGE OPERATIONAL COMMITTEE**

**WORKFORCE DEVELOPMENT COMMITTEE**

**CLASSIFIED SENATE CONTACTS:**

VICKI BROWN, EXT. 2674  
SARAH BOLAND, EXT. 2051

**Meeting Times/Days:** Twice a semester and when necessary and are listed on the campus meeting calendar linked to the DVC homepage.

**Charge/Function:**

- Provide advice/suggestions/recommendations regarding issues related to career|technical programs
- Assist in development of Perkins plan
- Evaluate and approve subcommittee activities and projects
- Propose new projects and programs
- Evaluate/monitor the success of programs
- Assist in improving programs
- Recommend deletion of programs
- Ensure coordination among vocational programs and with student services
- Assist in the implementation and revision of the workforce development strategic plan