



**2011 – 2012**

**SHARED GOVERNANCE COMMITTEE BOOK**

## Standing Committees

### Administrative Reclassification and Entitlement Review Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Director of Information Technology & Data Center Services, Vice President of Business Services, Vice President of Student Services, Director of Human Resource Services, one faculty member appointed by the Academic Senate, one faculty member appointed by the San Joaquin Delta College Teachers Association, one classified member appointed by the Classified Senate, one classified member appointed by the California School Employees Association, one classified member appointed by the San Joaquin Delta College Peace Officers Association, and one student. Executive Secretary: Director of Human Resource Services

Committee Responsibilities: Review and make recommendations concerning requests for new administrative position entitlements. Review and make recommendations concerning requests for reclassification of existing administrative position entitlements. (Recommendations are forwarded to Planning and Budget Committee for funding.)

Advisory Relationships: President's Council

Membership: Kathy Hart, Dave Sartain, **Vacant** VP Business Services, Michael Kerns, Dianna Gonzales, **Vacant** Faculty (AS, 2009-2011), **Vacant** (CTA), Kristine Huerta (CS, 2010-2012), Patricia Ochoa (CSEA, 2011-2013), Jim Bock (POA), **Vacant** (ASBG)

### Campus Health and Safety Committee

Committee Composed of: Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Police Services & Public Safety, Director of Facilities Management, Health Sciences Division Dean, Director of Student Support Services, Director of Employee Services and Loss Control, two faculty members, Health Unit Clerk, two other classified members (one appointed by the Classified Senate and one appointed by the California School Employees Association), two students. Executive Secretary: Vice President of Student Services

Committee Responsibilities: Develop and recommend health, wellness, and safety related educational programs for staff and students. The Campus Health and Safety Committee shall develop and monitor District policies and procedures related to the maintenance of a safe campus environment and review matters related to the health and wellness of students and staff of the college. The committee shall regularly gather input from students and staff on the status of the college with respect to health and safety issues, and propose changes in policy/procedure consistent with the maintenance of a safe and healthy campus environment. The committee will also develop annual plans for in-service training and other staff and student development activities, which support a safe campus.

Advisory Relationships: President's Council for policy recommendations.

Membership: Michael Kerns, **Vacant** Dean of PRIE, David Main, **Vacant** Director of Facilities Management, Karen Ippilito, Danita Scott-Taylor, Dianna Gonzales, Shelba Durston (AS, 2010-2012), Debra Louie (AS, 2010-2012), Health Unit Clerk, Jim Bock (CS, 2010-2012), Joyce Giovanetti (CSEA, 2011-2013), **2 Vacant** (ASBG)

### Campus Information Services Committee

Committee Composed of: Vice President of Business Services, Assistant Superintendent/Vice President of Instructional Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Information Technology & Data Center Services, Languages, Library and Learning Resources Division Dean, one division dean, three faculty members, three classified members (one appointed by the Classified Senate and two appointed by the California School Employees Association), three students. Non-Voting Members: Director of Technical Services. Executive Secretary: Director of Information Technology & Data Center Services or his/her designee

Committee Responsibilities: Review and make recommendations concerning the effective use of computer and telecommunications resources to accomplish District administrative and instructional objectives. Assist in development of long range plans for computers and telecommunications equipment and infrastructure. Make recommendations concerning major purchases of computer or telecommunications hardware and/or software. Review and make recommendations on matters affecting academic computing and the District. Evaluate proposals for faculty computer workstations. Review and respond to technical feasibility studies completed by Information Services for capital outlay purchases of computer equipment in the academic area. Provide input on related academic computing issues as requested by the Vice President of Instructional Services.

Advisory Relationships: President's Council

Membership: **Vacant** VP Business Services, Kathy Hart, Michael Kerns, **Vacant** Dean of PRIE, Dave Sartain, Joe Gonzales, Salvador Vargas (MS, 2011-2013), Debra Louie (AS, 2010-2012), Sergio Calderon (AS, 2010-12), Lisa Perez (AS, 2010-12), Robert DiPiero (CS, 2010-2012), Michael Kilgore (CSEA, 2011-2013), Alyssa Nguyen (CSEA, 2010-2012), **3 Vacant** (ASBG), Dave Sartain

## Standing Committees

### Classified Classification and Reclassification Review Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, Vice President of Student Services, Director of Human Resource Services, two classified members appointed by the Classified Senate, two classified members appointed by the California School Employees Association, Chapter #359. Executive Secretary: Director of Human Resource Services

Committee Responsibilities: The Classification & Reclassification Committee (CRC) considers the following: (1) proposed reclassifications within existing classifications, (2) any changes in the job description of a classification, (3) establishment of a new job classification, including the corresponding job description and salary range, (4) a change in job title, and (5) abolishment of an existing classification.

Advisory Relationships: President's Council

Membership: Kathy Hart, **Vacant** VP Business Services, Dianna Gonzales, Staci Miller (CS, 2011-2013), Esmeralda Gomez (CS, 2010-2012), Irene Cotta (CSEA, 2011-2013), Dana Baker (CSEA, 2010-2012)

### College Diversity Committee

Committee Composed of: Director of Human Resource Services, Director of Outreach and Community Relations, one division dean/director, Director of Student Support Services (as an expert on services for the disabled), Director of Student Activities, three faculty members, two classified members (one appointed by the California School Employees Association and one by the Classified Senate), two students, two community representatives. The committee membership shall include at least one each from the following categories: Asian/Pacific Islander, African-American, Hispanic, women, disabled, senior citizens, and veterans. Committee members may represent more than one category. Employees of the District may not serve as community representatives. Executive Secretary: Director of Human Resource Services

Committee Responsibilities: Monitor and review matters related to the development and implementation of the District's staff diversity/affirmative action program for staff and students, including equity issues, and evaluate progress toward affirmative action goals. Make recommendations for the promotion of equal employment and educational opportunity within the college. Monitor achievement of goals of the Student Equity Plan. Submit recommendations on student equity to the Matriculation and Student Access Committee as appropriate.

Advisory Relationships: Director of Human Resource Services

Membership: Dianna Gonzales, Michael Kerns, Delecia Nunnally (MS, 2011-2013), Danita Scott-Taylor, Aja Butler, **Vacant** (AS), Ramon Sewnath (AS, 2010-2012), **Vacant** (AS), Vacant (CS, 2010-2012), Cynthia Gatlin (CSEA, 2011-2013), **2** Vacant (ASBG)

Community Representatives: (1), (2)

### Cultural Awareness Programs (CAP) Committee

Committee Composed of: Minimum of five faculty members (three appointed by the Academic Senate and two by California Teachers Association), Director of Student Activities; two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate), and two student representatives (appointed by the Associated Student Body Government). It is expected that appointments to this committee will attempt to reflect the diversity of the District community. Executive Secretary: Dean of General Education and Transfer

Committee Responsibilities: Help to create an environment in which cultural awareness leads to the understanding and valuing of diversity at San Joaquin Delta College. Produce programs in alignment with the goals of the SJDC Student Equity Plan, especially in relation to the campus climate. Collaborate with campus, local, and regional groups to plan, fund, and produce educational events and programs to meet identified needs. Seek funding for CAP programs and produce annual report of program outcomes.

Advisory Relationships: President's Council

Membership: Patricia Hamer (AS, 2010-2012), Martha Villarreal (AS, 2010-2012), Pedro Ramirez (AS, 2010-2012), **Vacant** (CTA), **Vacant** (CTA), Aja Butler, James Forté (CS, 2011-2013), Tiffany Carrillo (CSEA, 2010-2012), **2** Vacant (ASBG)

## Standing Committees

### Curriculum Committee

Committee Composed of: First Vice President, Academic Senate as its chairperson, the Student Learning Outcomes Coordinator, Chair, Distance Education Committee, Articulation Officer, and six faculty members appointed by the Academic Senate President (two, Career Technical Education, two, General Education, one Librarian, and one Counselor, with no more than one member from any division), Assistant Superintendent/Vice President of Instructional Services, Dean of General Education and Transfer, and one student, appointed by the Associated Student Body Government, who shall be a non-voting member. Executive Secretary: Academic Senate First Vice President

Committee Responsibilities: 1. Advise on planning and coordinating of curriculum development to include course classification, certificate and degree programs, general education transfer programs, credit, non-credit, and not-for-credit courses, and recommend approval of all certificate, degree, and/or course revisions and new certificates, programs, and/or courses; 2. Evaluate requests and authorize examinations for students who wish to receive credit by examination; 3. Advise on support services required for instructional needs including, but not limited to, Library Services and Academic Computing; 4. Coordinate short-term and long-range curricular and instructional planning; 5. Ensure consistency of operation with district and/or state-wide policies and regulations; 6. Recommend instructional policies and procedures; 7. Advise on articulation matters; and, 8. Review and verify student learning outcomes and assessments for courses and programs and ensure alignment with institutional student learning outcomes.

Advisory Relationships: Academic Senate

Membership: Jeanne Marie Velickovic (AS, 2010-2012), Carol Day, Jack Saunders, Alberto Luna (AS, 2010-2012), Ginger Holden (AS, 2010-2012), Linda Peabody (AS, 2010-2012), Alberto Luna (AS, 2001-2013), Grant Narita (AS, 2011-2013), Jun Wang (AS, 2011-2013), Kathy Hart, Charles Jennings, **Vacant** (ASBG)

### Delta Innovation and Sustainability Committee

Committee Composed of: Superintendent/President, Dean of Planning, Research, and Institutional Effectiveness, Maintenance/Energy Manager, three managers appointed by the Management Senate, four students appointed by ASBG, four classified members (two appointed by the Classified School Employees Association and two appointed by the Classified Senate), and four faculty members appointed by the Academic Senate. Executive Secretary: a manager designated by the Superintendent/President. Ex Officio members are a community representative named by the Superintendent/President.

Committee Responsibilities: Review and make recommendations concerning the conservation of energy and other resources and the implementation of sustainability practices that impact both the College and the wider community. Promote and nurture new patterns of thinking about college operations, college practices, college learning programs and support services, and the relation of the College to the local community. Develop a comprehensive plan to achieve climate neutrality. Create institutional structures and identify resources to guide and support the implementation of the comprehensive plan. Complete an inventory of all greenhouse gas emissions and update that inventory at least once every two years. Foster the development of curriculum that raises awareness about climate neutrality and sustainability and that offers a career path to employment in “green” technologies. Review the status of and develop objectives related to improving and maintaining the “green infrastructure” of the College. Provide periodic progress reports on the accomplishments of the committee.

Advisory Relationship: President’s Council

Membership: Superintendent/President, **Vacant** Dean of PRIE, Mark Showers (MS), Salvador Vargas (MS 2011-2013), Jen Ajinga (MS, 2011-13), **4 Vacant** (ASBG), Alyssa Nguyen (CSEA, 2010-2012), Sabrina Rodriguez, (CS, 2010-2012), Claudia Mackey (CSEA, 2011-2013), Tiffany Carrillo (CS, 2011-2013), Donna LeBarron (AS, 2011-2013), Elizabeth Schwartz (AS, 2011-2013), Joel Blank (AS, 2011-2013), Annlee Dolan (AS, 2011-2013)

### Enrollment Management Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Admissions and Records, Director of Financial Aid and Veteran Services, one Division Dean/Director, President of the Academic Senate, Dean of Counseling and Special Services, Student Success Coordinator, Supervisor of Computer Applications, Enrollment Management Specialist, three faculty members, three counselors (DSPS, EOPS, one general counselors), one classified member, one student. Executive Secretary: Assistant Superintendent/Vice President of Instructional Services

Committee Responsibilities: Review issues related to enrollment management, the marketing of the District’s programs, and the recruitment of students.

Advisory Relationships: District personnel with responsibility for enrollment management and to the President's Council

Membership: Kathy Hart, Michael Kerns, **Vacant** Dean of PRIE, Catherine Mooney, Denise Donn, Meryl Wamhoff (MS, 2011-2013), Diane Oren, Delecia Nunnally, Janice Takahashi, **Vacant** Supervisor of Computer Applications, Melissa Green, Nina O’Connell (AS), Patrick Wall (AS, 2010-2012), Stacey Bagnaso (AS, 2010-2011), Clarence Louie (AS, 2010-2012), Bruce Eigbrett (AS, 2010-2012), William Story (AS, 2010-2010), (AS), Ariana Gonzales (CSEA, 2010-2012), **Vacant** (ASBG)

# Standing Committees

## Facilities Planning Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, one Division Dean/Director, Director of Student Support Services (as an expert on access standards for the disabled), Director of Facilities Management, Maintenance/Energy Manager, two faculty members, two classified members (one appointed by the California School Employees Association and one by the Classified Senate), two students. Executive Secretary: Vice President of Business Services

Committee Responsibilities: Review and make recommendations regarding long-range facilities plans for the District. Review campus facility usage and make recommendations with regard to all facilities construction, remodeling and/or renovation proposals. Review and make recommendations concerning matters related to the aesthetic beauty of the District campuses. Review matters concerning vehicle parking and traffic access on the District campuses. Make recommendations for changes to campus parking regulations as necessary. Make recommendations concerning special staff parking permits.

Advisory Relationships: President's Council

Membership: Kathy Hart, Michael Hill, Michael Kerns, **Vacant** Dean of PRIE, Maria Bernardino (MS, 2011-2013), Denita Scott-Taylor, Maria Baker, Diane Oren (AS, 2010-2012), Susan Kidwell (AS, 2010-2012), Janet Pedersen (CS, 2011-2013), Claudia Mackey (CSEA, 2010-2012), **2 Vacant** (ASBG),

## Financial Aid Committee

Committee Composed of: Two faculty members, two managers, two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate), and two students. Executive Secretary: Director of Financial Aid and Veteran Services

Committee Responsibilities: Reviews and makes recommendations concerning financial aid matters and the award of District-administered scholarships.

Advisory Relationships: President's Council

Membership: Gina Johnson (AS, 2011-2013), James Leach (AS, 2010-2012), Jen Ajinga (MS, 2011-2013), Joe Gonzales (MS, 2011-2012), Georgina De Los Angeles (CS, 2010-2012), Colleen Byars (CSEA, 2011-2013), **2 Vacant** (ASBG)

## Matriculation and Student Access Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Dean of General Education and Transfer, Dean of Counseling and Special Services, Division Deans: Agriculture, Science & Mathematics; Language, Library and Learning Resources, Director of Student Support Services, Assessment Instructor, at least seven other faculty [including at least one each from English, Reading/English-as-a-Second-Language (ESL), Mathematics, and Counseling disciplines], Director of Admissions and Records, Chair, Curriculum Committee, Matriculation Support Specialist, at least two other classified members (one appointed by the Classified Senate and one by the California School Employees Association), and two students. Executive Secretary: Dean of Counseling and Special Services

Committee Responsibilities: Review and make recommendations concerning matters of student assessment/placement, matriculation, and student access. Suggest changes in the assessment/placement process and make recommendations regarding student counseling/follow-up process as it pertains to matriculation. Review/update the District matriculation/student equity plan to assure institutional compliance with matriculation component standards and institutional goals related to student equity.

Advisory Relationships: President's Council

Membership: Kathy Hart, Michael Kerns, **Vacant** Dean of PRIE, Charles Jennings, Delecia Nunnally, Matt Wetstein, Joe Gonzales, Danita Scott-Taylor, Pat Caffrey, Paula Sheil (AS, 2010-2012, English), Diane Oren (AS, 2009-2011, ESL), Kindra Beale (AS, 2010-2012, Mathematics), Sharmilla Nathaniel (AS, 2009-2011, Counseling), Pamela Pan (AS, 2010-2012), Janice Takahashi (AS, 2009-2011), Dan Baker (AS, 2009-2011), Catherine Mooney, Jeanne Marie Velickovic (Curriculum Committee Chair), Cynthia Gatlin, Melissa Green (CS, 2010-2012), **Vacant** (CSEA, 2011-2013), **2 Vacant** (ASBG)

## Standing Committees

### Parking Committee

Committee Composed of: Director of Police Services & Public Safety, two managers, two faculty members, two classified members, one POA member, one Campus Police Sergeant, two students designated by the Associated Student Body Government, the Director of Student Support Services, and the ADA Compliance Officer. Executive Secretary: Director of Police Services & Public Safety

Committee Responsibilities: Review and formulate general and master plans for on and off-campus parking. Create and review guidelines for non-ADA-related requests for special parking arrangements or consideration.

Advisory Relationships: Facilities Planning Committee

Executive Secretary: Director of Police Services & Public Safety

Membership: David Main, Stacy Pinola (MS, 2011-2013), Danita Scott-Taylor (MS, 2011-2013), (AS), JoAnn Cataldo (AS, 2010-2012), Staci Miller (CS, 2011-2012), Dana Baker (CSEA, 2011-2013), Vacant (POA), **Vacant** Sergeant, **2** Vacant (ASBG), Denita Scott-Taylor, ADA Compliance Officer

### Planning and Budget Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Finance, one manager (appointed by the Management Senate), two faculty members, two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate), and two students. Non-voting members: representative from the San Joaquin Delta College Teachers Association, representative from the California School Employees Association, representative from the San Joaquin Delta College Police Officers Association. Co-Executive Secretaries: Dean of Planning, Research, and Institutional Effectiveness and Director of Finance

Committee Responsibilities: Review matters relating to planning for the District. Develop, review, and recommend strategic and operational planning documents for the District. Coordinate and review program recommendations related to funding based on the regular schedule of program reviews. Oversee development of a recommended annual District budget. Review and make recommendations concerning matters related to the budget. Assure coordination between planning and budgeting.

Advisory Relationships: President's Council

Membership: Kathy Hart, **Vacant** VP Business Services, Michael Kerns, **Vacant** Dean of PRIE, Director of Finance, Catherine Mooney (MS, 2011-2013), Vacant (AS, 2011-13), Eduardo Torres (AS, 2011-2013), Amal Elayyan (CSEA, 2011-2012), Debora Hernandez (CS, 2011-2013), Diane Oren (AS, 2010-2012), **Vacant** (ASBG)

Non-Voting Members:  
Elizabeth Maloney, CTA  
Dana Baker, CSEA  
Jim Bock, POA

### Policy and Procedures Review Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Student Services, a manager designated by the President, Chairperson of the Management Senate, President and Second Vice President of the Academic Senate, President and First Vice President of the San Joaquin Delta College Teachers Association (SJDCTA), President of the Classified Senate, President and First Vice President of the California School Employees Association, Chapter #359, President of the San Joaquin Delta College Police Officers Association, two students. Executive Secretary: A manager designated by the President

Committee Responsibilities: Review suggestions for additions and changes to the San Joaquin Delta College Board of Trustees Policies and Procedures Manual. Solicit and review comments from other college committees, offices, and groups, regarding policy proposals. Recommend changes to the Policies and Procedures Manual as appropriate.

Advisory Relationships: President's Council

Membership: Kathy Hart, Michael Kerns, Catherine Mooney, Diane Oren, Vacant, Elizabeth Maloney, Shelba Durst, Staci Miller, Dana Baker, Patricia Ochoa, Jim Bock, Lorena Campos (ASBG, 2012), **1** Vacant (ASBG)

## Standing Committees

### **President's Council**

Committee Composed of: Superintendent President, Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, Vice President of Student Services, Director of Human Resource Services, Director of Information Technology & Data Center Services, Dean of Planning, Research, and Institutional Effectiveness, President of the Academic Senate, President of the Management Senate, President of the Classified Senate, President of the California Teachers Association, President of the California School Employees Association, President of the Police Officers Association, President of the Associated Student Body Government, two students

Committee Responsibilities: Provide a community forum for all members of the college community regarding academic, student services, business services, human resources and employee relations, information services, planning and institutional research. Review bi-monthly Board of Trustees agenda including all hiring, reclassifications, and separations. Review an annual and long-range enrollment management plan for the District and an annual enrollment management report. Review an annual institutional research agenda for the College and an annual institutional research report. Assist in the development of measures of institutional effectiveness and strategic goals and monitor progress toward their attainment at least annually. Review and affirm the work of the following committees on a regular basis: Planning and Budget, Facilities Planning, and Policies and Procedures Review. Review plans for meeting accreditation responsibilities and final draft of accreditation reports. Review reports from all governance committees on an annual basis.

Advisory Relationships: Superintendent/President

Membership: Jeff Marsee, Kathy Hart, Michael Hill, Michael Kerns, Dianna Gonzales, Dave Sartain, Vacant Dean of PRIE, Diane Oren, Charles Jennings, Staci Miller, Elizabeth Maloney, Dana Baker, Jim Bock, Nicholas Aguirre

### **Program Review Committee**

Committee is composed of “floating membership” based on the program under consideration as follows:

Instructional Program Reviews: Assistant Superintendent/Vice President of Instruction, Dean of General Education and Transfer or Dean of Workforce Development (depending on program under consideration), Dean of Planning, Research, and Institutional Effectiveness, one Division Dean appointed by the Vice President of Instruction, Second Vice President of the Academic Senate, Four faculty members appointed by the Academic Senate President, and one student appointed by the ASB President. Executive Secretary: Vice President of Instruction

Student Services Program Reviews: Vice President of Student Services, Dean of Counseling and Special Services, Management Senate President or designee, Dean of Planning, Research and Institutional Effectiveness, Classified Senate President or designee, CSEA President or designee, four faculty from the student services and/or library and learning resources programs appointed by the Academic Senate president, and one student appointed by the ASB President. Executive Secretary: Vice President of Student Services

Administrative Services Program Reviews: Vice President of Business Services, Director of Human Resource Services, Vice President of Information Services, Dean of Planning, Research and Institutional Effectiveness, Management Senate President or designee, CSEA President or designee, Classified Senate President or designee, one faculty member appointed by the Academic Senate President, one student appointed by the ASB President. Executive Secretary: Vice President of Business Services

Committee Responsibilities: Assist in the development of a regular cycle of program review and student learning outcomes assessment. Receive draft program review documents and provide direction to working groups completing program reviews. Consolidate program review recommendations for consideration at the Planning and Budget Committee. Provide recommendations on how best to integrate program review recommendations with annual budget development, technology, supplies, materials, and staffing requests.

Advisory Relationships: Advisory to the Planning and Budget Committee.

Please consult the area Vice President for the specific list of appointed members for each group.

## Standing Committees

### Staff Development Committee

Committee Composed of: Secretary of the Academic Senate (Faculty Professional Growth chair), two faculty members appointed by the Academic Senate, three classified members (one appointed by the Classified Senate, two appointed by CSEA including the Classified Professional Growth Committee chair), three managers appointed by the Management Senate, Professional Development Instructor

Ex-Officio Members: Professional Development Coordinator and the Online Instructional Support Coordinator - staff to the committee, Director of Human Resource Services, and the Assistant Superintendent/Vice President of Instructional Services, Dean of Planning, Research, & Institutional, Ex-Officio Members and Co-Executive Secretaries

Committee Responsibilities: Serve as overall coordinating committee for the District's staff development programs. Review needs and develop recommendations regarding college-wide staff development programs. Develop and maintain the college's Staff Development Plan.

Advisory Relationships: President's Council

Membership: Jeanne Marie Velickovic (AS, 2010-2012), Evelyn Chapman (AS, 2010-2012), Stella Alonzo (AS, 2009-2011), Nicolette George (CSEA, 2011-2013), Dana Baker (CSEA, 2011-2013), Staci Miller (CS, 2011-2013), Catherine Mooney (MS, 2011-2013), Sharon Dageling (MS, 2011-2013), Salvador Vargas (MS, 2011-2013), Professional Development Director

### Staff Social Committee

Committee Composed of: Three faculty members, three classified members (one appointed by the Classified Senate and two appointed by the California School Employees Association), and three administrators. Executive Secretary: Director of Public Information and Marketing

Committee Responsibilities: Plan, develop, and assist with organizing social events and activities to bring together faculty and staff in informal social gatherings.

Advisory Relationships: President's Council

Membership: Gary Carlos (AS, 2009-2011), Brian Kendrick (AS, 2010-2012), (AS), Joyce Giovanetti (CS, 2010-2012), Melissa Green (CSEA, 2010-2012), Sara Rosenkilde (CSEA, 2011-2013), Gil Vanover (MS, 2011-2013), Delecia Nunnally (MS, 2011-2013), Fidel Cabuena (MS, 2011-2013)  
Jeff Marsee

## Ad Hoc Committees

### Construction Review

Committee Composed of: Two Board members, Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, Director of Information Technology & Data Center Services, Director of Facilities Management, Director of Outreach and Community Relations, Director of Police Services & Public Safety, five consultants. Executive Secretary: Vice President of Business Services

Committee Responsibilities: Review the status of projects on campus relating to the construction of the General Plant.

Advisory Relationships: Vice President of Business Services and the Superintendent/President

Membership: Board Member, Board Member, Kathy Hart, Michael Hill, Dave Sartain, Vacant Director of Facilities Management, Michael Kerns, David Main, Consultant, Consultant, Consultant, Consultant, Consultant

### Employee Health Insurance Review

Committee Composed of: Vice President of Business Services, Director of Human Resource Services, President of San Joaquin Delta Teachers Association, President of California School Employees Association, Chapter #359, President of San Joaquin Delta College Police Officers Association, representative of confidential employees, one classified member.

Committee Responsibilities: Reviews the District's employee health insurance costs and benefits. Recommends changes in coverage where appropriate.

Advisory Relationships: Superintendent/President

Membership: Michael Hill, Dianna Gonzales, Elizabeth Maloney, Dana Baker, Jim Bock, Deborah Herring (2011-13), Beverly Dierking (CS, 2010-2012)

### Heritage

Committee Composed of: President of the Board of Trustees, Vice President of the Board of Trustees, Clerk of the Board of Trustees, Superintendent/President, President of the Academic Senate, President of the Classified Senate, Chair of the Management Senate, President of the Associated Student Body, Community representative appointed by the President of the Board of Trustees. Executive Secretary: Appointed by the Superintendent/President

Committee Responsibilities: The Heritage Committee will review applications and make recommendations on the naming of facilities, plantings, trees, and the placement of memorial plaques and other monuments. An appropriate facility is defined as an entire building, a definable portion of a building, grounds and landscaping (such as gardens, ponds, fountains, trees), athletic fields, and outdoor gathering spaces (courtyards, plazas, quads, or similar areas).

Advisory Relationships: Board of Trustees

Membership: Teresa Brown, Janet Rivera, C. Jennet Stibbens, Superintendent/President, Diane Oren, Staci Miller, Charles Jennings, Nicholas Aguirre, Community Rep

## Ad Hoc Committees

### Instructional Specially Funded Allocation

Committee Composed of: Two Instructional Deans, one Division Dean/Director or Assistant Division Chairperson/Assistant Director from each instructional division, one Student Services Manager (appointed by the Vice President of Student Services), one faculty member from each instructional division (appointed by the Academic Senate), one student (appointed by the Associated Student Body), and the Business office staff member assigned to the instructional and information services budget responsibilities. Executive Secretary: Assistant Superintendent/Vice President of Instruction Hat

Committee Responsibilities: Review and make recommendations on issues related to resource allocation and planning for instructional purposes including instructional capital outlay fund allocation and expenditure, vocational education fund allocation and expenditure, and equipment purchase, replacement, and reallocation plans. Investigate and pursue opportunities for grants and other special funds.

Advisory Relationships: Assistant Superintendent/Vice President of Instructional Services

Membership: **Vacant** Instructional Dean, Charles Jennings, Matt Wetstein, Salvador Vargas, Meryl Wamhoff, , Mary Ann Paz, Karen Ippolito, Paul Kuehn, Joe Gonzales, Delecia Nunnally

### Legislative Advocacy Team

Team Composed of: Representatives from the Board of Trustees, managers, faculty, classified staff, and students. Executive Secretary: President's Designee

Team Responsibility: Review and advocate for or against current state and federal legislation affecting San Joaquin Delta College Community College District.

Advisory Relationships: Board of Trustees

Membership: Board Rep, Gillian Murphy (MS, 2011-2013), **Vacant** (AS), Connie Martinez (CSEA, 2011-2013), Debora Hernandez (CS, 2011-1013), Janice Takahashi (AS, 2010-2012)

### United Way

Committee Composed of: Director of Student Activities, Public Information and Marketing Officer, one certificated manager, one classified manager, one faculty member, one classified staff member, United Way Loaned Executive, volunteer staff. Executive Secretary: Director of Public Information and Marketing

Committee Responsibilities: Coordinates the annual United Way campaign on the Delta College campus.

Advisory Relationships: President's Council

Membership: Aja Butler, **Vacant** PIO, Gillian Murphy (MS, 2011-2013), Dana Baker (CSEA, 2011-2013), United Way Loaned Officer, Volunteer

## Adjudication Panels

### **Matriculation Appeals Panel**

**Panel Composed of:** Division Deans: Arts & Communication, Agriculture, Science & Mathematics, Counseling & Special Services, Registrar, Curriculum Committee Chairperson, three faculty members, and one student. The panel shall, at its discretion, consult with faculty, division deans, or other individuals with appropriate expertise.

Executive Secretary: Dean of Guidance & Counseling

**Panel Responsibilities:** Review appeals of matriculating requirements for prerequisites, corequisites, limitations on enrollment, admissions, orientation, assessment counseling advisement, and student follow-up. Provide summary reports on matriculation appeals as appropriate. The Matriculation Appeals Panel shall conduct its proceedings in accordance with the following:

1. The panel shall judge the relevancy of evidence and make its findings according to the evidence.
2. The panel shall make recommendations for the disposition of the petition and maintain records of all petitions and appeals.
3. The decision of the panel shall be final. The committee chairperson shall notify the student and the matriculation coordinator, the Assistant Superintendent/Vice President for Instruction and Information Services, the Vice President of Student Services, or the Curriculum Committee Chairperson, as appropriate, of the decision of the panel.

**Advisory Relationships:** Matriculation Coordinator, the Assistant Superintendent/Vice President of Instructional Services, the Vice President of Student Services, and the Curriculum Committee chairperson

**Membership:** Meryl Wamhoff, Matt Wetstein, Delecia Nunnally, Karen Sea, Jeanne Marie Velickovic (AS, 2010-2012), 2 Vacant (AS), Cheuyengther Xiong (AS, 2009-2011), **Vacant** (ASBG)

### **Student Personnel and Grievance Hearing Panel**

**Panel Composed of:** Two managers, two faculty members, two classified members, and two students.

Executive Secretary: Vice President of Student Services

**Panel Responsibilities:** Serve as formal hearing panel for student grievances and student disciplinary matters in accord with the District's policies and procedures related to standards of conduct and student rights and grievances. Serve as hearing panel for appeals of final decisions of the Financial Aid Director regarding financial aid. Review student petitions for variation or exception to existing administrative procedures.

**Advisory Relationships:** Vice President of Student Services

### **Panel Membership (Pool):**

Michael Kerns, VP of Student Services

### **Academic Senate**

#### **Vacant**

Bill Ferraiolo, 2010-2012

#### **ASBG**

2 Vacant

#### **Classified Senate**

Cynthia Gatlin, 2010-12

Kim Trujillo, 2011-13

Eileen Thomas, 2011-2013

#### **CSEA**

Susan Rodriguez, 2010-12

Donna Martinez, 2011-2013

Irene Cotta, 2011-2013

#### **Management Senate**

Jennifer Ajinga, 2011-2013

Joe Gonzales, 2011-2013

Sharon Daegling, 2011-2013

Tina Lent, 2011-2013

Salvador Vargas, 2011-2013

## Councils, Senates & Cabinets

### **Division Deans Council**

Council Composed of: Assistant Superintendent/Vice President of Instructional Services (Chairperson), Dean for Planning, Research and Institutional Effectiveness, Dean for Work Force and Economic Development, Dean for General Education and Transfer, Division Deans: Agriculture, Science & Mathematics; Applied Science, Business & Technology; Arts & Communication; Athletics/Physical Education, Recreation & Athletics; Health Sciences; Humanities, Social Science & Education; Languages, Library and Learning Resources, Director of Counseling & Special Services, Director of Student Support Services Coordinator of Academies

Council Responsibilities: Review matters related to academic programs of the College. Recommend policy and/or program changes as appropriate.

Advisory Relationships: Advisory to the Assistant Superintendent/Vice President of Instructional Services

Membership: Kathy Hart, Assistant Superintendent/Vice President of Instructional Services, Matt Wetstein, Hazel Hill, Charles Jennings, Matt Wetstein, Salvador Vargas, Meryl Wamhoff, Mary Ann Paz, Karen Ippolito, Paul Kuehn, Joe Gonzales, Delecia Nunnally, Danita Scott-Taylor

### **Student Services Council**

Council Composed of: Vice President of Student Services, Admissions & Records Director, Registrar, Bookstore Director; Police Services & Public Safety Director, Career/Transfer Center Supervisor, Counseling & Special Services Director, Student Support Services Director, Financial Aid & Veterans Services, Assistant Director, Financial Aid & Veterans Services Director, Project Coordinator Financial Aid & Veterans Services, Director of Auxiliary Services, Director of Outreach & Community Relations, Student Activities Director

Council Responsibilities: The Vice President of Student Services meets weekly with the Student Services' department managers to share information between programs and facilitate communication between the departments and the District administration.

Advisory Relationships: Vice President of Student Services

Membership: Michael Kerns, Catherine Mooney, Karen Sea, David Main, Jazmin Amen, Delecia, Danita Scott-Taylor, Denise Donn, Tina Lent, FA Project Coordinator, Fidel Cabuena, Aja Butler

# Councils, Senates & Cabinets

## Academic Senate

Senate Composed of: Faculty by election

Senate Responsibilities: Review matters relating to academic programs and services of the College.

Advisory Relationships: Advisory to the Superintendent/President and the Board of Trustees

### OFFICERS - 2011 – 2013

Diane Oren, President  
Vacant, 1st Vice President  
Vacant, 2nd Vice President  
Evelyn Chapman, Secretary  
Rudy Willey, VP/Adjunct Faculty  
Mary Jo Zimmerman, Parliamentarian  
Elizabeth Maloney, CTA President

### Senators

#### **Agriculture, Science & Mathematics**

2011-13,  
3 Vacant

#### **Applied Science, Business & Technology**

2011-13, Larry Mariani  
2010-12, Scot Martin  
2010-12, Jon Krupp

#### **Arts & Communications**

2011-13, Steve Graham  
2010-12, German Aguilar

#### **Guidance & Counseling**

2011-12, Solyn Laney  
2011-13, Dan Baker

#### **Health Sciences**

2010-12, Mary Neville  
2011-13, Joan Walsh

#### **Humanities, Soc. Sci., & Ed**

2011-13, Annlee Dolan  
2010-12, Bill Ferraiolo

#### **Languages, Library, & Learning Resources**

2011-13, Linda Peabody  
2011-13, Elizabeth Schwartz  
2010-12, Paula Sheil

#### **Physical Education, Recreation & Athletics**

2010-12, Doug Murray

#### **General Education Adjunct**

3 Vacant

#### **Vocational Adjunct**

2 Vacant

# Councils, Senates & Cabinets

## Classified Senate

Senate Composed of: President, Vice President, and Secretary representing classified employees at-large, and one classified employee representing each of the following areas; Office Services, Paraprofessional, Special Services, and Maintenance/Operations. Non-Voting Member: President, California School Employees Association Chapter #359

Senate Responsibilities: Reviews suggestions for additions and changes to the San Joaquin Delta Community College Board of Trustees Policies and Procedures Manual and recommends changes as appropriate. Appoints members to represent classified employees on college committees.

Advisory Relationships: Advisory to the Superintendent/President

## OFFICERS - 2011 – 2013

Staci Miller, President  
Debora Hernandez, Vice President/Treasurer  
Janet Pedersen, Secretary  
Dana Baker, Non-voting Member

## Senators

### **Administration**

Suzanne Franco  
Superintendent/President's Office, Academic Senate,  
Planning & Research, Human Resources &  
Employee Relations, Public Information, Faculty  
Clerical Services

### **Business Services, Sub-Group I**

Sabrina Rodriguez  
Accounting, Budget, Business Services, Purchasing,  
and Publications Center

### **Business Services, Sub-Group II**

Andrew Jones  
Custodial and Grounds

### **Business Services, Sub-Group III**

Christina Snedden  
Maintenance and Facilities

### **Information Services**

Mike Kilgore  
Information Technology, Computer Applications,  
Computer Operations, and Technical Services

### **Instructional Services, Sub-Group I**

Celia Rico de la Rosa  
Instructional Services, Work Force & Economic  
Development, CalWORKs, Community Education,  
Health Sciences, General Education & Transfer, and  
Small Business Development

### **Instructional Services, Sub-Group II**

Melissa Black  
Child Development Center

### **Instructional Services, Sub-Group III**

Virginia Kirschenman  
Languages, Library and Learning Resources

### **Instructional Services, Sub-Group IV**

Jeanne Hash and Susan Rodriguez  
South Campus at Mt. House, Agriculture, Science &  
Mathematics, Applied Sciences, Business &  
Technology, Arts & Communication; Humanities,  
Social Science & Education, Athletics/Physical  
Education, Recreation & Athletics (PERA)

### **Student Services, Sub-Group I**

Jim Bock  
VP Student Services, Counseling, DSPS/LD,  
EOPS/CARE, Career Transfer Center, and Outreach

### **Student Services, Sub-Group II**

Kristine Huerta  
Admissions & Records and Financial Aid

### **Student Services, Sub-Group III**

Linda Renner  
Bookstore and Food Services

### **Student Services, Sub-Group IV**

Mario Vasquez  
Student Activities, Campus Police, Special Programs,  
and AFFIRM

## Councils, Senates & Cabinets

### Management Senate

Committee Composed of: All Managers of the college except the Superintendent/President, Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, and the Vice President of Student Services

Senate Responsibilities: Reviews suggestions for additions and changes to the San Joaquin Delta Community College Board of Trustees Policies and Procedures Manual and recommends changes as appropriate. Appoints members to represent management employees on committees.

Advisory Relationships: Advisory to the Superintendent/President and Board of Trustees

### Coordinating Council:

Charles Jennings, Chair  
Salvador Vargas, Vice Chair  
Karen Sea, Secretary  
Stacy Pinola, Treasurer  
Delecia Nunnally, Member-at-Large

### President's Cabinet

Cabinet Composed of: Superintendent/President, Assistant Superintendent/Vice President for Instructional Services, Vice President of Student Services, Vice President of Business Services, Director of Human Services, Director Public Information and Marketing

Cabinet Responsibilities: Reviews items placed on the agenda for Board of Trustees Meetings.

Executive Secretary: President's Designee.

Membership: Jeff Marsee, Kathy Hart, Michael Kerns, Michael Hill, Dianna Gonzales, **Vacant** Director of Public Information and Marketing

## Employee Bargaining Organizations

### California School Employees Association Chapter 359

#### Executive Cabinet:

#### Elected Officers

President, Dana Baker

1<sup>st</sup> Vice President, Patricia Ochoa

2<sup>nd</sup> Vice President/Chief Job Steward, Kris Huerta

Secretary, Sarah Foster

Treasurer, Debora Hernandez

Chapter Public Relations Officer (CPRO), Michael Kilgore

Past President, Pat Putman

#### Negotiating Team:

### Police Officers Association

#### Elected Officers:

Jim Bock, President

Mary Morehead, Vice President

Sandra Nuss, Treasurer

Jesus Huerta, Secretary

Non-Sworn Representative

CSO, Susan McAnelly

### California Teachers Association

#### Elected Officers:

Elizabeth Maloney, President

Shelba Durst, First Vice President

Bill Ferraiolo, Second, Vice President

Josie Malik, Third Vice President

Steve Schermerhorn, Secretary

Clarence Louie, Treasurer

Past President, Jeff Hislop

#### Ex-Officio Member:

Diane Oren, Academic Senate President

#### Committee Chairpersons:

Vacant, Membership

Vacant, Internal Management

Vacant, Professional Concerns

Vacant, Employee Benefits

Vacant, Negotiation, Political Affairs

Vacant, Civil & Human Rights

Vacant, Adjunct Concerns

#### Negotiating Team: Jim McBride

#### Division Representatives:

Agriculture, Science & Mathematics	Kindra Beale
Applied Science, Business, Technology	Scot Martin
Arts & Communication	Aaron Garner
Athletics/Physical Education & Athletics	Vacant
Health Sciences	Shelba Durston
Humanities, Social Science & Education	Rachel Standish
Languages, Library & Learning Resources	Marcos Contreras
Part Time	Jeff Topping
Student Services (Counseling)	Stella Alonzo
Communication College Association	Evelyn Chapman