

PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number: A.15.0
Procedure Title: District Councils, Committees, and
Other Cross-College
Collaborations

Relevant Board Policy:
Originating Unit: Vice President of College Services
Maintenance Unit: Vice President of College Services

- I. Purpose: This procedure provides guidelines for those serving on District Councils, Committees, and other cross-college collaborations.
- II. Procedure Statement:
 - A. Request to Serve on District Councils/Committees/Other Cross-College Collaborations
 1. If a PAC representative is requested to serve or would like to serve on District Councils/Committees/Other Cross-College Collaborations, then that PAC representative should notify his/her immediate supervisor of membership and request approval to serve.
 2. The Supervisor should then discuss with the individual alignment to job duties, capacity to serve, and how feedback will be collected from the College and shared with the Committee. Supervisor may consult appropriate leadership/administrators as needed to deny or approve the request to serve.
 3. If approved, the individual and corresponding cross-college collaboration should be included within the membership roster sent each semester.
 - B. Documentation of Membership and Listing of District Councils/Committees/Other Cross-College Collaborations
 1. At the beginning of each semester, the Office of the Chancellor sends to the Office of the President a membership roster of District Councils/Committees/Other Cross-College Collaborations.
 2. The Office of the President then sends this listing to the Vice Presidents and Other Direct Reports for completion.
 3. A final list is compiled and sent back to the Office of the Chancellor by the Office of the President.
 4. The Office of the Vice President of College Services then uploads this list to AlamoShare and submits an informational agenda item to College Leadership Team which should occur each semester.
 - C. Roles of College Representatives Serving on District Councils/Committees/Other Cross-College Collaborations
 1. College Representatives perform essential roles in representing Palo Alto College (PAC) during cross-college collaborations.
 2. PAC Representatives are expected to bring information back to the college and share with their supervisor and College Councils/Committees/Other Reporting Structures as appropriate.
 3. A standing agenda item for College Leadership Team is available for PAC

Representatives serving on District Councils/Committees/Other Cross-College Collaborations. PAC Representatives will bring the meeting agenda and their notes from the meeting. These documents will be shared and may be presented by the representative or by his/her supervisor.

Date: May 15, 2018

Approved:(signed: Dr. Mike Flores)
President

Revised: December 17, 2019

Approved:(signed: Dr. Robert Garza)
President