



Office of the President

Proposed
Standing Committees'
Structure
2014-2015

COLLEGE OF ALAMEDA
Standing Committees
Membership List 2014-15

STANDING COMMITTEES AND COLLEGE GOVERNANCE

Definition

The standing committees are the major college committees established to deliberate and make policy recommendations in their assigned areas of interest or concern. The recommendations are forwarded to the College Council for action by the Council. College Council makes recommendations to the President.

Composition

The college adheres to AB1725's directive regarding faculty, staff and students being involved in the shared governance process. College-wide standing committees typically are made up of faculty members, college administrators, representatives of classified staff and representatives of the associated students (ASCOA).

Operational Guidelines

1. Faculty members are appointed by the Academic Senate President to represent the faculty as a whole, and often, more specifically, an instructional or student services area, in accordance with Senate policies.
2. The President of the College appoints administrators and/or other presidential designees, as appropriate to the various committees.
3. The classified representatives are appointed by the Classified Council President, as indicated by interest in serving by classified staff members.
4. The President of the Associated Students will appoint student members to the appropriate committees, in accordance with ASCOA policies.
5. Committee chairs are elected by the committees and are responsible for presenting committee recommendations and concerns to the College Council for official action. They are not, however, expected to serve as regular members of the College Council.
6. Committee operational procedures are determined by the majority vote of the committee.
7. Terms of office of committee members will be staggered every two years and determined by the constituency with the possibility of reappointment annually by the appropriate constituent leader.
8. Committee may appoint an ad hoc subcommittee to address a specific purpose, function or activity. Subcommittee members may not necessarily be committee members but are appointed by the constituency by nature of knowledge or expertise of the topic to be dealt with.

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Regular Monthly Meeting Times and Locations

Academic Senate – 1st & 3rd Thursday, 12:30 p.m., L237

College Assessment (formerly Accreditation) Committee – ?

Budget Committee – 2nd Monday, 12:00 p.m., A149

Classified Senate – 3rd Friday, 2:00 p.m., F122

College Council – 4th Wednesday, 2:30 p.m., L237

Curriculum Committee – 1st & 3rd Tuesday, 1:30 p.m., L237

Facilities Committee – 4th Thursday, 3:00 p.m., A149

Health and Safety – 4th Thursday, 2:00 pm., A149

Institutional Effectiveness Committee – 3rd Thursday, 2:00 p.m., L237

President's Cabinet – 4th Monday, 4:00 pm, A144

SSSP – (need confirmation on standing time and meeting location)

Staff Development Committee – 3rd Thursday, 12:30 p.m., D202A

Technology Committee – 2nd Thursday, 1:30 p.m., A149

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Academic Senate

Executive Officers:

Trulie Thompson (Student Services)
President

(vacant)
Vice President

Rochelle Olive (Div. 1)
Treasurer

William Andrews (Div. 1)
Recording Secretary

Carolyn Johnson (Adjunct at large)
DAS Representative

Senators:

Giselle Bousquet (Adjunct Div. 2)
Robert Brem (Div. 2)
Carlotta Campbell (Faculty at large)
Valarie Carey (Student Services)
Steve Gerstle (Faculty at large)
Bob Grill (Div. 1)
Ed Jaramillo (Div. 1)
Glen Pearson (Div. 2)
Vacant, (Div. 2)
Vacant, (Adj. Div. 1)

(vacant), Representative, ASCOA

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COLLEGE OF ALAMEDA

*** College Assessment Committee** (to be determined)

The College Assessment Committee is responsible for defining characteristics of quality and excellence and presenting evidence that such quality and excellence is being achieved. This is achieved through the college self study report. The Committee is also responsible for monitoring and examining the progress of recommendations made by the accreditation evaluation team. Quarterly reports on progress will be given to College Council and reflected in the Institutional Plan. The Committee is composed of those who either served on the Steering Committee of the Accreditation Self Study or are serving in the designated positions.

College President	Dr. Eric Gravenberg
VP of Instruction/Accreditation Liaison Officer	Tim Karas, Chair
VP of Student Services	Dr. Alexis Montevirgen
Dean of Enrollment Services	Dr. Amy Lee
Dean of Academic Pathways and Student Success	Myron Jordan
Dean of Workforce Development	Dr. Char Perlas
Director, Business & Admin. Services	MaryBeth Benvenuti
Faculty Representatives (5)	(vacant)
	(vacant)
	(vacant)
	(vacant)
	(vacant)
Academic Senate President	Trulie Thompson
Classified Council President	Brenda Lewis
Classified Representatives (3)	(vacant)
	(vacant)
	(vacant)
ASCOA Representatives (1)	(vacant)

***NOTE:** Academic Senate 10 + 1 – Under Title 5 Section 53200(b): Academic Senate means an organization whose primary function is to make recommendations with respect of academic and professional matters. Section 52300(c) “Academic and Professional Matter” means the following policy development and implementation matters: **#7 Faculty Roles and Involvement in accreditation processes including self-study and annual reports.**

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***Budget Committee**

- 1) review budgetary policies, processes, and timelines developed by administration at COA and the District, provide feedback and help communicate them to COA faculty and staff
- 2) receive and review budget proposals from departments and/or program areas; review administrative recommendations for funding such proposals
- 3) review priorities developed by administration with regard to the overall College Budget with respect to Unrestricted General Funds (Fund 1 thru 10), Instructional Equipment (Fund 14), VTEA (Fund 16), Instructional Supplies (Fund 17), Discretionary Funds, Facilities Revenues and other cash receipts, and communicate such priorities to faculty and staff
- 4) recommend funding priorities for overall college budget;
- 5) review and make recommendations regarding funding availability for vacant faculty and classified positions; review (as information item) administrative recommendations for Classified and Faculty Vacancy Prioritization; communicate priority lists to faculty and staff
- 6) review (as information item) Categorical Funding budgets (i.e., DSPS, EOPS/CARE, CALWorks, Matriculation) and communicate those budgets to faculty and staff as necessary;
- 7) sponsor budget orientation and purchasing procedure workshops for the College community; and
- 8) engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

Director, Business & Admin. Services	MaryBeth Benvenuti, Co-Chair
VP of Instruction	Tim Karas
VP of Student Services	Dr. Alexis Montevirgen
Dean of Academic Pathways and Student Success	Myron Jordan
Dean of Workforce Development	Dr. Char Perlas
Dean of Enrollment Services	Dr. Amy Lee
Faculty Representative (3)	(vacant)
Faculty Representative	(vacant)
Faculty Representative	(vacant)
Faculty Representative, Student Services	(vacant)
Academic Senate President	Trulie Thompson
Classified Representatives (2)	(vacant)
	(vacant)
ASCOA Representative	(vacant)

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Classified Senate

President
Vice President
Treasurer
Secretary

Brenda Lewis,
LaShawn Brumfield,
Sahra Omar,
Paula Armstead,

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***College Council**

The College Council is advisory to the College President. It is charged with the responsibility to deliberate issues and concerns which affect the entire college community, particularly those involving budget, curriculum, facilities, and safety; to develop and oversee the institutional plan of the college; and to engage in other planning efforts as required, such as strategic planning, and mission and goals statement.

Members are chosen by constituent groups.

College President (Ex officio)
Administrator, Instruction
Administrator, Student Services
Administrator, Business Director
Administrator (Alternate)

Dr. Eric Gravenberg
Tim Karas
Dr. Alexis Montevirgen
MaryBeth Benvenuti
Charlene Perlas

Academic Senate President
Faculty, At-large (7)

Trulie Thompson
(vacant)
(vacant)
(vacant)
(vacant)
(vacant)
(vacant)

Department Chair of Chairs
Curriculum Committee Chairperson

Stefanie Ulrey
Sheila Lau

Budget Committee rep.
Facilities Committee rep.
Technology Committee rep.
Health and Safety Committee rep.
SSSP Committee rep.

(vacant)
(vacant)
(vacant)
(vacant)
(vacant)

Classified Council President
Classified, At-large (4)

Brenda Lewis, Co-Chair
(vacant)
(vacant)
(vacant)
(vacant)

ASCOA President
ASCOA Representatives (2)

Singh Tarundeep
(vacant)
(vacant)

College Council Procedures:

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- A. Council recommendations will be forwarded to the President and will be the primary source of college-wide opinion in the decision-making process.
- B. Issues brought to the Council may originate with any individual or standing committee. It is required, however, that each issue must be reviewed by the appropriate standing committee(s), or their chairperson, in order to be placed on the Council agenda.
- C. Recommendations will be reached by consensus. In the case where the issue remains unresolved by consensus, a majority and minority position paper will be presented to the President. The President will meet with the Council prior to making a decision.
- D. Agendas will be distributed and/or posted before each meeting. Approval of the agenda will be done at the beginning of the meeting.
- E. Any item must be accompanied by appropriate background information, and must be received by Council members at least 3 working days before the meeting.
- F. Meetings are open to any interested individual.

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***Curriculum Committee**

Responsible for policy formulation in the areas of curriculum, certificates, degrees, GE requirements and certification, course and program approvals. Reviews all new courses, curriculum proposals, new programs and other curriculum changes. Reviews courses and programs for compliance to Title V regulations. Prepares summary of curriculum actions on an annual basis.

VP of Instruction	Tim Karas
VP of Student Support Services	Dr. Alexis Montevirgen
Dean of Academic Pathways and Student Success	Myron Jones
Dean of Workforce Development	Dr. Char Perlas
Faculty Member, Div. I rep. (3)	(vacant)
	(vacant)
Faculty Member, Div. II rep. (3)	(vacant)
	(vacant)
Faculty Member, St. Serv. (2)	(vacant)
	(vacant)
Articulation Officer	Sheila Lau, Chair
Faculty Member, Library (vacant)	
Curriculum Specialist	Lynn Torres
ASCOA Representative	(vacant)

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Facilities Committee

1. Advise on the development of facilities planning processes and timelines;
2. Recommend funding priorities for Building Funds;
3. Receive and review facilities proposals from department, program areas and/or the District Physical Plant Office;
4. Recommend representatives to serve on District facilities committees that impact College of Alameda facilities;
5. Routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance;
6. Recommend procedures and policies affecting facilities and physical environment of the campus;
7. Review the State’s Specialization Report and the Five year Master Plan for campus compliance and make recommendations to ensure compliance;
8. Establish Subcommittees to assist with the planning for building renovations and remodels;
9. Sponsor facilities orientation workshops for the College community.

Business & Admin. Services Manager	MaryBeth Benvenuti, Chair
Administrative Rep., Dean Academic Pathways	Myron Jordan
Administrative Rep., Student Services	Dr. Alexis Montevirgen

Faculty Representatives (4)	(vacant)
	(vacant)
	(vacant)
	(vacant)

Faculty Representative, Library	*David Sparks
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Classified Representatives (2)	(vacant)
	(vacant)
Classified Representative, DSPS	(vacant)
Classified Representative, Child Care	(vacant)
Classified Representative, Custodial	(vacant)
ASCOA Representative	(vacant)

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Health and Safety Committee

Responsible for recommending college policy in the areas of health, wellness and safety. Inspects college facilities and program areas to promote a healthy, safe, and secure environment. Reviews health and safety problems and recommends activities for corrective action. Assists in training staff and students regarding potential health and safety hazards and disaster recovery for the college, district, and the community.

Responsible for recommendations relating to the planning and use of college facilities as it relates to health and safety matters. Assists in the development and planning of major capital improvement projects as it relates to health and safety matters. Considers Bond Measure priorities as the need arises as it relates to health and safety matters. Routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance.

Director, Business & Admin. Services	MaryBeth Benvenuti, Chair
Administrative Rep., Dean of Special Programs	Toni Cook
Administrative Rep., Instruction	Tim Karas
Faculty Representatives (5)	(vacant)
	(vacant)
	(vacant)
	(vacant)
Faculty Representative, Library	(vacant)
College Nurse	(vacant)
Police Services/Sheriff's Department	Ellis Craft
Classified Representatives (2)	(vacant)
	(vacant)
Classified Representative, DSPS	(vacant)
Classified Representative, Child Care	(vacant)
Classified Representative, Custodial	(vacant)
ASCOA Representative	(vacant)

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Institutional Effectiveness Committee

The mission of the Institutional Effectiveness Committee (IEC) is to ensure that the college maintains a set of ongoing and systematic institutional processes and practices that include planning, the evaluation of programs and services, the identification and measurement of outcomes across all institutional units (including learning outcomes in instructional programs), and the use of data and assessment results to inform decision-making. All of these activities are accomplished with the purpose of improving programs and services and increasing student success and institutional quality.

IEC Facilitator/Coordinator	Maurice Jones, Chair
Dean or Workforce Development	Dr. Char Perlas
Director of Business and Admin. Services	MaryBeth Benvenuti
Dean of Academic Pathways	Myron Jordan
Dean of Special Programs and Grants	Toni Cook
Dean of Enrollment Services	Dr. Amy Lee
Curriculum Committee Chair	Sheila Lau
Faculty Member rep. (3)	(vacant)
	(vacant)
	(vacant)
Classified member (3)	(vacant)
	(vacant)
	(vacant)
ASCOA rep. (1)	(vacant)

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***President's Cabinet**

The President's Cabinet is comprised of the President of Academic Senate, the President of Classified Council, the President of Associated Students, and the chair of College Council.

The Cabinet, upon approval of recommendations submitted by the College Council to the President, implements all policy decisions. The President's Cabinet and the College Council are the two major college committees that adhere to AB1725's directive regarding faculty, staff and students being involved in the shared governance process.

College President

Academic Senate President

Classified Council President/College Council Co-Chair Brenda Lewis

College Council Co-chair

ASCOA President

Dr. Eric Gravenberg

Trulie Thompson

(vacant)

Singh Tarundeep

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SSSP Committee

The purpose of the SSSP Committee is to develop a plan and assess issues and policies to achieve enrollment goals by systematically and holistically exerting more control over those institutional factors that shape the size and characteristics of the student body. SSSP is an integrated and comprehensive institutional effort that aims to achieve a desired enrollment state (recruitment), improve the quality of programs, and assist students to accomplish educational goals (retention). The SSSP committee will develop policies that direct activities related to recruitment and retention such as marketing, recruitment, orientation, advising, curriculum development, organizational structure, student equity, the development of student learning outcomes, and resource allocation. The committee will seek data for improved planning and decision-making.

Vice President, Instruction	Tim Karas, Chair
Vice President, Student Services	Dr. Alexis Montevirgen
Director, Business & Admin. Services	MaryBeth Benvenuti
Dean of Enrollment Services	Dr. Amy Lee
Faculty, Student Services (2)	(vacant)
	(vacant)
Faculty, Division I (2)	(vacant)
	(vacant)
Faculty, Division II (2)	(vacant)
	(vacant)
Faculty, Matriculation Coordinator	Trulie Thompson
Financial Aid Supervisor	Dave Nguyen
Classified Member (2)	(vacant)
	(vacant)
ASCOA Representative	(vacant)

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*** Review charge to ensure alignment with SSSP/Matriculation

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Staff Development Committee

Responsible for the development and preparation of the College Human Resources Development Plan. Does final review of applications for funds for staff development activities to ensure compliance with state guidelines and college goals. Plan, promote, and implement major staff development activities and events for college-wide participation.

Administrative Representative (2)

Toni Cook
Dr. Char Perlas

Faculty Representative (3)

Rochelle Olive, Chair
(vacant)
(vacant)

Classified Representative (3)

(vacant)
(vacant)
(vacant)

District Staff Development Officer (ex-officio)

Tamika Brown

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***Technology Committee**

Responsible for providing an open forum for discussion of issues relating to the use of computers on campus; for coordinating the acquisition, maintenance, and placement of computer hardware and software across the campus; for conducting inventories of existing equipment and software; for promoting and fostering staff and faculty computer training; for encouraging students to use and faculty to develop computer-assisted methods of instruction.

The Technology Committee will begin developing a comprehensive five-year plan for College of Alameda. The Technology Plan will include recommendations for use of local area networks and wide area networks in communications, instruction, student services, administration and the Internet. Additionally, the Plan will address interconnectivity, upgrading and expanding, support and training, as well as access for students and staff. Finally, the Plan will have an implementation budget timeline.

Administrative Representation (3)	
Dean of Workforce Development	Dr. Char Perlas
Dean of Enrollment Services	Dr. Amy H. Lee, Chair
Director, Business & Admin. Services	MaryBeth Benvenuti
Faculty Representative, Div. I (4)	(vacant)
	(vacant)
	(vacant)
	(vacant)
Faculty Representative, Div. II (4)	(vacant)
	(vacant)
	(vacant)
	(vacant)
Faculty Representative, Stu. Serv. (1)	(vacant)
Faculty Representative, Library (1)	(vacant)
Classified Representatives, IT (3)	Bala Sampathraj, Co-Chair
	(vacant)
	(vacant)
Classified Representative, DSPS	(vacant)
Classified Representatives (4)	(vacant)
	(vacant)
	(vacant)
	(vacant)
ASCOA Representative	(vacant)

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