

## Council Logistics

The information below outlines the details of council logistics and operations.

### Councils

The new governance model will follow the Educational Master Plan goals and will include a council for each goal area, presently: Equity and Education, Community and Communications, Revenue and Resources, as well as a council for overall college planning (Advisory). Therefore, there will be 4 independent governance committees. The Academic and Classified Senates will continue to operate, as well as subcommittees of the Academic Senate such as Curriculum. Operational committees (such as financial aid scholarship readers) will continue to operate.

### Membership

Councils will have 12 members in total with four members from Faculty, three from Classified Staff, three from Students, and two from Managers. A member can only serve on one council.

### Recommendations

Each committee will act independently to set the calendar and agenda. Each council can make recommendations directly to the President. All recommendations will be made in writing following a standard template. It is the tri-chairs responsibility to draft all memos. Facilitators and Recorders can support the tri-chairs in this role, as required.

### Schedule

Council meetings will be scheduled for Friday mornings and afternoons. Each Council will meet once each month and extra meetings should be coordinated such that no two council meetings take place at the same time.

### Appointments

It will be up to the Senates (Academic, Classified, AFSC) and the President (for administrators) to make decisions on appointments to the councils, including Chairs, terms and term limits. The Senates may want to consider staggering the terms, but it is up to them. In the future, the Senates may also wish to select Chairs from members whom have already served on the council to foster continuity over time.

### Facilitators and Recorders

Each council will be assigned a facilitator and a recorder. Facilitators and recorders will be Foothill employees, but not members of the council (they will not vote, they will not be a tri-chair) and will be appointed by the President and assigned to a council for a whole year. Facilitators and recorders collaborate with the chairs in agenda setting.

Facilitators will prepare and distribute the agenda (using a standard template) in sufficient time to meet Brown Act requirements. During the meeting, the facilitator will be responsible for encouraging participation from all council members, calling on members to speak (so as to avoid members talking over each other), keeping the discussion connected to the agenda item, and keeping the discussion within the meeting time. The facilitator will summarize actions prior to voting, and will allow adequate time for additional discussion