

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

District-wide committees are comprised of representatives from the colleges and the district.

Council: Composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of numerous committees or task forces. A council meets regularly and its charge is broad in scope. Documents, minutes, agendas and calendars are posted and available on a SharePoint site.

Committee: Composed of a variety of individuals whose scope of work is narrower than a council. A committee reports its recommendations to senior administrators or a council. A committee can be long term in nature and may meet on a regular basis. Documents, minutes, agendas and calendars are posted and available on a SharePoint site.

Task Force: Composed of a variety of individuals, which may include administrators, managers and representatives of student, faculty, and staff. Task forces are created to address a specific district-wide issue and meets until its charge has been completed. It is characterized by being focused on a single issue and is usually short-term in nature. Upon conclusion of the task, the group is inactive.

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>Chancellor's Council</b>	√			Information exchange, input on issues and decisions; Monthly agenda includes review and discussion of BOT agenda items (Docket).  <i>Reports and recommends to Chancellor</i>	<b>Chair: Chancellor</b> Vice Chancellors IVC, SC Presidents Asso. Vice Chancellor Economic Development SC, IVC Classified Senate Reps FA President CSEA President POA President IVC, SC Academic Senate Presidents Distr. Dir. Public Affairs IVC, SC Classified Manager Reps ASG, ASIVC Reps	Monthly
<b>Chancellor's Executive Council (CEC)</b>	√			Discussion of hot topics of district-wide scope and informational items. Provision for decision-making based on input and discussion.  <i>Reports and recommends to Chancellor</i>	<b>Chair: Chancellor</b> Vice Chancellors Asso. Vice Chancellor Economic Development IVC, SC Presidents	Every 2 weeks



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>Academic Calendar Committee</b>		√		Develop and recommend academic calendar, incorporating mandated state holidays and minimum 175 days of instruction, for annual review and study by the Board of Trustees at the November Board meeting and for approval at the December Board meeting.  <i>Reports and recommends to Chancellor's Executive Council and Chancellor's Council</i>	<b>Chair: Vice Chancellor TLS</b> IVC, SC Presidents IVC, SC Vice Presidents (4) IVC, SC Dean Counseling SC, IVC Dir. Admin. & Rec. SC, IVC Academic Senate Faculty Assn. CSEA Associated Students SC, IVC Classified Mgmt. Rep. IVC, SC Classified Senate	Fall Semester
<b>Board Policy &amp; Administrative Regulation Advisory Committee</b>		√		Coordinate writing and revision of Board policies and administrative regulations.  <i>Reports and recommends to Chancellor</i>	<b>Chair: Vice Chancellor Business Services</b> Vice Chancellors IVC, SC DEan IVC or SC VPI IVC or SC VPSS IVC, SC Presidents Academic Senate FA President CSEA President IVC, SC Classified Senate Presidents Classified Management Rep	Twice per Month

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>Business Continuity Planning Committee</b>		√		Coordinate integration of college plans into a comprehensive business continuity plan and coordinate business continuity nrrds district-wide.  <i>Reports and recommends to ?</i>	<b>Chair: Vice Chancellor TLS</b> Vice Chancellor Business Services Vice Chancellor HR VPI SC VPSS IVC IT Directors, IVC and SC District IT Assoc. Dir. Network & Security Police Chiefs, IVC, SC Director of Facilities, IVC, SC District Director, Public Affairs IVC, SC, ATEP Dir. Marketing & Public Info.	Monthly
<b>Capital Improvement Committee (CIC)</b>		√		Develop a 20-year plan to address the facilities and capital improvements needs of the colleges/district.  <i>Reports and recommends to ?</i>	<b>Chair: Vice Chancellor, Business Services</b> District Director of Fiscal Services District Director of Facilities Planning/Purchasing IVC and SC Directors of Fiscal Services IVC and SC Vice Presidents Instruction IVC and SC Directors of Facilities IVC and SC Presidents Academic Senate	Monthly

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>District Online Education Committee (DOEC)</b>		√		Coordinate delivery of online education systems, including software implementation and student services. (Decisions go to CET)  <i>Reports and recommends to ?</i>	<b>Chair: Vice Chancellor TLS</b> IVC, SC VPIs IVC, SC VPs Student Services Associate Directors, IT (District) Telecommunications and Network Security Manager, District IT Systems Manager, Computer and Network Operation Systems, District IT Director of Technology Services, SC Director of Instruction and Support Services, SC Director of Technology Services, IVC Dean, Fine Arts, Business Sciences, and College Online Education, IVC Dean, Advanced Technology and Applied Science, SC Faculty Representatives (one from each college) DE Committee Chairs	Every 2 months, alternating with District Technology Committee
<b>District Resources Allocation Committee (DRAC)</b>		√		Develop, monitor and modify the methods and procedures used for the allocation of available general fund resources to the four major operating units in the district, consistent with Board adopted budget guidelines  <i>Reports and recommends to ?</i>	<b>Chair: Vice Chancellor Business Services</b> IVC, SC Vice Presidents Instruction Chancellor Appointee Two Faculty Representatives IVC, SC Academic Presidents or designees IVC, SC Directors of Fiscal Services	January through August, then as needed

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>District Technology Committee</b>		√		Coordination of new systems and hardware and software implementation  <i>Reports and recommends to ?</i>	<b>Chair: Vice Chancellor TLS</b> IVC, SC VPIs VPs Student Services Associate Directors, IT (District) Telecom and Network Security Manager, District IT Systems Manager, Computer and Network Operation Systems, District IT SC, IVC Dirs. of Tech. Services SC Director of Instruction and Support Services IVC Dean, Fine Arts, Bus.Sciences/College Online Ed SC Dean, Advanced Technology and Applied Science Faculty Representatives (one from each college)	Every 2 months, alternating with District Online Education Council
<b>Health and Wellness Committee</b>		√		Review and recommend health and welfare benefits  <i>Reports and recommends to ?</i>	<b>Chair: District Risk Manager</b> IVC, SC Classified Senate Rep CSEA Rep, FA Rep, POA Rep Academic Administration Rep Faculty Retiree Rep District Director, Fiscal Services District Director, Human Resources Benefits Consultant	Monthly during Academic Year

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>Records Management Committee</b>		√		Develop and support uniform policies and procedures for records retention and destruction  <i>Reports and recommends to ?</i>	<b>Co-Chairs: Vice Chancellor HR/Vice Chancellor TLS</b> IVC and SC Dirs. of Admissions, Records & Enrollment Services IVC or SC VPSS District Director, Human Resources District Accounting & Budget Manager IVC and SC Directors of Fiscal Services IVC Financial Aid Director Telecom & Network Security Manager, IT, District Systems Manager, Human Resources Executive Assistant, Office of Instruction, SC District Payroll Manager SC Curriculum Publications Specialist IVC Admissions & Records Registrar Senior Admin Assistant, ATEP	Monthly
<b>Sabbatical Leave Committee</b>		√		Review and recommend sabbatical leaves; review and approve sabbatical reports  <i>Reports and recommends to Board of Trustees</i>	<b>Co-Chairs: Vice Chancellor HR/Faculty Representative</b> IVC, SC Administrator One faculty for each division/school	September, November
<b>District Institutional Research and Technology Committee (DIRT)</b>		√		Coordinate research and data issues between district and college.  <i>Reports and recommends to LSCC</i>	<b>Chair: Dist. Dir. Research &amp; Planning</b> SC Director, Planning, Research and Grants SC Research Analyst & Research Specialist, IVC Research Analyst & Research Specialist, District MIS Systems Manager, District IT Programmer Analysts and Application Specialist	Monthly

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**DISTRICT-WIDE COUNCILS, COMMITTEES and TASK FORCES**

NAME	Council	Comm.	Task Force	PURPOSE	MEMBERSHIP	SCHEDULE
<b>Learning Services Coordinating Committee</b>		√		<p>[Need info:Anything that relates to...]</p> <p><i>Reports and recommends to ?</i></p>	<p><b>Chair: Vice Chancellor TLS</b>            VPIs            VPSSs            Asso. Vice Chancellor Economic Development            Other groups as needed</p>	Every 2 weeks
<b>Continuous Quality Improvement (CQI) Task Force on Classified Hiring Process</b>			√	<p>Review classified hiring policy and develop a more streamlined and efficient hiring process.</p> <p><i>Reports and recommends to ?</i></p>	<p><b>Chair: District Director Human Resources</b>            Moderator: Systems Manager - HR Info Systems            Sr. HR Specialist            HR Specialists for Classified (3)            SC President Appointees (3)            IVC President Appointees (3)</p>	TBA