

**CITRUS COMMUNITY COLLEGE DISTRICT
Constitution of the Steering Committee**

ARTICLE I - PURPOSE

The Steering Committee is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This body brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the Steering Committee.

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee makes recommendations on the formulation and revision of board policy.

This committee is the final recommending body to the Board of Trustees through the Superintendent/President.

ARTICLE II - MEMBERSHIP

Section 1. The Steering Committee shall be composed of the Superintendent/President, the chairs of the Standing Committees and representatives from the classified staff, supervisors/confidential employees, management, Academic Senate Council, and student body.

Section 2. Each year the supervisors/confidential employees shall choose one representative and the classified staff and student body shall each choose two representatives. The number of Academic Senate representatives shall constitute a majority of the Steering Committee membership.

Section 3. Steering Committee members from each represented group shall be selected as follows:

- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
- B. The supervisors/confidential employee member shall be selected by the supervisors/confidential group.
- C. Management members shall be appointed by the College Superintendent/President.

- D. Academic Senate Council members shall be appointed by the Senate President with the approval of the Academic Senate Council.
- E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.

ARTICLE III - OFFICERS

- Section 1. The Chair of the Steering Committee shall be the Superintendent/President of the College.
- Section 2. The Chair of the Steering Committee shall ask a member of the committee to preside in the event of the Chair's absence.

ARTICLE IV - POWERS

- Section 1. The powers of the Steering Committee are limited to recommendations, which it may give to the represented groups, to individuals, to the Standing Committees, or to the Board of Trustees, depending upon the nature of the recommendation, for final decision.
- Section 2. Recommendations must be approved by an absolute majority vote.
- Section 3. The represented groups must have had an opportunity to consider all issues/recommendations before they are voted on by the Steering Committee.

ARTICLE V - MEETINGS

- Section 1. Meetings of the Steering Committee shall be called by the Steering Committee Chair.
- Section 2. The first meeting of the year shall not be later than four weeks after the beginning of the fall semester.
- Section 3. Meetings shall be called as determined by the Steering Committee Chair at least once each month during the school year on a day approved by the Steering Committee.
- Section 4. Emergency meetings may be called at the discretion of the Steering Committee Chair.
- Section 5. A quorum shall consist of an absolute majority of the membership.
- Section 6. Members of any group represented on the Steering Committee may attend meetings in a non-voting capacity.

Section 7. An agenda shall be submitted to the membership no less than two instructional days prior to any meeting.

Section 8. Robert's Rules of Order shall be followed.

ARTICLE VI - COMMITTEES

Section 1. The following Standing Committees shall be responsible to the Steering Committee. Sub-committees shall report to their Standing Committees and to the Steering Committee when appropriate. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities and distribute to the Standing Committee members.

- A. Educational Programs Committee
 - Distance Education
 - Honors
 - College Success
 - Workforce Council
 - Green Team
 - Enrollment Management
- B. Financial Resources Committee
- C. College Information Technology Committee
- D. Institutional Research and Planning Committee
 - SLO/Hotshots
- E. Human Resources/Staff Diversity Committee
 - Staff Development Advisory
- F. Physical Resources Committee
- G. Student Services Committee
 - Academic Calendar Committee
 - Achievement Awards
 - DSPS Advisory Committee
 - EOPS Advisory Committee
 - Matriculation Assessment Committee
 - Scholarship Committee
 - School Relations and Outreach Advisory Committee
 - Student Conduct Team
 - Student Equity Committee
 - Transfer Task Force
 - Umoja Advisory Committee
 - Veterans Advisory Committee

- Section 2. For accreditation purposes, ad hoc committees may be established. The chairs of these new committees will be expected to attend Steering meetings as non-voting participants.
- Section 3. The College Superintendent/President shall appoint the chairs of the Standing Committees from the membership of the Management Team.
- Section 4. The number of members from each represented group on each Standing Committee and Sub-Committee shall be recommended by the respective committee and approved by the Steering Committee.
- Section 5. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:
- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
 - B. Supervisors/confidential employee member shall be selected by the supervisors/confidential group.
 - C. Management members shall be appointed by the College Superintendent/President.
 - D. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
 - E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.
- Section 6. The chairs of the Standing Committee shall submit for the April Steering Committee Agenda, their committee and sub-committee recommendations for directives and any changes in the number of members from each represented group for their committees for the following year. For all appropriate committees, the directives shall include (but not be limited to) measurable criteria for meeting objectives of our Mission Statement.
- Section 7. Ad hoc committees may be appointed by the Steering Committee to handle specific functions if the issue is not appropriate for an existing Standing Committee.
- Section 8. Standing Committees may be added or deleted by amendment. Sub-committees may be added or deleted by an absolute majority vote of the Steering Committee. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the Steering Committee after considering the recommendation from the initiator(s) of the new committee.

ARTICLE VII - PROCEDURES

All recommendations for changes in policy not covered by collective bargaining must proceed through Steering Committee. Recommendations for procedural changes shall be reported to the Steering Committee for its input.

- Section 1. Any member of a represented group may bring a concern to his/her represented group for referral to the Steering Committee or may bring it directly to the Steering Committee. The Steering Committee will refer it, if appropriate, to the proper Standing Committee for study and recommendation.
- Section 2. Sub-committee activity reports and recommendation shall proceed directly to the appropriate Standing Committee.
- Section 3. Recommendations of Standing Committees shall be brought directly to the Steering Committee with prior notification to each represented group.
- Section 4. Prior to the Steering Committee voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.
- Section 5. After the vote on a recommendation, the Chair of the Steering Committee shall inform in writing the appropriate groups(s), individual(s), or the Board of Trustees, of that recommendation.
- Section 6. The Chair of the Steering Committee shall report back to the Steering Committee as to the disposition of the recommendation.
- Section 7. At every monthly meeting, each Standing Committee shall submit a report either oral or written to the Steering Committee as to its activity and that of its sub-committees.

ARTICLE VIII - RATIFICATION AND AMENDMENTS

- Section 1. This Constitution shall go into immediate effect when ratified by a two-thirds absolute majority vote of the Steering Committee.
- Section 2. This Constitution may be amended by a two-thirds absolute majority vote of the Steering Committee.

Revised June 1988
September 7, 1994
December 6, 1995
October 2, 1996
May 13, 1998
February 2, 2000
October 23, 2006
June 8, 2009