RESOURCE COUNCIL
Minutes for August 26, 2021
(12:50pm-1:50pm)
Via Zoom

Meeting Participants:

Committee Members Present
   Esmeralda Abejar, Mike Angeles, Courtney Buchanan, Michael Collins, Teresa Friedrich Finnern, Steve Marshall, Gustavo Oceguera, Edwin Romero, Jim Rossum, Makenna Ashcraft (ASNC Rep)

Committee Members Not Present
   Andy Aldasoro, Sheri Cologgi, Alternate ASNC Rep-TBD

Guest(s)
   Ana Molina, Jim Thomas, Alex Zadeh

1. Call to Order: 12:50pm
1.1 Public Comments (M. Collins)

- None

2. Action Items

2.1 Approval of Agenda (M. Collins)

- MSC (Buchanan/Friedrich Finnern)
    - Proposal to add Charter Grants Advisory Panel – Update as item 3.3
    - Proposal to amend: item 2.2b by Dr. Collins. He clarified the Classified Member Co-Chair is appointment by CSEA, and will not be voted on. Andy Aldasoro was identified as their selection for acting co-chair of the Resource Council

2.2 Membership: Co-Chair Selection (M. Collins)

2.2   Faculty member

- MSC (Friedrich Finnern/Buchanan)
    - Courtney Buchanan was nominated and accepted the position of Faculty co-Chair for the Resource Council

2.3 Reaffirmation to follow Robert's Rules of Order Procedures (M. Collins)

- MSC (Friedrich Finnern/Romero)

2.4 Annual meeting schedule (M. Collins)

- MSC (Buchanan/Marshall)
  - ➢ August 26, 2021
  - ➢ September 23, 2021 *(Sustainability Project Workshop w/DLR)*
  - ➢ October 28, 2021
  - ➢ November 18, 2021 *(Note: Moved up 1 week due to holiday)*
  - ➢ February 24, 2022
  - ➢ March 24, 2022
  - ➢ April 28, 2022
  - ➢ May 26, 2022

3. Information Items

3.1 2021/2022 Resource Council Charter - Purpose/Scope Review (M. Collins)

- Council reviewed the approved Resource Council charter, including the purpose/charge/objectives/scope and expected deliverables/etc.

- Clarification on the membership section: STEM Faculty, Representative was updated to STEM/APC Faculty Representative

3.2 Business Services Resource Request Prioritization Process (M. Collins)

- The council was updated on the prioritization process for resource request items submitted this past Spring

- The initial individual item prioritization was done by department leads, after discussion with area staff, before entering into Program Review. A draft document will be sent to council members prior to the October Resource Council meeting, where it will be an action item for recommendation to the new College Council for approval

3.3 Grants Advisory Panel Update (G. Oceguera)

- In the Spring, ISPC agreed to suspend the existing "Grants Committee" while submitting the concept of a new "Grants Advisory Council". ISPC recommended the development of a charter, which has been and continues to be vetted through several constituency groups. The goal is to review a final draft of the charter at a future Resource Council meeting for approval

4. Good of the Order

- Veterans Resource Center – the parking lot is paved and moving towards a grand opening this fall. Target completion date: September 2021. Next steps are to move in the furniture, technology, accessories, etc.

- Center for Human Performance & Kinesiology – An initial group of "end-users" have been identified and engaging in the very preliminary planning of this project. The group will participate in ongoing discussions and begin to plan estimated future needs of various components (education/athletics) etc. Working drawings/designs will be focused on later in the Spring 2022. There is currently a brief update scheduled for the October Resource Council meeting

- Kudos to all staff/faculty/students/administrators who worked tirelessly in getting the Fall semester successfully up and running here at Norco College

5. Adjournment: 1:54pm

- MSC (Marshall/Oceguera)

Next Meeting:

- September 23, 2021 *(Sustainability Project 2hr Workshop w/DLR)*

RESOURCE COUNCIL

Agenda for August 26, 2021

12:50pm-1:50pm
Zoom Link:
https://cccconfer.zoom.us/j/97113498118?pwd=eGJwL2JnVDQxVnh2aUJBdnJLeWN1Zz09
Meeting ID: 971 1349 8118

Council Members: (Total #12)

Michael Collins, Esmeralda Abejar, Andy Aldasoro, Mike Angeles, Courtney Buchanan, Sheri Cologgi, Teresa Friedrich Finnern, Steve Marshall, Gustavo Oceguera, Edwin Romero, Jim Rossum, Makenna Ashcraft (ASNC Student Rep).

Quorum: #7

Subject to Brown Act: No

1. Call to Order

1.1 Public Comments

2. Action Items

2.1 Approval of Agenda

2.2 Membership: Co-Chair Selection

    2.2.a. Faculty member

    2.2.b. Classified member

2.3 Reaffirmation to follow Robert's Rules of Order Procedures

2.4 Annual meeting schedule:

- August 26, 2021
- September 23, 2021
- October 28, 2021
- November 18, 2021 *(Note: Moved up 1 week due to holiday)*
- February 24, 2022
- March 24, 2022
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3. Information Items

3.1 Resource Council Charter Purpose/Scope Review

3.2 Business Services Resource Request Prioritization Process

4. Good of the Order

5. Adjournment

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table…"	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…"	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider…"	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor
- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if noone seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, thechair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause forresponse.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.
- After recognition, make a main motion.
- Member: "Madame Chairman, I move that_____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.
- After recognition, "Madame Chairman, I move that the motion be amended byadding the following words_____."
- After recognition, "Madame Chairman, I move that the motion be amended bystriking out the following words_____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words,_____, and adding in their place the following words_____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.
- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussionand you want to postpone it to a definite time or day, and have it come up for further consideration.
- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.
- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.
- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.
- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.
- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.
- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.
- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.
- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.
- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.
- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in thetreasury when expenditures are being discussed.
- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.
- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote oras proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote,or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

SPGM Summary Reference Sheet | Robert's Rules of Order Citations

Page 51 Parliamentary Procedure

Following basic rules of order and parliamentary procedure may contribute to more effective and efficient decision making. Though strict adherence to parliamentary authority (e.g. Robert's Rules of Order) may not be necessary, it is important to adhere to the fundamental concepts and general practices to assure an open and fair process.

- Everyone has the right to participate in deliberations and discussions
- Do not dominate discussion
- Get recognized before speaking
- Do not interrupt without permission
- Every member has the right to vote
- Everything is debatable – don't need to debate everything
- Protect the minority position
- Majority rule
- Protect quorum
- Maintain minutes
- Respect the Chair

Page 56 Minutes or Notes

Recorded minutes/notes of meetings for our governance entities are not only in alignment with our core commitments of inclusiveness and integrity, but they also serve as institutional memory and are important evidence for accreditation (Robert's Rules of Order, 12th ed. 2020. 48:1, (446)). All councils and committees are to take meeting minutes, which will provide an accurate reflection of the actions of the council or committee. Minutes are not intended to be a detailed account of all items discussed, just an account of the main points and any relevant context. Minutes are reviewed and approved by the membership at a subsequent meeting (Robert' Rules of Order, 12th ed. 48:9 (450)) and posted on the entity's respective webpage within three business days following their approval.

All other governance entities may opt to take notes instead of minutes. Notes are brief synopses of meetings that summarize the main themes of discussions. Notes should be distributed within five business days to all members, who will proof them for accuracy They should then posted either publicly online or internally in a shared-file repository within ten business days of the meeting. Notes do not need to be approved at a subsequent meeting before sharing, thus facilitating more rapid communication. Links to ADA compliant templates and best practices for both notes and minutes are provided within the appendix.

Page 61 Voting & Quorum

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure (Robert's Rules of Order 12th ed. 2020 44:12 (384)). ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the College Councils are voting members. The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) (Robert's Rules of Order 12th ed. 2020 40:1 (328)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 62 Voting & Quorum (Continued)

Our five councils are technically considered "deliberative committees" as defined by the American Institute of Parliamentarians (AIP) Standard Code of Parliamentary Procedure. As such, according to the AIP, "Unlike the presiding officer of an assembly, the chair of a committee takes an active part in its discussion and deliberations and has all the rights of the other members, including the right to present motions and vote." (2012, p, 189). Robert's Rules of Order concurs in this regard and states the (co)chair may, "speak in informal discussions and in debate, and vote on all questions" (49:12, p.465). Thusly, all co-chairs may vote as members of the council and they count towards quorum.

Leadership Council meetings are open to the college community. They are expected to produce an agenda ([Robert's Rules of Order 12th ed, 2020 41:1 (333)](#)) and recorded minutes.

Each leadership council will be supported by committees, sub-committees, project teams, and workgroups to address specific issues or to accomplish a designated task. All Councils and Committees, except those connected to the Academic Senate, CTA, or CSEA, should have a clearly defined and posted charter, including the group's charge, membership from each constituency group, meeting frequency, deliverable expectations, EMP objective assignments, and the expiration date of the charter.

The membership composition of committees shall be decided by the respective Leadership Council and should have the expertise necessary to complete the assigned task. Membership should not be established based on solely on parity but rather on functional expertise. Committees, sub-committees, project teams and workgroups shall make decisions by consensus and either implement the decision or forward their recommendation(s) to the appropriate leadership council or Vice President. All voting council members are encouraged to serve on at least one of the council's major sub-committees in order to facilitate communication and integration. The strategic planning leadership council and committee structure is outlined in Chapter six. The membership and structure of the Academic Senate committees that report to the councils shall reflect the Constitution and Bylaws of the NCAS.

Voting & Quorum

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure. ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the Leadership Councils are voting members. Any voting member of a Leadership Council cannot concurrently serve as a voting member on another Leadership Council. The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Robert's Rules of Order 12th ed. 2020 40:1 (328)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 65 Voting & Quorum

Unless otherwise noted in the charter as ex officio members, all members of standing committees are voting members. Committee charters should specify both the membership composition as well as those with voting rights (e.g. ASNC may appoint alternate members to ensure effective participation without an additional vote). The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Roberts Rules of Order 12th ed. 2020 40:1 (328)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 67 & 68 Decision-Making Process of all Governance Entities

All action items brought before each governance entity will be added to the agenda by the chair/ co-chairs, and the agenda shall be approved openly at its meetings. Individuals should contact their representatives and/or the chair/co-chairs regarding the process for adding an item to a meeting agenda, and this process should be published on each entity's webpage and within its charter. Action items do not require first and second readings so long as information is disseminated in advance for member review. Meeting material requiring action shall be distributed at least 72 business hours before meetings thusly only necessitating a single read. It is recommended that decisions will be made through discussions resulting in consensus ([Robert's Rules of Order 12th ed 2020 xlvii](#)). Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as possible ([Robert's Rules of Order 12th ed 2020 xlvii](#)). Every attempt will be made to arrive at consensus so that all parties can live with the action moving forward. If there is a lack of consensus on an action item, it is recommended to continue discussion at subsequent meetings and/or designate an ad hoc group to conduct further research/analysis to further inform the membership. For action items discussed where consensus is not reached,, a vote will be taken with the majority decision ([Robert's Rules of Order 12th ed 2020 44:1 (379)](#)) as the final decision. Once a decision is made by the group, the decision represents the voice of the body.

Page 69 Governance Entities

Below are descriptions for the different types of governance entities supported at Norco College. Each have nuanced differences in accordance with Robert's Rules of Order and are to be established via an approved charter. Charters should note if the entity is an operational or governance group (the latter of which requires constituency representatives). In alignment with our value of inclusiveness, additional venues are offered for open channels of communication. Examples include "All faculty" meetings, Office of the President office hours, and town hall meetings, all of which can be scheduled as needed (it is recommended for each to occur at least once per primary term).

Page 71 Robert's Rules of Order

All Councils and Committees of Norco College are to follow Robert's Rules of Order. Due to the agile and project-specific nature of project teams, task forces, advisory groups, planning teams, town halls, and networks, these entities do not need to operate exclusively within Robert's Rules. However, they should always function in alignment with our core commitments and provide formative or summary reports as noted in their charter.

The Brown Act

The Brown Act applies to the Academic Senate and all committees recognized by the Board as advisory or decision making in its Board policies. Thus, at Norco College, the only governance groups subject to the Brown Act include:

- Academic Senate
- All Standing Committees of the Academic Senate (e.g. Program Review, Curriculum, etc.)
- The Associated Students of Norco College (ASNC)

College Council and Leadership Council meetings are not subject to the Brown Act however minutes should be taken, verified for accuracy, and posted on the college website.

NORCO
C O L L E G E

Charter for Resources Council
August 2021 - June 2025

This Charter is established April 2021 between the Resources Council and the Institutional Strategic Planning Council to structure the process and planned outcomes included herein thru the 2024-2025 academic year.

Purpose
The Resources Council (RC) (Formerly BFPC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to human, physical, technology, and financial resources. The RC provides leadership and retains responsibility for ACCJC Standard III, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned EMP objectives. The RC makes recommendations to the College Council and the Vice President of Business Services.

Charge
The Resources Council (RC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility.

- Objective 9.1 - Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.
- Objective 10.1 - Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college
- Objective 10.2 - Develop and maintain Facilities Master Plan
- Objective 10.3 - Build out funded projects (amphitheater, Center for Student Success room 217, etc.)
- Objective 10.4 - Finish Veterans Resource Center Phase 1 by Spring 2021
- Objective 10.5 - By Fall 2020, open Early Childhood Education Center
- Objective 10.6 - Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.
- Objective 10.7 - Build 2nd access road
- Objective 10.8 - Explore and pursue land acquisition adjacent to college property
- Objective 10.9 - Develop and start implementing sustainable campus
- Objective 10.10 - Design spaces that intentionally build community
- Objective 10.11 - Install immediate/temporary facilities to address current capacity needs by summer 2021.
- Objective 10.12 - Enhance transportation infrastructure

Charge

- Objective 10.13 - Develop and implement plans for off-campus facilities for instructional purposes
- Objective 12.1 - Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college.
- Objective 12.2 - Coordinate with RCCD to establish a BAM that allocates funding equitably
- Objective 12.4 - Develop 30% of overall budget from non-general fund revenue sources

Guiding Principles and Assumptions

The guiding principles for the Resources Council are:

Accreditation Standards guiding the Resources Council are:

- Standard IA, B, C
- Standard IIIA, B, C, D
  - Standard III.A.9
- Standard IVA

There is no associated budget with the Council's charge.

Scope & Expected Deliverables

1. Annually review proposed college budget, including components for the development of the adopted budget, and ensure alignment with the mission, goals, and objectives of the college's Strategic and Education Master Plans
2. Annually review the district Budget Allocation Model and provide recommendations for continuous improvement
3. Recommend and monitor long-range fiscal plan with consideration of priorities consistent with district and college planning. (Multi-year projections, contingency reserves)
4. Reviews State and Federal legislation for local budget impact
5. Reviews general fund revenues and expenditures on a quarterly basis
6. Communicate, through its members, with the college community on fiscal and physical resource issues and recommendations
7. Prioritize annual resource requests for Business Services operational area
8. Oversee the development of the College's Safety and Emergency Preparedness Master Plan, and review of the District's Safety and Emergency Preparedness Master Plan every three years.
9. Oversee the development of the College's Technology Master Plan, and review of the District's Technology Master Plan every three years.
10. Support the implementation of the Facilities Master Plan
11. Review the financial, human resource, and facilities impact of potential grant and college development opportunities
12. Receive reports from Business Services operational areas

In mid-spring of each academic year, the Resources Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their

Scope & Expected Deliverables

planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignment, and 3) self-assess the completion of their charter's scope/deliverables during the academic year. In late spring, the Resources Council will receive an executive summary from each standing committee addressing the above three areas for review and discussion at a designated council meeting. The receiving College Council will make recommendations to, and receive recommendations from, the Resources Council based on the results of the self-evaluation to determine if this charter needs to be revised/extended or not. The Resources Council will conduct its evaluation of effectiveness and post an executive summary on the Council's website.

Membership

The Resources Council will be comprised of 13 members inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc.

- Vice President Business Services, Chair- – Administrator
- Administrator with oversight of Grants Development & Administration – Administrator
- Administrator with oversight of Facilities – Administrator
- Administrator with oversight of Bus Services- Administrator
- Administrator with oversight of Police – Administrator
- Academic Senate Representative (Chair of Chairs) – Faculty
- STEM Faculty Representative- Faculty
- Coordinator, Student Activities- Faculty
- Representative with knowledge/experience in area of grants, categorical funding, or financial accounts and budgets- Classified Professional
- Representative with knowledge/experience in area of safety and emergency planning, physical resources, or operations- Classified Professional
- Representative with knowledge/experience in area of technology- Classified Professional
- ASNC Representative- Student
- ASNC alternative (non-voting) – Student

Meeting Time/Pattern

The Resources Council meets monthly on fourth, Thursday, of the month at 12:50pm to 1:50pm, with Zoom options, for Fall and Spring Terms. Contact the co-chairs to place an item on a future agenda.

Roles of Chairs and Members

The co-chairs are accountable to Resources Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing

Roles of Chairs and Members

agenda and facilitating meetings of the Resources Council based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Resources Council that can help to achieve the Resources Council charter deliverables (and relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Resources Council. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Resources Council peers with the intention of finding consensus on all issues that come before the Resources Council.

A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations

The co-chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Minutes are taken to record the groups progress.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.