

SHASTA COLLEGE

Administrative Services Council Bylaws



November 12, 2015

Administrative Services Council Membership

Five (5) Voting Members:

- Vice President of Administrative Services (Chair)
- Superintendent/President
- Associate Vice President of Human Resources
- Director of Physical Plant
- Director of Technology

1. Scope and Function of the Administrative Services Council:

- Prioritize Annual Area Plans for all areas that report to Administrative Services, Human Resources and the President's Office.
- Deliver reports and make recommendations to College Council.
- Review and make recommendations that come from subcommittees outlined in the Participatory Governance Manual.

2. Administrative Services Council Working Principles:

- Keep student welfare and success foremost.
- Assure that recommendations are evidence-based (data-driven, realistic, and feasible).
- Recognize that you will not agree with all committee decisions.
- Always assume positive intent.

3. Meetings:

- Meeting times will be established at the first meeting of the fall semester.
- Agendas and minutes will be published and made widely available on the Administrative Services webpage, located on the Shasta College Website.

4. Member Responsibilities:

- Members will be responsible for providing area updates to the Council.
- Members will be responsible for making regular reports to their constituency.
- Any member unable to attend a meeting should notify the Chair prior to missing the meeting and send an alternate as requested.

5. How Administrative Services Council Arrives at Recommendations:

- A quorum of the voting membership of the Committee must be present to take formal action on any item. A quorum will be defined as a simple majority of the voting membership.
- When an agenda item is introduced for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. The motion will need a simple majority of the quorum to pass.

6. Administrative Services Council Bylaws:

- Bylaws will be evaluated as determined necessary by the Administrative Services Council.
- Four (4) out five (5) of the voting membership may amend the bylaws.
- A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.