



SAN DIEGO COMMUNITY COLLEGE DISTRICT

March 18, 2014

Administrative Procedure

AP 0020.7 MANAGEMENT SERVICES COUNCIL

I. DESCRIPTION OF THE COUNCIL

- A. Name: Management Services Council
- B. Type of Council: District Standing Council (Sub-Committee of the Chancellor's Cabinet)
- C. Number of Members: Ten (10)
- D. Membership:

1. Representation

- a. Core members consist of the following Ten (10) voting positions:

District Office Functional Areas:

- i. Executive Vice Chancellor of Business and Technology Services, or up to two (2) Designees
- ii. Vice Chancellor of Instructional Services, or Designee
- iii. Vice Chancellor of Human Resources, or Designee
- iv. Vice Chancellor of Facilities Management, or Designee
- v. Vice Chancellor of Student Services, or Designee

Educational Components:

- vi. Vice President of Administrative Services: City College
- vii. Vice President of Administrative Services: Mesa College
- viii. Vice President of Administrative Services: Continuing Education
- ix. Vice President of Administrative Services: Miramar College

I. DESCRIPTION OF THE COUNCIL (continued)

b. Membership considerations include:

- 1) The chairperson of the MSC will be selected by the Chancellor from among the Vice Chancellors of the District Office functional areas as listed.
- 2) Vice Chancellor members may appoint either themselves as representatives or managers/supervisors from their staff. Appointments are to be made in writing to the Chairperson. The Chairperson will represent his/her functional area when serving in that capacity.
- 3) In the absence of the Chairperson, he/she will select an alternate Vice Chancellor as Chairperson.
- 4) At the option of the Council members, resource persons and other interested parties may attend meetings for informational or input purposes.

E. Subcommittees of the Management Services Council

Subcommittees are established by the Council on an as needed basis to address particular matters which require ongoing District coordination.

II. FUNCTIONS AND RESPONSIBILITIES OF THE COUNCIL

The Management Services Council is the point at which districtwide staff and administrative representatives meet to review matters concerned with the District's management services which include:

Business and Technology Services
Human Resources
Facilities Management

The Council shall not address itself to matters which are "negotiable" (SB160). Specifically, the Council:

- A. Provides recommendations to the Chancellor's Cabinet on Districtwide management services policy development and implementation.
- B. Reviews and resolves appropriate matters referred by the Chancellor's Cabinet, Colleges, Continuing Education, and/or District standing committees.
- C. Provides appropriate guidelines and information to ensure the effective operation of the management services of the District.

AUTHORITY

- A. The Council may request appropriate District personnel to provide information, develop recommendations, and provide other services considered necessary to carry out functions and responsibilities.

- B. The Council may refer matters to other District standing councils for their review and recommendations.

III. RELATIONSHIPS

- A. The Council, through the Chairperson, reports directly to the Chancellor's Cabinet.
- B. The Council is to establish cooperative working relationships with other District standing councils/committees and such other outside agencies, councils, and committees as are necessary in order that it may carry out its prescribed functions and responsibilities.
- C. The Council may designate representatives to District standing councils/committees as needed.

IV. ACCOUNTABILITY

- A. The Council is responsible to the Chancellor's Cabinet to fully complete all the duties and charges required.
- B. The Chairperson is responsible for reporting to the Chancellor's Cabinet the nature and substance of the business transacted.

V. OPERATING GUIDELINES

A. Agendas and Minutes

1. The agenda and minutes for Council meetings are the responsibility of the Chairperson.
2. Items for the Council agenda may be proposed by any member.
3. All items for any one Council agenda must be submitted to the Chairperson in advance of the meeting.
4. Minutes shall be distributed to the following:
 - a. Chancellor's Cabinet
 - b. Council members
 - c. Others as determined by council members

B. Meetings: Regular and Special; Time and Place

1. Regular meetings shall be scheduled at 9:00 a.m. on the second Wednesday of the month.
2. Special meetings may be called by the Chairperson
3. Regular and special meetings shall normally take place at the District Office.

C. Alternate Members

1. A Council member may designate a voting alternate if he/she is unable to attend a meeting.
2. The Council member should notify the Chairperson in advance of the meeting of the alternate. Alternates should identify themselves to the secretary prior to the start of the meetings.

D. Voting

1. At the option of a Council member, a call for a vote may be requested.

E. Quorum

1. A quorum shall be five (5) of the ten (10) voting members.

VII. TERM OF OFFICE

- A. All members represent specific District positions and as such the membership of the Council shall be reviewed periodically by the Chancellor's Cabinet for consistency with current District organizations.

SUPERSEDES: Procedure 0020.7, 1/20/99

Approved by: Constance M. Carroll, Chancellor