## THE APPOINTMENT PROCESS

- a) Vacancies occur from terms ending, retirement, resignation
- b) Call for volunteers, volunteers determine which committees they are interested in and which best fit with their schedule
- c) List is compiled by the governance office and forwarded to appointing agencies
- d) The appointment process can be long

## **HOW TO GET ON A GOVERNANCE COMMITTEE**

Classified Staff:	Email the 2 <sup>nd</sup> VP of CSEA and CSEA President, or the governance office
	will forward names to CSEA
Faculty:	Email the governance office your name, division and which committees
	you are interested in serving on
Administration and	Email the Superintendent/President and cc the governance office
Manager/Confidential:	
Students:	Contact your Executive Committee for AS; appointments are made each
	semester

## WHO APPOINTS REPRESENTATIVES? Reflects the same order shown on the Blue List.

Senate:	Senate Executive
Guild:	Guild Executive
Joint Faculty:	Senate and Guild Execs mutually agree
CSEA:	CSEA President in consultation with CSEA 2 <sup>nd</sup> VP and with approval of CSEA Executive
Administration:	Superintendent/President in consultation with area managers
Manager/Confidential:	Superintendent/President in consultation with area managers
Resource:	The committee may determine who serves as a Resource
Non-voting	Committee makes a motion and notifies the governance office
	Resource member - area of expertise consultant
Minutes recorder:	<ul> <li>Volunteer from committee may be voting or non-voting member</li> <li>Sometimes non-member such as Admin. Assistant to chairperson</li> </ul>

- a) The balance of committee composition is taken into consideration.
- b) You will be considered for appointment to other governance committees if not appointed to your first choice of committee.
- c) Candidate will be notified of appointment. All candidates have the option to decline or accept an appointment.
- d) Terms usually begin immediately and are indicated on the Blue List