

## CCS Administrative Procedure

### 1.20.05-A College Representatives Attending Board Meetings

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#### Implementing Board Policy [1.20.05](#)

Contact: Chancellor's Office, 434-5006

#### 1.0 Purpose

This procedure outlines the process to include faculty, staff, student, and employee union representatives in public board meetings.

#### 2.0 Limitations and Requirements

The Board of Trustees invites the following representatives to formally participate in all public board meetings, without the right to vote:

- 2.1 One classified staff from each college and district administration
- 2.2 One student from each college
- 2.3 Three representatives of the faculty
- 2.4 One classified staff union steward
- 2.5 One CCS Association of Higher Education president
- 2.6 The representatives are selected by their respective groups by September of each year and serve for the academic year.

#### 3.0 Selection Process

- 3.1 In August of each year, on behalf of the board, the executive assistant to the board invites representatives from each unit and each employee union to participate in all public board meetings, without the right to vote. Invitations are sent via e-mail to:
  - 3.1.1 Each college president will identify one classified staff representative and one student representative.
  - 3.1.2 The CCS Association for Higher Education president who will provide three faculty representatives, one from Spokane Community College, one from Spokane Falls Community College, and one from an extension site.
  - 3.1.3 The classified employee chief union stewards who will identify one steward to represent classified staff union issues/interests.
- 3.2 Representatives' names are forwarded to the executive assistant to the board not later than September 30 of each year.
- 3.3 Representatives are added to the mailing list to receive meeting announcements and board packet information prior to each meeting.
- 3.4 The normal term of participation is one academic year. Representatives may continue for successive terms in accordance with the unit or union selection processes. Notification of representative names is required annually consistent with paragraph 3.2, above.

#### 4.0 Related Information

- 4.1 Board of Trustees Policy [1.30.03 – Meetings](#)
- 4.2 Administrative Procedure [1.30.05-A – Board of Trustees Meeting Agenda](#)

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