



CHARTER

EXECUTIVE CABINET

Composition

Chancellor, chief officers, and college presidents convened by the Chancellor.

Charter

The Executive Cabinet has principal authority, accountability, and responsibility to advance collaboratively the CCS values, vision, and mission through implementation of the CCS Strategic Plan, adopted by the Board of Trustees and delegated to the Chancellor. The Executive Cabinet derives its authority and responsibility, as delegated by the Chancellor, to fully implement the plan district-wide through Spokane Community College, Spokane Falls Community College, and the CCS district office. The Executive Cabinet members have broad authority, responsibility, and accountability to represent and consider the best interests of students, faculty, staff, administration, and the public in all deliberations and actions regarding quality and responsive CCS institutional and district operations, programs and services, including academic, student services, fiscal, human resources, public relations/marketing, athletics, facilities/maintenance, and auxiliary services.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

CABINET

Composition

Chancellor, chief officers, college presidents, vice presidents of instruction and student services, and foundation executive director, convened by the Chancellor.

Charter

The Cabinet has delegated authority from the Executive Cabinet to ensure collaborative delivery of quality, effective, and responsive services in all areas of CCS district office and institutional operations including academic, student services, fiscal, human resources, public relations/marketing, athletics, facilities/maintenance, and auxiliary services.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT EDUCATION COUNCIL

Composition

Chief academic officers from Spokane Community College, Spokane Falls Community College, and District Academic Services, convened by the Provost.

Charter

The District Education Council has delegated authority and responsibility for student access and achievement. It oversees academic standards and practices pertaining to the programs and services offered by Community Colleges of Spokane. The council will use reliable and valid data, best practices, continuous improvement, collaboration, and collegiality to assure student access to and success in achieving academic credentials. The council will review and recommend revised or new policies, regulations, procedures, and practices to Community Colleges of Spokane Cabinet.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT STUDENT SERVICES COUNCIL

Composition

Chief student affairs officers from Spokane Community College, Spokane Falls Community College and District Academic Services, convened by the Provost.

Charter

The District Student Services Council has delegated authority and responsibility for student access and achievement. It oversees student services standards and practices pertaining to the programs and services offered by Community Colleges of Spokane. The council will use reliable and valid data, best practices, continuous improvement, collaboration, and collegiality to assure student access to and success in achieving academic credentials. The council will review and recommend revised or new policies, regulations, procedures, and practices to Community Colleges of Spokane Cabinet.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT WORKFORCE COUNCIL

Composition

Chief academic officers and from Spokane Community College, Spokane Falls Community College, District Academic Services, Executive Director of CWCE, and representatives of the region's workforce development authorities, convened by the Provost.

Charter

The District Workforce Council has the delegated authority and responsibility for anticipating and responding to the workforce development, retraining and up-skilling needs of Community Colleges of Spokane's six-county region. The council will meet workforce demands by maximizing collaboration and leveraging resources to assure timely, relevant, and effective workforce training and education. The council will review and recommend revised or new policies, regulations, procedures, and practices to Community Colleges of Spokane Cabinet.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituent



CHARTER

DISTRICT INSTITUTIONAL RESEARCH COUNCIL

Composition

Institutional researchers from Spokane Community College, Spokane Falls Community College, and District Academic Services, convened by the Provost.

Charter

The District Institutional Research Council aligns and develops Community Colleges of Spokane's institutional research capacities by supporting college and district research, evaluation, and accountability needs. It builds data and reporting infrastructure and assures data, analysis, coding, reporting, and dissemination integrity through collaboration, contemporaneous research methodology, and professional development to inform Community Colleges of Spokane Cabinet.

Meeting Schedule

Bi-weekly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT EQUITY COUNCIL

Composition

Board member, chancellor, college presidents, chief administrative officer, district HR employment services director, multicultural specialists from Spokane Community College and Spokane Falls Community College, AHE representative, faculty, and staff, convened by the Chief Institutional Advancement and External Affairs Officer as facilitator.

Charter

The District Equity Council serves in support of federal, state, and institutional initiatives and policies that promote and ensure equity in district-wide operations and outcomes for college and district communities. As a forum for conversation, the council shares diversity initiatives and successes across CCS institutions. The council's purpose is to identify, promulgate, and encourage inclusivity efforts at the institutions, advocate as a district through outreach, participate in community diversity activities and coordinate the distribution of funds from the District Equity Account. The council will use reliable data, best practices pertaining to programs, services, professional development, and training to provide the chancellor information that aligns with the CCS Strategic Plan and assures diverse employees and students are treated equitably and with dignity and respect. Its affiliations include the Deccio Excellence in Equity Committee and the Safe Campus Advocates Resource Team. The council is appointed by the chancellor in consultation with the council's facilitator and recommendations from the chief officers and presidents.

Meeting Schedule

Quarterly (*or an as needed basis*)

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT HONORS ADVISORY COUNCIL

Composition

An academic dean from each of the colleges and Dean of Global Education, convened by Dean of Global Education.

Charter

The Honors Advisory Council provides advice, support and guidance for the operation of the CCS Honors Program and is expected to advise on innovative and research-based best practices to the program. Topics addressed by the Council include philosophy of the program, admissions criteria, faculty engagement, program promotion and recognition, course delivery format, integration of student support services, and efficiencies to program operation across CCS.

Meeting Schedule

Monthly (as needed when necessary)

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT IT GOVERNANCE ADVISORY COUNCIL

Composition

Chief Information Officer, directors of IT Customer Support Services, Technology Services, and Information Systems and Development Services, one student, faculty, classified staff and exempt member from the district and each of the colleges and convened by the Chief Information Officer.

Charter

The IT Governance Advisory Council represents the needs and concerns of students, faculty, staff, and administrators regarding information technology strategic priorities for academic, student services, and administrative systems; ctLink implementation; emerging information technology to enhance student learning and improve operational efficiency. It will maintain a districtwide perspective focused on shared vision, common strategic direction, common standards and lean business processes. It will support innovation and timely, effective decision-making. The Council will receive and consider input from four advisory committees – Student Services, Academic Systems, Data Management and Communications – each chaired by a member of the IT Governance Advisory Council. Through its chair, the Council will provide advisory recommendations regarding IT priorities to the Executive Cabinet, the decision-making authority.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT SAFETY, SECURITY AND EMERGENCY MANAGEMENT COUNCIL

Composition

Chief Strategy and Administration Officer, Chief Compliance Officer, Chief Institutional Advancement and External Affairs Officer, Chief Information Security Officer, District Director of HR Services, District Director of Facilities, Campus Security Directors, Environmental, Health and Safety Professionals, Unit Vice Presidents for Student Services or designee, and ad hoc members as necessary.

Charter

The DSSEMC provides environmental health/safety, security and emergency management staff a formal structure for information and best practice exchange, a forum for training on related legislation and industry standards, and enhanced emergency response through planning and relationship development.

Meeting Schedule

Monthly

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT DEANS COUNCIL

Composition

Academic and student services deans from Spokane Community College, Spokane Falls Community College, convened by the Provost.

Charter

The District Deans Council meets jointly on an annual basis to discuss and evaluate issues and priorities related to academic and student services. Provides advice, guidance, and recommendations to the CCS Cabinet in service to improving the holistic experience and goal attainment for all CCS students.

Meeting Schedule

Annually

Requirements

Council members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT LEGISLATIVE ADVISORY COMMITTEE

Composition

Chancellor, trustee, chief officers, college presidents and vice presidents, AHE representatives, faculty/staff/administrators/ and student representatives from each of the units, convened by the Chancellor. Members are appointed by their respective chief executive officers with composition reviewed annually.

Charter

The Legislative Advisory Committee evaluates current and anticipated legislation to assess impact on all CCS constituents and to advise and offer recommendations to the district community that optimize response strategies that support the success of students, faculty, staff, administrators, and the broader community.

Meeting Schedule

Monthly

Requirements

Committee members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT FINANCIAL ADVISORY COMMITTEE

Composition

Chancellor, trustee, chief officers, college presidents and vice presidents, AHE representatives, faculty/staff/administrators/ and students representatives from each of the units, convened by the Chancellor. Members are appointed by their respective chief executive officers with composition reviewed annually.

Charter

The Finance Advisory Committee convenes to discuss and assess the impact of current and future financial issues on successful outcomes for our students, faculty, and staff, and the general public. The FAC provides timely and effective information to share across constituencies to afford insight and understanding across the district with regard to funding and budget concerns.

Meeting Schedule

Monthly

Requirements

Committee members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

ACCESSIBLE TECHNOLOGY COMMITTEE

Composition

College vice presidents, Associate Provost, faculty, and representatives from E-learning, IT, communications, disability support services, human resources, business office, institutional research, CWCE, and ABE and is convened by the Associate

Charter

Develops, promotes and sustains a culture of ownership and understanding of accessibility through technology. Meets and incorporates regulatory compliance of Policy 188 of the Washington State Office of the Chief Information Officer in accordance with CCS Board policy and district administrative procedures.

Meeting Schedule

Scheduled as needed

Requirements

Committee members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

INSTITUTIONAL REVIEW BOARD

Composition

Director of institutional research, faculty from each college, and is convened by the Director of Institutional Research

Charter

The Institutional Review Board (IRB) serves to ensure that CCS meets legal and ethical requirements related to research involving human subjects per federal, state, and institutional guidelines and policies through review of all proposed research projects involving human subjects conducted by or with CCS faculty, staff, or students or when facilities, services, or personnel of CCS are used. The IRB also provides support for trainings related to compliance and ethical adherence.

Meeting Schedule

Quarterly (as needed when necessary)

Requirements

Committee members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
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CHARTER

ELEARNING ADVISORY BOARD

Composition

Associate Provost, faculty from each of the college, and representatives from eLearning.

Charter

The E-Learning Advisory Board serves to evaluate, promote, and disseminate best practices in online and blended learning.

Meeting Schedule

Quarterly

Requirements

Committee members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

DISTRICT GRANT TEAM TASKFORCE

Composition

Provost, grant writers and coordinators, institutional researchers, faculty and staff from each of the college

Charter

The District Grants Team is comprised of CCS faculty, staff and administrators throughout the District who are interested in participating in grants and sponsored research activities or who work with grants and contracts as their assigned duties at the college.

Meeting Schedule

Monthly

Requirements

Taskforce members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents



CHARTER

NORTH-SOUTH HIGHWAY TASKFORCE

Composition

SCC President and representatives for faculty, classified staff, administrators serve as majority, with additional representatives from SFCC and District academic, business, facilities, and communications offices, convened by SCC President.

Charter

The North-South Highway Taskforce serves as an advisory body to study potential impacts of the highway on Spokane Community College and its mission, enrollment, and service to the six counties constituting the service area for Community Colleges of Spokane and to provide recommendations to the CCS Executive Cabinet.

Meeting Schedule

Monthly

Requirements

Taskforce members will adhere to the following:

- Federal, State and Local Laws
- Board Policy
- Negotiated Agreements
- Strategic Plan Alignment
- Best Practices Inside and Outside CCS
- Data-informed Decisions
- Effective Communication with Supervisor, Appropriate Peer Groups and Constituents