

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: A. 15.0  
Procedure Title: District Councils and Committees  
Relevant Board Policy:  
Originating Unit: Vice President of College Services  
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure provides guidelines for those serving on District Councils, Committees, and other cross-college collaborations.

II. Procedure Statement:

A. Membership on District Councils/Committees

1. PAC faculty, staff, and administrators serving on District committees (or other collaborative groups) perform essential roles in representing Palo Alto College (PAC) during cross-college collaborations. Providing an opportunity for these representatives to bring information back to the college is equally essential to the mission of the college. Therefore:
2. Comprehensive roster of PAC memberships on District committees, updated at the beginning of the fall and the spring terms, shall be maintained by the Office of the Vice President of College Services. This list will be posted under *District Council/Committee Membership* on AlamoShare.

Each PAC representative serving on District Councils/Committees (or other collaborative groups) should notify their immediate supervisors of membership. Supervisors will enter membership details in the District Councils and Committees form located in AlamoShare (<http://share.alamo.edu/pac/VPCS/Lists/PACDistrictCommitteeInvolvement/Item/editifs.aspx?>)

3. Employee members of the District Committees/Councils are encouraged to inform their supervisors regarding decisions or discussions at the district level that may impact the college. PAC representatives will bring the meeting agenda and his/her notes from the meeting. These documents will be shared during the next scheduled Executive Team and College Leadership Team meetings and may be presented by the representative or by their supervisor.

Date approved: May 22, 2018

Signed:(signed) Dr. Mike Flores  
President