

ROLE OF PAC

The following "Role of PAC" statement was adopted by the LATTC PAC Committee at its June 3, 1991 meeting.

"The Planning and Advisory Committee shall have the responsibility for developing and recommending general policies and philosophy relating to the College; to advise, counsel and make recommendations to the President on all major issues pertaining to the planning, staffing, budget, resource allocations, operations and mission of the college; to set goals and objectives for the college; and to develop guidelines that clarify the role and responsibilities of its members..."

PAC NORMS/ATTENDANCE POLICY versus ROLE STATEMENT

The 16 PAC "NORMS" (as adopted 2/9/90 and revised 7/26/02 by PAC) and the "Attendance Policy" (adopted 2/26/90 by PAC) are those behavioral guidelines by which the PAC Committee members agreed to conduct themselves while participating as members of the PAC committee.

Behaviors which we all agree we can expect from ourselves and each other. What we will "live by" in this committee.

1. Attend every meeting.
2. Stay involved.
3. Speak up when "it isn't going."
4. Empower all members equally:
 - a. Use first names
 - b. Give everyone an opportunity to speak
 - c. Everyone can submit agenda items
5. Review all informational materials sent out in a timely manner before the meeting.
6. Engage in active listening.
7. Begin and end meetings on time.
8. Schedule meetings at a time most convenient for the majority of the members.
9. Be honest, open and consistent in what we say "inside" and "outside" of the meetings.
10. It's OK to say we don't know everything.
11. Give (share) best accurate information available that is important to the group in its decision-making.
12. Do not advocate a position reflecting a conflict of interest.
13. Periodically evaluate the committee's adherence to norms and outcomes (Invoke Norm #3).
14. A quorum is equal to *the majority of the voting membership who are present* members and is needed no later than 10 minutes after the hour (associated with classroom attendance rule).
15. Committee would communicate effectively with the campus community.
16. Every member will act in a respectful and a professional manner. Updated 07/26/02

ATTENDANCE POLICY

Any member absent for 3 consecutive meetings may be asked to resign. The recording secretary is responsible for informing the member and the committee when a member has missed 3 consecutive meetings.

If a member expects to be absent for a meeting, he/she shall contact the President's Office at ext. 000 beforehand.

If a member expects to be absent for more than 3 consecutive meetings, he/she shall inform the committee or the President's Office so the committee can elect to hold the seat open until the member returns or replace the member.

If a member is absent for reasons beyond his/her control, the member shall inform the committee at his/her earliest convenience.

If a member feels that he/she is unable to give the time for committee affairs, then he/she should relinquish the seat and so inform the committee.

Prospective or replacement candidates shall be advised that a minimum of 2 years commitment will be expected.

Committee vacancies shall be filled by election of a new member by the originating body, not by the committee.