

**ASSIST GOVERNANCE**  
**Draft - 8/23/99**

**I. Mission and Charge**

Oversight of ASSIST (*Articulation System Stimulating Interinstitutional Student Transfer*) shall be vested in the ASSIST Board of Directors. The Board shall be responsible for the Statewide development, implementation, and growth of ASSIST. The Board shall be responsible for securing funding for ASSIST from each of the three postsecondary educational segments and will have authority for allocating these funds for ASSIST programs and services. Additional responsibilities shall include:

- A. initiating periodic evaluations of ASSIST to ensure congruence with goals;
- B. ensuring compliance with segmental rules and regulations as they apply to fiscal management of ASSIST;
- C. coordinating the integration of ASSIST with related intersegmental activities; and
- D. advocating for ASSIST on a statewide level.

**II. Representation**

**A. Membership**

The ASSIST Board of Directors shall consist of the following representatives, each of whom shall have one vote (unless otherwise specified):

- 1. Two representatives each from the California Community College Chancellor's Office, California State University Chancellor's Office, and the University of California Office of the President.
- 2. One at-large, campus representative each from a California Community College, California State University, and University of California campus to be appointed by the respective segmental office. At-large campus representatives shall serve a two-year term.
- 3. One Management Information Systems (MIS) representative each from the California Community College Chancellor's Office, California State University Chancellor's Office, and the University of California Office of the President.

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4. One faculty representative each from the California Community Colleges, California State University, and the University of California to be appointed separately by the academic senate of each segment for an appropriate term to be determined by each academic senate.
5. One non-voting representative from the California Postsecondary Education Commission.
6. The Director of the ASSIST Coordination Site (non-voting).

**B. Chair of the ASSIST Board of Directors**

The Chair of the Board of Directors shall rotate among the three public postsecondary educational segments every two years. Selection of the individual to fill this position shall be at the discretion of the segment. The Chair shall coordinate all Board activities and shall conduct Board meetings.

**C. Decision-Making and Rules of Order**

1. Unanimity

The ASSIST Board of Directors should, in all matters affecting the direction of ASSIST, attempt to render decisions based on the unanimous consent of all members attending any regularly scheduled Board meeting.

2. Resolution of Impasse

If unanimity cannot be achieved on any issue before the Board, the Chair shall use the following means to resolve the impasse.

- a. Executive Committee

The ASSIST Executive Committee shall consist of one representative from each public postsecondary segment, chosen by that segment. This Executive Committee shall attempt to resolve Board issues using unanimity as its basis for decision-making.

- b. At-Large Vote

If the Executive Committee is unable to render a unanimous decision, the Chair will ask for a vote of the entire Board of Directors membership. A two-thirds vote of the membership (as

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defined in Section II, A) shall be required. A quorum of at least 8 voting members must be present, with at least 2 members present from each segment before an at-large vote can take place.

3. Consideration of Agenda Items by the Board
  - a. Agenda items must be distributed to all Board members at least 10 working days prior to a regularly scheduled Board meeting.
  - b. Agenda items must include a specific request or proposal, along with rationale and (if appropriate) budget implications or a description of funding needs.
  - c. Agenda items should be submitted to the ASSIST Coordination Site for distribution to all ASSIST Board members.
  - d. Agenda items shall be considered by the Board if submitted to the Board of Directors 10 working days prior to a regularly scheduled Board meeting. Other agenda items not meeting this requirement may be addressed by the Board at the discretion of the Board Chair or at the request of a simple majority of Board members.
  
4. ASSIST Board Meeting Conduct and Procedure
  - a. Standard parliamentary procedure shall be used, at the discretion of the Board Chair, to maintain order and conduct business.
  - b. Meetings of the Board shall be open to staff from the three segments, the ASSIST Coordination Site, and other ASSIST users and constituents.
  - c. Visitors attending Board meetings shall be allowed to participate in discussion of agenda items. Visitor participation in discussions may be limited at the discretion of the Chair.
  - d. Meetings of the Board shall be scheduled for the entire academic year. Board meetings shall be held at least once per academic semester (Fall, Spring). Additional meetings may be called by the Chair of the Board or a simple majority of Board members, as needed.

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**III. Organizational Structure and Lines of Authority**

**A. Board of Directors**

The ASSIST Board of Directors shall render the final decision for all issues and concerns relating to ASSIST, including, but not limited to, funding, policies, and technology.

**B. ASSIST Coordination Site (ACS)**

The ACS shall serve as the day-to-day administrative unit for ASSIST and shall report to the Board of Directors. Primary ACS activities shall include implementing Board policies and directives, providing user support and training, maintaining software and hardware, and providing staff support to the Board and its standing advisory committees.

**C. Advisory Committees**

The Board shall solicit advice from two committees whose purpose shall be to provide the Board with direction and advice on technological issues and user needs and concerns. Two standing advisory committees shall be established whose membership and charge shall be determined by the Board. These advisory committees shall report to the ASSIST Director. The Board may establish additional advisory committees, as-needed, to solicit advice and counsel regarding all aspects of ASSIST. The two advisory committees are the:

1. Technical Resource Advisory Committee
2. Campus Advisory Committee