

# College Council Bylaws

March 27, 2007

Approved

## College Council Membership

### ***Voting Members - 18***

#### *Student Members - 2*

x4190 Vacant  
x4190 Josh Sears

#### *Faculty Members - 7*

x4149 Alfred Hochstaedter (Academic Senate President)  
x4204 Bernie Abbott (Co-chair)  
x1324 Gail Fail (MPCTA)  
x4004 A. J. Farrar  
x4163 Marianne Ide  
x4105 Bill Jones  
x4221 Lyndon Schutzler

#### *Classified Members - 4*

x4125 Julie Bailey  
x3041 Brenda Kalina (Co-chair)  
x4247 Stephanie Perkins  
One vacancy

#### *Administrative/Management Members - 5*

x4190 Carsbia Anderson, VP Student Services  
x4040 Joe Bissell, VP Administrative Services  
x4034 John Gonzalez, VP Academic Affairs  
x1361 Steve Morgan, MSC  
x4039 Michael Gilmartin, Dean

#### *Non-Voting Members - 2*

x4060 Doug Garrison, President/Superintendent  
x1359 Suzanne Ammons, Note taker

## ***1. Scope and Function of the College Council:***

The College Council is the central campus body of the shared governance process for MPC. It serves to confirm the institutional support for recommendations brought to the Board by the President/Superintendent and is a key component of MPC's integrated planning and institutional review processes. College Council is responsible for establishing the institution's direction by developing the institutional mission statement and long-term goals, in concert with the Governing Board and Accreditation Standards.

The College Council will specifically:

1. Be responsible for the integrated planning process, with input from all parts of the campus community. Every three years the Council will update the Mission statement and long-term goals.
2. Review the annual component goals produced by Academic Affairs, Student Services, and Administrative Services. CC can recommend changes in accordance with the college mission and institutional goals.
3. Receive and review recommendations from the Budget Committee, and make allocation decisions based on these materials subject to review by the President.
4. Receive accountability reports from Academic Affairs, Student Services, and Administrative Services and discuss their activities related to program review and/or action plans for the previous year's planning cycle.
5. Discuss issues important to the MPC community and assign these issues to the appropriate advisory group or campus committee.
6. Organize open forums for discussion of important or controversial issues.
7. Establish timelines for the flow of information and final recommendations.
8. Review new Board policies or Board policy changes and makes recommendations to the President for presentation to the Board.
9. Review the shared governance process and Board Policy on shared governance as part of the Accreditation Self-Study, and recommend changes as necessary. Changes will be discussed with the entire campus community before implementation.

## ***2. Meetings:***

Meeting times will be established at the first meeting of the fall semester. Meetings will be called by the co-chairs or the President as needed. Council meetings will be open to anyone who wishes to attend. Agendas will be made widely available a minimum of 72 hours in advance of meetings, and minutes will be published in a timely manner and made widely available: e.g., ALL USERS.

### ***3. Agenda:***

Items for the agenda are to be directed to the Council Co-Chairs or the President for listing. College policy items will be sent to PACC to ensure broad constituent review.

### ***4. Membership:***

#### **18 Voting Members:**

- Three Vice Presidents
- Two students appointed by ASMPC
- Four classified employees appointed by MPCEA
- Academic Senate President
- One MPCTA representative appointed by MPCTA
- Five faculty members appointed by the MPC
- Two management employees appointed by the Management Team (one MSC and one Dean)
- Superintendent/President is an ex-officio member
- One non-voting administrative support person for minute taking and other duties as required

### ***5. How Members and Alternates are Chosen:***

In early spring of each academic year, the co-chairs will announce the membership vacancies which will be given to the appropriate constituency group for final selection.

- a. Academic Senate will be responsible for selecting faculty members, except for the MPCTA representative.
- b. The MPCTA executive board will be responsible for selecting a member.
- c. MPCEA will be responsible for selecting classified members.
- d. The Management Team will be responsible for selecting the Management members.
- e. ASMPC will be responsible for selecting the student members.

### ***6. Term Lengths of Members:***

Term lengths will be three years except for members whose membership is contingent on their positions. The terms will be staggered so all members do not change at one time. At the end of the three-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Council meeting in the fall.

## ***7. Member Responsibilities:***

- a. All members will be responsible for making regular reports to their constituency groups.
- b. Any member unable to attend a meeting should notify one of the co-chairs. Members will give the co-chairs the name of their alternate prior to the meeting.
- c. The alternate representative will have the right to vote.
- d. Members are responsible for apprising their alternate with current Council information.

## ***8. Selection and Term Length of Co-Chairs:***

The co-chairs will be elected by the College Council for a three-year term. The election will take place in spring for the following fall semester. Both new and old members of College Council will participate in the election.

## ***9. Responsibilities of Co-Chairs Include:***

- a. Jointly writing agendas
- b. Chairing Council meetings
- c. Bringing appropriate topics to the attention of the Council, from information provided chiefly by the Advisory Groups, although any member of the college community may submit a request
- d. Assuring the conduct of Council business is communicated to the college community in a timely manner
- e. Attending or sending a representative to make a brief report at Board meetings
- f. In early spring of each academic year, the co-chairs will announce the membership vacancies which will be given to the appropriate constituency group for final selection.

## ***10. How the Council Conducts Business and Arrives at Recommendations:***

- a. Council agendas will be published a minimum of 72 hours prior to meetings and will be widely distributed to the campus community.
- b. All meetings will be open to any interested member of the college community.
- c. A simple majority of the voting membership of the Council must be present to make recommendations.
- d. Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.
- e. When an agenda item is introduced for action, after appropriate discussion, recommendations will be made via a simple majority vote of the members present.
- f. Minutes will reflect numbers of Council members abstaining, voting in favor, and voting against each motion.
- g. Relevant material to be considered for action will be provided to each Council member 72 hours prior to meeting when possible.

**11. *Shared governance evaluation process:***

- a. Each May the Council will produce an annual report of its activities.
- b. The Council will be responsible for initiating and organizing a review of the shared governance model as part of the accreditation process.

**12. *College Council Bylaws:***

- a. Bylaws will be evaluated as determined necessary by the Council.
- b. Bylaws may be changed by majority vote of College Council members.
- c. A two-thirds majority of the members present may suspend a bylaw for the purpose of a single meeting.

**13. *College Council Working Principles:***

1. Keep student welfare and success foremost. Every effort will be made to include student participation on every group.
2. Promote participation by all members of the campus community. Specifically:
  - a. Provide everyone in the campus community with an avenue for both getting information and giving input regarding college issues and expenditures.
  - b. Inform the campus community on the processes and current recommendations so that everyone can understand reasons behind funding allocations and other decisions.
  - c. Provide open forums for maximizing dialog and input from the campus on critical issues.
3. Assure that decisions are data-driven, realistic, and feasible.
4. Maintain a system that is transparent, timely and objective.
5. Each working group (such as Budget Committee, Technology Committee, and Advisory Groups) will have written procedures, with minutes and agendas published in an appropriate manner.