Proposed terms for College Council members

Position	Name	Term Began (beginning of fall semester)	Term Ends (end of summer semester)	Next Term Ends (end of summer semester)
Faculty 1	DJ Singh	2012	2015	2018
Faculty 2	Gary Bolen	2012	2015	2018
Faculty 3	Lyndon Schutzler	2011	2014	2017
Faculty 4	Alan Haffa	2010	2013	2016
Faculty 5	Currently vacant	2010	2013	2016
Academic Senate Pres	Fred Hochstaedter	No Term		
MPCTA Representative	Mark Clements	No Term		

See next page for proposed changes to College Council bylaws.

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~~s~~ ~~the~~ institutional support for recommendations to be brought to the Board by the President/Superintendent and ~~is a key component of~~ leads MPC's ~~integrated~~ Planning and ~~institutional review~~Resource Allocation processes. It ensures that the institution allocates resources to improve student learning, as supported by the Program Review and Reflections/SLO processes, and to maintain regulatory compliance. The College Council ~~is responsible for establishing the institution's direction by~~leads the effort to develop~~ing~~ and periodically review the institutional mission statement and long-term goals~~, in concert with the Governing Board and Accreditation Standards~~.

The College Council will specifically [note revised order]:

a. ~~Be responsible for the integrated planning process~~Implement and guide the Planning and Resource Allocation Process, with input from ~~all~~ appropriate parts of the campus community.

b. ~~update~~ Review and potentially revise the Mission statement and long-term goals every three years.

c. Receive program review reports and annual summaries of the Reflections/SLO process so that assessment results on student learning can substantively inform the Planning and Resource Allocation Process.

d. ~~Receive and review recommendations from the Budget Committee, and make allocation decisions based on these materials subject to review by the President~~. Make resource allocation recommendations to the S/P based on
   i. revenue information from the Budget Committee
   ii. allocation recommendations from the advisory groups, College Council subcommittees, or members of the administration/management team
   iii. information from the Reflections/SLO and Program Review processes.

e. Review the annual component goals ~~produced by~~from Academic Affairs, Student Services, and Administrative Services~~. CC, and potentially~~ ~~can~~ recommend changes in accordance with the college mission and institutional goals.

f. Receive accountability reports from Academic Affairs, Student Services, and Administrative Services based on their component goals, and discuss their activities related to program review and/or action plans for the ~~previous year's~~ planning cycle.

g. Review new Board policies or Board policy changes and make~~s~~ recommendations to the President for presentation to the Board.

h. Review accreditation reports and recommend to the S/P their presentation to the board.

i. Organize open forums for discussion of important or controversial issues.

j. Establish timelines for the flow of information and final recommendations. [delete?]

k. Discuss issues important to the MPC community and make recommendations or assign ~~these issues~~them to the appropriate advisory group or campus committee.

l. Review and potentially revise 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.~~to ensure institutional effectiveness on a regular basis.

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.~~The College Council co-chairs set the agenda, with input from the administration/management team. ~~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~~select faculty ~~members~~representatives, except for the MPCTA representative.
b. The MPCTA executive board will ~~be responsible for selecting~~select a member.
c. MPCEA will ~~be responsible for selecting~~select classified members.
d. The Management Team will ~~be responsible for selecting~~select ~~the ~~Management members.
e. ASMPC will ~~be responsible for selecting the~~select 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. Faculty member terms will be staggered according to the following schedule:

Position	Term Began (beginning of fall semester)	Term Ends (end of summer semester)	Next Term Ends (end of summer semester)
Faculty 1	2012	2015	2018

Faculty 2	2012	2015	2018
Faculty 3	2011	2014	2017
Faculty 4	2010	2013	2016
Faculty 5	2010	2013	2016
Academic Senate Pres	No Term		
MPCTA Representative	No Term		

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.~~the subcommittees, the Academic Senate, or any member of the campus community.
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.~~on a regular basis.

12. College Council Bylaws:
a. Bylaws will be evaluated for effectiveness by the College Council on a regular basis.
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 as long as a quorum is present.

13. College Council Working Principles:
a. Keep student ~~welfare and success~~learning foremost. ~~Every effort will be made to include student participation on every group~~.
b. Promote participation by all members of the campus community. Specifically:
    i. Provide everyone in the campus community with an avenue for both getting information and giving input regarding college issues and expenditures.
    ii. Inform the campus community on the processes and current recommendations so that everyone can understand reasons behind funding allocations and other decisions.
    iii. Provide open forums for maximizing dialog and input from the campus on critical issues.
    iv. Invite student participation on every group.
c. ~~Assure~~ Ensure that decisions are data-driven, realistic, and feasible.
d. Ensure that planning and resource allocation decisions are intended to maintain regulatory compliance or to improve student learning as informed by the Program Review/Reflections/SLO processes.
e. Maintain a system that is transparent, timely and objective.
f. Ensure that ~~E~~each ~~working group~~subcommittee (such as the Budget Committee, Technology Committee, and Advisory Groups) ~~will have~~has written procedures, with minutes and agendas published in an appropriate manner.