Comparison of

College Council bylaws: old and revised versions

January 16, 2007

by College Council Subcommittee:

Bernie Abbott

Suzanne Ammons

Gail Fail

Doug Garrison

Fred Hochstaedter

2 comparison

Changes are in yellow

Old	New
College Council Membership	**College Council Membership**
Voting Members - 18	*Voting Members - 18*
Student Members -2	*Student Members -2*
x4190 Vacant	x4190 Vacant
x4190 Josh Sears	x4190 Josh Sears
Faculty Members - 7	*Faculty Members - 7*
x4266 Alfred Hochstaedter - Academic Senate President	x4266 Alfred Hochstaedter (Academic Senate President)
x4267 Bernie Abbott (co-chair)	x4267 Bernie Abbott (Co-chair)
x4101 Paola Gilbert	x1324 Gail Fail (MPCTA)
x4004 A. J. Farrar	x4004 A. J. Farrar
x4163 Marianne Ide	x4163 Marianne Ide
x4206 Bill Jones	x4206 Bill Jones
x4160 Lyndon Schutzler	x4160 Lyndon Schutzler
Classified Members - 4	*Classified Members - 4*
x4125 Julie Bailey	x4125 Julie Bailey
x3041 Brenda Kalina (co-chair)	x3041 Brenda Kalina (Co-chair)
x4192 Jonathan Edmonds	x4291 Stephanie Perkins
x4291 Stephanie Perkins	One vacancy
MSC Member - 1	*Administrative/Management Members - 5*
X1363 Steve Morgan	x4190 Carsbia Anderson, VP Student Services
	x4040 Joe Bissell, VP Administrative Services
Administrative Members - 4	x4033 John Gonzalez, VP Academic Affairs
x4272 Doug Garrison, President/Superintendent	X1363 Steve Morgan, MSC
x4190 Carsbia Anderson, VP Student Services	Dean (appointed by the management team) - Vacant
x4040 Joe Bissell, VP Administrative Services	
x4033 Bill Cochran, VP Academic Affairs	*Non-Voting Members - 2*
	x4272 Doug Garrison, President/Superintendent
	x1359 Suzanne Ammons, Note taker

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

Old	New
To facilitate the development of both the Strategic and Master Plans, coordinate the efforts of the three Advisory Groups (Academic Affairs, Student Services, and Administrative Services) and President's Office, prioritize their recommendations and recommend to the president for adoption by the Board if necessary. To fulfill its function and scope, the Council will: a. Receive Program Reviews and other planning documents from Advisory Groups and the President's Office. b. Discuss, prioritize, and recommend action, specifically on issues including but not limited to budget, staffing, equipment, and use of square footage. Discusses issues important to the MPC community and, where appropriate, assigns these issue to appropriate Advisory Groups for developing recommendations. c. Receive reports of unanticipated operational resource decisions and grant applications requiring immediate action. d. Discuss and recommend action on out-of-cycle revisions of approved plans. e. Use data provided by the Budget Planning Committee and review its recommendations. f. Establish timelines for the flow of information and the final recommendation process. g. Review annually the Council's performance	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.

with regard to shared governance as it applies to all constituent groups. Any changes will be made in accordance with the shared governance process. h. Report to the Board of Trustees at Board meetings. i. Organize open forums as needed for discussion of important or controversial issues. j. Reviews the shared governance administrative procedures and the board policy on shared governance every three years and recommends changes as necessary. Changes will be discussed with the entire college community for input before implementation.	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: (NO CHANGES)*

Old	New These are the same
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.	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:*

Old	New
Items for the agenda are to be directed to the Council Co-Chairs or the President for listing. Campus policy items will be addressed by the Policy and Communication Committee (PACC).	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:*

Old	New
18 Voting Members: President/Superintendent Three Vice Presidents Two students appointed by ASMPC. Four classified employees appointed by MPCEA. Academic Senate President One faculty representative (appointed by CTA) Five faculty members appointed by the MPC Academic Senate. One MSC employee appointed by the MSC group.	**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:*

Old	New
In October of each academic year, the co-chairs will announce the membership vacancies and will take applications from interested campus members. The applications will be given to the appropriate constituency group for final selection. a. Academic Senate will be responsible for selecting faculty members. b. MPCEA will be responsible for selecting classified members. c. The MSC group will select its member. d. ASMPC will be responsible for selecting the student members.	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:*

Old	New
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 October each year and will begin their term at the first Council meeting in January.	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:*

Old: member responsibilities	New: 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 in January. The alternate representative will have the right to vote. Members are responsible for apprising their alternate with current Council information.	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. The alternate representative will have the right to vote. Members are responsible for apprising their alternate with current Council information.

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

Old	New
The co-chairs will be elected by College Council for a three year term. The election will take place in January. Both new and old members of College Council will participate in the election.	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:*

Old	New
a. Jointly writing agendas.	a. Jointly writing agendas
b. Chairing Council meetings.	b. Chairing Council meetings
c. Bringing appropriate topics to the attention of the Council, from information provided <u>chiefly</u> by the Advisory Groups, although any member of the college community may submit a request.	c. Bringing appropriate topics to the attention of the Council, from information provided <u>chiefly</u> 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.	d. Assuring the conduct of Council business is communicated to the college community in a timely manner.
e. Attending and making a brief report at Board meetings.	e. ==Attending or sending a representative to make a brief report at Board meetings.==
f. Helping, through the President's Office, plan retreats with the Board, or other activities as required.	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.
g. Solicit applications for membership vacancies each October.	

10. *How the Council Conducts Business and Arrives at Recommendations:*
NO CHANGES

Old	New
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 poossible.	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:*

Old	New
a. Each June the Council will perform a self-evaluation.	a. Each May the Council will produce an annual report of its activities.
b. Each September, the council will perform an evaluation of the entire budget process separate from the evaluation of the shared governance model and the Council's self-evaluation.	b. The Council will be responsible for initiating and organizing a review of the shared governance model as part of the accreditation process.
c. The Council will be responsible for initiating and organizing a review of the shared governance model every three years to coincide with the accreditation process (i.e. 2003, 2006, 2009, 2012). The evaluation process will begin in September and will be completed no later than the first Council meeting in December. Leadership of constituent groups, or their designees, will assist the Council in generating the tool which will be used in this evaluation. Using this tool, suggestions and recommendations will be solicited from the campus community at large relative to the effectiveness of the shared governance model.	

12. *College Council Bylaws: NO CHANGES*

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

11 comparison

13. College Council Working Principles:

Old	New

The College Council shall:
 	
a. keep student welfare and success foremost. Every effort shall be made to encourage student participation on each group.
 	
b. have written operating procedures.
 	
c. promote participation by all members of the campus community.
 	
d. help create a climate of trust by acting as an inclusive system, that is transparent, objective, and timely.
 	
e. be able to resolve issues in a timely manner.
 	
f. communicate regularly with their constituencies.
 	
g. be provided feedback mechanisms on issues to their representatives.
 	
h. provide for the process of initiating discussions on issues, getting issues onto agendas, and for resolution of issues to l be made clear to everyone.
 	
i. provide for open forums or other means to be utilized to maximize dialogue and input from the college community on critical issues.
	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 informationand 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.