

College Council Bylaws – Draft 2-23-16

1. Scope and Function of the College Council:

The College Council is the central campus body of the shared governance process for MPC. It leads MPC's Planning and Resource Allocation processes and confirms institutional support for recommendations to the Superintendent/President (S/P). 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 leads the effort to develop and periodically review the institutional mission statement and long-term goals.

The College Council will specifically

- a. Implement and guide the Planning and Resource Allocation Process, with input from the campus community.
- b. Review and potentially revise the Mission statement and long-term goals every ~~three~~ six 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. 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 Action Plan processes.
- e. Review the Institutional Action Plan, and possibly recommend changes in accordance with the college mission and institutional goals.
- f. Review new Board policies or Board policy changes and make recommendations to the S/P for presentation to the Board.
- g. Review accreditation reports and recommend to the S/P their presentation to the board.
- h. Organize open forums for discussion of important or controversial issues.
 - i. Discuss issues important to the MPC community and make recommendations or assign them to the appropriate advisory group or campus committee.
 - j. Review and possibly revise the shared governance process on a regular basis to ensure institutional effectiveness.

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 S/P as needed. Council meetings will be open to anyone who wishes to attend.

3. Agenda and Minutes:

The College Council co-chairs shall establish the agenda in collaboration with the S/P. 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.

4. Membership:

College Council includes 20 members, 2 of which are non-voting:

- Three Vice Presidents
- Two students appointed by ASMPC
- **One MPCEA representative appointed by MPCEA**
- Three classified employees appointed by MPCEA
- Academic Senate President
- One MPCTA representative appointed by MPCTA
- Five faculty members appointed by Academic Senate
- Two management employees appointed by the Management Team (one MSC and one Dean)
- Superintendent/President is an ex-officio member (non-voting)
- 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 select faculty representatives, except for the MPCTA representative.
- b. The MPCTA executive board will select a member.
- c. MPCEA will select classified members.
- d. The Management Team will select management members.
- e. ASMPC will 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)
Faculty 1	2018	2021
Faculty 2	2018	2021
Faculty 3	2017	2020

Faculty 4	2016	2019
Faculty 5	2016	2019
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 College Council for a three-year term. One co-chair will be elected from the faculty serving on College Council. The other co-chair will be elected from the classified serving on College Council. Elections will take place in spring for the following fall semester after incoming members are selected. Early in the spring semester of the third year as co-chair, names shall be placed in nomination with the consent of each nominee. Both outgoing and incoming members of College Council will participate in the election. Names of nominees will be placed on a ballot, which will be distributed to voting College Council members and counted by the non-voting administrative support member and president.

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 by the Advisory Groups, 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. Announcing upcoming vacancies in early spring to ensure vacancies are filled by fall.

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 the votes (or abstentions) of each Council member on each motion made. 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 September the Council will produce an annual report of its previous academic year's activities.
- b. The Council will be responsible for initiating and organizing a review of the shared governance model on a regular basis.

12. College Council Bylaws Evaluation Process:

- 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 learning foremost.
- 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. Ensure that decisions are informed by data.
- 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 each subcommittee (such as the Budget Committee, Technology Committee, Facilities Committee and Advisory Groups) meets as needed and has written procedures, with minutes and agendas published in an appropriate manner.