

Guidelines for the Pasadena City College - College Council

Approved September 22, 2016

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Article I. College Council

The College Council shall serve as the central consultation committee and as a clearinghouse for all shared governance recommendations to the Superintendent-President. The College Council will ensure that there is an inclusive and transparent dialog on core campus issues and that all campus constituent groups have an opportunity to provide input and present ideas for improving the practices, programs, and services in which they are involved that support the mission of the college. (AP3005)

Section 1: Functions of the College Council

- 1) Discuss issues brought from constituent groups
- 2) Formulate recommendations to the Superintendent-President on campus-wide issues
- 3) Guide the work of the Standing Committees
- 4) Advise the Superintendent-President on the development and review of Board Policies and Administrative Procedures that are neither collective bargaining nor academic and professional matters.
- 5) Advise the Superintendent-President on issues where no existing committee or group exists
- 6) Set up ad-hoc committees or groups, when needed, to deal with issues not addressed by the Standing Committees.

Section 2: Membership of the College Council

The Superintendent-President or his/her designee is the sole Chair College Council. Representatives from College constituent groups shall be appointed to the College Council as follows:

- | | |
|--|-------------------|
| 1) Academic Senate | 4 Representatives |
| 2) Faculty Association | 1 Representative |
| 3) Associated Students | 3 Representatives |
| 4) Classified Senate | 3 Representatives |
| 5) California Federation of Teachers – classified (CFT) | 1 Representative |
| 6) California School Employees Association (CSEA) | 1 Representative |
| 7) Police Officers Association (POA) | 1 Representative |
| 8) Confidentials | 1 Representative |
| 9) Instructional Dean
(Appointed by Management Association in consultation with Superintendent-President) | 1 Representative |
| 10) Manager
(Appointed by Management Association in consultation with Superintendent-President) | 2 Representatives |

The Superintendent-President, as the Chair of College Council, may select to have resource members represented at Council meetings. These could include but are not limited to Chief Student Affairs Officer, Chief Business Officer, Chief Instructional Officer and Co-Chairs of the College Council Standing Committees.

Section 3: Meetings

- 1) The Chair of the College Council will schedule monthly meetings during the Academic year.
- 2) All meetings of the College Council shall be open to the public. There shall be no executive sessions.
- 3) Emergency meetings, in addition to the monthly meeting, may be called by the Chair as needed.
- 4) If a holiday falls on the scheduled meeting day, the meeting will be rescheduled.
- 5) The Chair may call meetings outside of the regular academic year if a quorum of represented members can attend.
- 6) A quorum shall consist of 50% of active voting members (9) and the Chair.

- 7) All actions or recommendations of the College Council shall require a simple majority of members present at the meeting.
- 8) If voting on an action item ends in a tie, the Chair, at his/her discretion, can choose to:
 - a. break the tie with his/her vote
 - b. return the item to the appropriate constituent group or committee for further work or consideration
 - c. re-agendize the item at a future meeting
- 9) College Council Members may not submit votes in absentia but must be physically present at the meeting to vote. (Proxy votes will not be accepted)
- 10) Members may designate a substitute for a meeting but must inform the Chair at least 24 hours in advance of the scheduled meeting day and time.
- 11) Agenda packets (including the Minutes from the prior College Council Meeting) will be distributed electronically at least 48 hours in advance of regularly scheduled meetings to all College Council members.
- 12) Meeting dates, times and agendas will be posted at least 48 hours in advance for public viewing.
- 13) Members of the College Council committee may submit in writing proposed agenda items to the Chair at least two weeks prior to the next regularly scheduled meeting for consideration.
- 14) Items brought to the College Council for consideration may be presented by the originator who may or may not be a member of College Council.
- 15) Items brought before College Council may require action or may be information only items depending on the originating source and adherence to Board Policies and Administrative Procedures on Academic and Professional Matters and contractual agreements.
- 16) The Chair may designate proposed agenda items to a Standing Committee as appropriate for consideration prior to the item being placed on the College Council Agenda for consideration.

Section 4: Appointments, Vacancies and Terms of Service

- 1) The Chair shall inform constituent groups of the first meeting date of the fall semester within in one week or earlier of first week of the fall semester.
- 2) Constituents groups will provide the Chair at least one week before the first regularly scheduled meeting of the fall semester the names and emails of selected representatives.
- 3) The terms of office of all regularly appointed representatives will begin with the first regular meeting of the fall semester.
- 4) Selected representatives from each constituent group shall serve for a period of one academic year.
- 5) Representatives can serve for multiple years but must be reaffirmed by their representative constituent groups each academic year.
- 6) Selected representatives who miss two consecutive meetings without notifying the Chair will be considered inactive, and their position on College Council will be considered vacant.
- 7) The Chair has the sole authority to remove a representative that is inactive.
- 8) If a selected representative's position becomes vacant during the regular academic year, or a current appointee becomes inactive, the Chair will notify the representative constituent group of the vacancy. The constituency group then has one month to appoint a new representative to serve the remainder of the term of the original appointee, and will notify the Chair within one week of the next scheduled College Council meeting that the new appointee will assume the vacant or inactive position.

Article II. Standing Committees

The Superintendent-President in consultation with the members of College Council will add, change or remove Standing committees as necessary to fulfill the Mission of the College. Each Standing Committee will be co-chaired by a member of the Faculty, appointed by the Academic Senate, and a member of the Administration, appointed by the Superintendent-President, unless the Superintendent-President believes that a classified employee of the College may be better suited to serve as co-chair in place of the Administrative co-chair.

Section 1: College Council Standing Committees

- 1) Accreditation Standing Committee (ASC)
- 2) District Technology Committee (DTC)
- 3) Budget and Resource Allocation Committee (BRAC)
- 4) Calendar Committee
- 5) Enrollment Management Committee
- 6) Facilities and Sustainability Committee
- 7) Health and Safety Committee
- 8) Planning and Priorities Committee (PnP)
- 9) Professional Development Committee

Section 2: Role of Co-Chairs

The role of co-chairs includes the following:

- 1) Prepare agendas
- 2) Publicly post agendas
- 3) Conduct the committee meetings
- 4) Keep meeting minutes
- 5) Edit meeting minutes as necessary
- 6) Publicly post meeting minutes
- 7) Set the calendar of committee meetings
- 8) Keep informed of State, Local and District issues impacting the committees work
- 9) Provide training for new and continuing members of the committee
- 10) Report committee work to the College Council a minimum of twice per academic year

Section 3: Meetings

- 1) Each standing committee is responsible for fulfilling the Charge of the standing committee as set forth by the College Council.
- 2) Meeting agendas shall adhere to items within the purview of the charge of the committee unless otherwise directed by College Council or the College Council Chair (Superintendent-President).
- 3) Standing Committees will meet a minimum of once a month unless the Standing Committee Co-Chairs, in consultation with standing committee members, agree to meet less.
- 4) A quorum shall consist of 50% of active voting members of the Standing Committee with Co-Chairs considered as active voting members.
- 5) All actions or recommendations of the Standing Committee shall require a simple majority of members present at the meeting.
- 6) If voting on an action item ends in a tie, the Co-Chairs, at their discretion can choose to:

- a. break the tie by casting one additional vote between the two co-chairs
 - b. Renew the discussion on the item to work towards consensus
 - c. Re-agendize the item at a future meeting
- 7) Members may not submit votes in absentia but must be physically present at the meeting to vote. (Proxy votes will not be accepted)
- 8) Members may designate a substitute for a meeting but must inform the Co-Chairs at least 24 hours in advance of the regularly scheduled meeting day and time.
- 9) Agenda packets (including the Minutes from the prior Standing Committee Meeting) will be distributed electronically at least 48 hours in advance of regularly, scheduled meetings to all members.
- 10) Meeting dates, times and agendas will be posted at least 48 hours in advance for public viewing.
- 11) Members of the Standing Committee may submit in writing proposed agenda items to the Co-Chairs of the Standing Committee at least two weeks prior to the next regularly scheduled meeting for consideration.
- 12) Items brought before the Standing Committee may require action or may be information only items depending on the subject matter.
 - a. Standing Committee Co-Chairs will determine if any suggested agenda item falls under the purview of another standing committee, Academic and Professional Matters, or contractual agreements.
- 13) Each Standing Committee will prepare reports to present to the College Council on their progress on their annual goals and fulfilling their charge.

Section 4: Membership, Appointments, Vacancies and Terms of Service

Each standing committee will be composed of the membership necessary to inform the work of the committee. Representatives from each constituency group, faculty, administrators, classified staff and students will be provided representative positions on each standing committee.

- 1) Standing committee membership composition shall be approved by the College Council.
- 2) If a standing committee wishes to change its membership composition or charge, it must present the request in writing to the College Council Chair at least two weeks prior to the next regularly scheduled College Council meeting.
- 3) Standing committee members shall be appointed by their respective constituent groups and their names and emails shall be submitted to the Committee Co-Chairs at least one week prior to the first scheduled meeting of the fall semester.
- 4) The terms of office of all regularly appointed representatives will begin with the first regular meeting of the fall semester.
- 5) Selected representatives from each constituent group shall serve for period of one academic year unless otherwise stated in the standing committee terms of service.
- 6) Selected representatives can serve for multiple years but must be reaffirmed by their representative constituent groups each academic year.
- 7) Selected Representatives who miss two consecutive meetings without notifying the standing committee co-chairs will be considered inactive, and their position on the standing committee will be considered vacant.
- 8) If a selected representative's position becomes vacant during the regular academic year, or a current appointee becomes inactive, the Co-Chairs will notify the representative constituent group of the vacancy. The constituency group then has one month to appoint a new representative to serve the remainder of the academic year of the original appointee, and will notify the Co-Chairs within one week of the next scheduled standing committee meeting that the new appointee will assume the vacant or inactive position.

Appendix

College Council Standing Committees

College Council Accreditation Standing Committee

Approved 2/25/2016

Charge: TBD

Membership: TBD

Terms: TBD

College Council District Technology Committee

DTC

Charge: The College Council District Technology Committee shall advise the College Council on matters relating to technology matters in support of the Educational Master Plan. DTC will serve as the committee responsible for the development, evaluation and revision of the Technology Master Plan. In this role, the committee seeks to determine the technology needs of the College and develop guidelines, standards and priorities to meet these needs.

Membership: 16

1. Co-Chair, Director Technical Services
2. Faculty (appointed by Academic Senate)
3. Classified: Appointed by CFT
4. Classified: appointed by Classified Senate
5. Classified: appointed by Classified Senate
6. Faculty: Appointed by Academic Senate
7. Faculty: Appointed by Academic Senate
8. Student: Appointed by Associated Students
9. Student: Appointed by Associated Students
10. Instructional Manager: Appointed by Management Association
11. Student Services Manager: Appointed by Management Association
12. ITS Manager: Information Technology Services
13. ITS Manager: Information technology services
14. DSPS Office: Standing
15. Web Office: Standing
16. Distance Education Department: Standing

Terms: Appointments are made annually. Members may be appointed to successive terms up to three years. Term limits do not apply to ITS managers.

College Council Budget and Resource Allocation Standing Committee

BRAC

Originally Approved by College Council 12/21/2010

Charge: The Budget and Resource Allocation Standing Committee shall advise on matters relating to institutional-wide budget and resource allocation issues as requested by the College Council and guided by the Educational Master Plan.

Membership: 13

1. Co-Chair: Faculty (appointed by Academic Senate)
2. Co-Chair: Vice President, Administrative Services
3. Vice President, Educational Services
4. Vice President, Human Resources
5. Faculty - Appointed by Academic Senate
6. Faculty - Appointed by Academic Senate
7. Faculty - Appointed by Academic Senate
8. Student - Appointed by Associated Students,
9. Student - Appointed by Associated Students
10. Classified - Appointed by Classified Senate
11. Classified - Appointed by the classified bargaining units and ratified by the Classified Senate,
12. Manager - Appointed by Management Association
13. Manager - Appointed by Management Association

Terms: Seven members appointed to a two year term and six members to a three year term. Members may be reappointed to successive terms. Shared Governances groups may appoint annually if they so choose. Term limits do not apply to designated positions e.g. Dean, Educational Services, Dean, Human Resources, etc.

College Council Calendar Standing Committee

Originally Approved by College Council 10/12/2011

Charge: The committee shall recommend to the College Council annual college calendars that support the pedagogical and operational needs of students, faculty, and staff within the framework of the negotiated agreements between the collective bargaining units and the District.

Membership: 20

1. Co-Chair: Sr.Vice President, Student and Learning Services
2. Co-Chair: Academic Senate Appointee
3. Faculty - Appointed by Academic Senate
4. Faculty - Appointed by Academic Senate
5. Faculty - Appointed by Academic Senate
6. Faculty – Appointed by Academic Senate
7. Faculty – Appointed by Academic Senate
8. Classified - Appointed by Classified Senate
9. ISSU – Appointed by ISSU
10. CSEA – Appointed by CSEA
11. POA – Appointed by POA
12. Confidential – Appointed by Confidential
13. Student – Appointed by Associated Students
14. Student – Appointed by Associated Students
15. Student – Appointed by Associated Students
16. Student - Appointed by Associated Students
17. Student - Appointed by Associated Students
18. Division Dean – Appointed by Division Deans
19. Manager - Appointed by Management Association
20. Executive Committee Member - Appointed by the President

Terms: Eleven members appointed to a three year term and nine members appointed to a two year term. All successive terms will be two years in duration. Members may be reappointed to successive terms. Term limits do not apply to designate positions.

College Council Enrollment Management Standing Committee

Originally Approved by College Council 12/21/2010

Charge:

The Enrollment Management Standing Committee shall inform the College Council on matters relating to course offerings and numbers of sections provided in accordance with planning priorities defined by the Educational Master Plan.

Membership: 14

1. Co-Chair: Faculty - Appointed by Academic Senate
2. Co-Chair: Vice President – Educational Services
3. Vice President - Academic Affairs and Instruction
4. Vice President – Student and Learning Services
5. Faculty – Basic Skills - Appointed by Academic Senate
6. Faculty – Transfer - Appointed by Academic Senate
7. Faculty – CTE - Appointed by Academic Senate
8. Faculty – At-Large - Appointed by Academic Senate
9. Faculty – At-Large – Appointed by Academic Senate
10. Deans – Basic Skills - Appointed by the Deans Council
11. Deans – Transfer - Appointed by the Deans Council
12. Deans – CTE - Appointed by the Deans Council
13. Classified Senate Representative - appointed by Classified Senate; suggested to
Be a Division Secretary
14. Associated Students Representative - appointed by Associated Students

Terms: Seven members appointed to a two year term and seven members appointed to a three year term. Shared Governance groups may appoint annually if they so chose. Members may be reappointed to successive terms. Term limits do not apply to designated positions e.g. VPSLS.

College Council Facilities and Sustainability Standing Committee

Originally Approved by College Council 1/25/2011*

Revised by College Council 2/25/2016**

Charge: The Facilities committee shall advise the College Council on matters relating to the development and implementation of the Facilities Master Plan and other facilities-related projects and programs in support of the Educational master Plan.

Membership: 16

1. Co-Chair: Faculty (appointed by Academic Senate)
2. Co-Chair: Vice President – Administrative Services
3. Director, Facilities Services
4. Vice President, Academic Affairs and Instruction
5. Vice President, Student and Learning Services
6. Faculty - Appointed by Academic Senate
7. Faculty - Appointed by Academic Senate
8. Faculty - Appointed by Academic Senate
9. Classified - Appointed by Classified Senate
10. Classified (member of Facilities Services) - Appointed by Classified Senate,
11. Classified - Appointed by Classified Senate
12. Manager (Enrollment Management manager) - appointed by Management Association)
13. Manager - Appointed by Management Association
14. Manager - Appointed by Management Association
15. Student - Appointed by Associated Students
16. Student - Appointed by Associated Students

Terms: Eight members appointed to a two year term and eight members to a three year term. Members may be reappointed to successive terms. Shared Governance groups may appoint annually if they so choose. Term limits do not apply to designate positions e.g. Vice President, Instruction, Director, Facilities Services.

Charge: The Sustainability committee shall advise the College Council on matters related to non-curricular campus-wide sustainability and environmental issues in support of the Educational Master Plan.

Membership: 10

1. Co-Chair: Faculty appointed by Academic Senate
2. Co-Chair: Director of Facilities
3. Faculty - Appointed by Academic Senate
4. Faculty - Appointed by Academic Senate
5. Classified - Appointed by Classified Senate
6. Classified - Appointed by Classified Senate
7. Student - Appointed by Associated Students
8. Student - Appointed by Associated Students)
9. Executive Committee Member - Appointed by the President
10. Manager - Appointed by Management Association

Terms: Five members appointed to a two year term and five members to a three year term. Members may be reappointed to successive terms. Shared Governance groups may appoint annually if they so choose. Term limits do not apply to designate positions e.g. Director of Facilities.

*Both Standing Committee memberships and charge were approved 1/25/2011

**College Council approved the combining of the Facilities Standing Committee and the Sustainability Standing committee in to one Standing Committee.

College Council Health and Safety Standing Committee

Originally Approved by College Council 4/27/2011

Charge: The Health and Safety Committee shall advise the College Council on matters relating to campus safety, campus parking plans and issues, and risk management in association with the risk management office. The committee shall act as a clearinghouse for individual employee safety suggestions and work to provide a safe and healthful working environment for staff and a safe and healthful environment in which students may learn and study.

Membership: 10

1. Co-Chair: Faculty Member – Appointed by the Academic Senate
2. Co-Chair: Appointed by the President
3. Faculty – Appointed by the Academic Senate
4. Faculty – Appointed by the Academic Senate
5. Classified – Appointed by the Classified Senate
6. Classified – Appointed by the Classified Senate (POA designee)
7. Manager – Appointed by the Management Association
8. Manager – Appointed by the Management Association
9. Student - Appointed by Associated Students
10. Student - Appointed by Associated Students

Terms: Five members appointed to a three year term and five members appointed to a two year term. All successive terms will be two years in duration. Members may be reappointed to successive terms. Term limits do not apply to designate positions.

College Council Planning and Priorities Standing Committee
Originally Approved by College Council 3/1/2011

Charge:

The Planning and Priorities Committee will guide the annual strategic planning activities in support of the college's Educational Master Plan and accreditation requirements. Further, the committee will guide the development of the Accreditation Self-Study, Mid-term reports, and any other reporting documents required in support of the accreditation process.

Membership: 23

1. Co-Chair: Vice President, Educational Services
2. Co-Chair: President, Academic Senate
3. Faculty - Curriculum and Instruction Committee Chair
4. Faculty - Appointed by Academic Senate
5. Faculty – Appointed by Academic Senate
6. Faculty – Appointed by Academic Senate
7. Faculty – Appointed by Academic Senate
8. Classified Senate President
9. Classified – Appointed by Classified Senate
10. Classified – Appointed by Classified Senate
11. Classified – Appointed by Classified Senate
12. Classified – Appointed by Classified Senate - Appointed by the classified bargaining units and ratified by the Classified Senate
13. Associated Students President
14. Student – Appointed by Associated Students
15. Student – Appointed by Associated Students
16. Vice President, Academic Affairs and Instruction
17. Vice President, Student and Learning Services
18. Vice President, Administrative Services
19. Vice President, Information Technology
20. Student and Learning Services Mgr – Appointed by Management Association
21. Dean, Institutional Planning and Research
22. Director, Facilities
23. Division Dean – Appointed by the Instructional Deans

Terms: Twelve members appointed to a three year term and eleven members appointed to a two year term. All successive terms will be two years in duration. Members may be reappointed to successive terms. Term limits do not apply to designate positions.

College Council Professional Development Standing Committee
Originally Approved by College Council 10/12/2011

Charge:

The Professional development Committee will guide the college's comprehensive professional development program and activities in support of the Educational Master Plan. The focus of the committee will be:

- New Employee orientation
- Professional Learning for Classified, Faculty, and Management
- Recruitment and retention of qualified employees
- Career ladder activities
- State & federally mandated training
- Other college-wide employee training

Membership: 9

1. Co-chair: Vice President, Human Resources,
2. Co-chair: Chair, Academic Senate Professional Development Committee,
3. Faculty - Appointed by Academic Senate
4. Faculty - Appointed by the Academic Senate
5. Manager - Appointed by the Management Association
6. Manager - Appointed by the Management Association
7. Classified - Appointed by the Classified Senate
8. Classified - Appointed by the Classified Senate
9. Student - Appointed by the Associated Students

Terms: The faculty, classified, and management representatives will be appointed to a two year term. Members may be reappointed for successive terms. Term limits do not apply to designated positions.