



# Oregon Coast Community College College Council Charter (Revised)

Presented to College Council February 8, 2019

## **Purpose**

The College Council is a forum for all constituencies to discuss college-wide issues in an open and inclusive atmosphere. The council promotes cooperation and mutual understanding among the various campus groups and committees as it considers matters related to fulfilling the college mission. Guided by OCCC's stated values, individuals and groups share expertise, ask pertinent questions, and develop recommendations.

The College Council will advise the President regarding the external and internal forces that might have an impact on the College's mission fulfillment, operations, plans, and programs. The College Council will help define Oregon Coast Community College's strategy and the best approach to reaching mission fulfillment of student success and educational pathways based on college data. College Council will be an active part of the college accreditation and hear regular reports from college committees.

Matters requiring action will be considered and voted upon by the representative voting members of College Council to advise the President on issues that affect the college.

## **Membership**

All staff, faculty, and administrators are College Council members. Both full- and part-time faculty are strongly encouraged to attend these monthly meetings. The Associated Student Government will have a representative on the College Council.

## **Design**

Any staff, faculty, or administrator may attend and are encouraged to attend College Council meetings, which brings together members of committees and interest groups throughout the college.

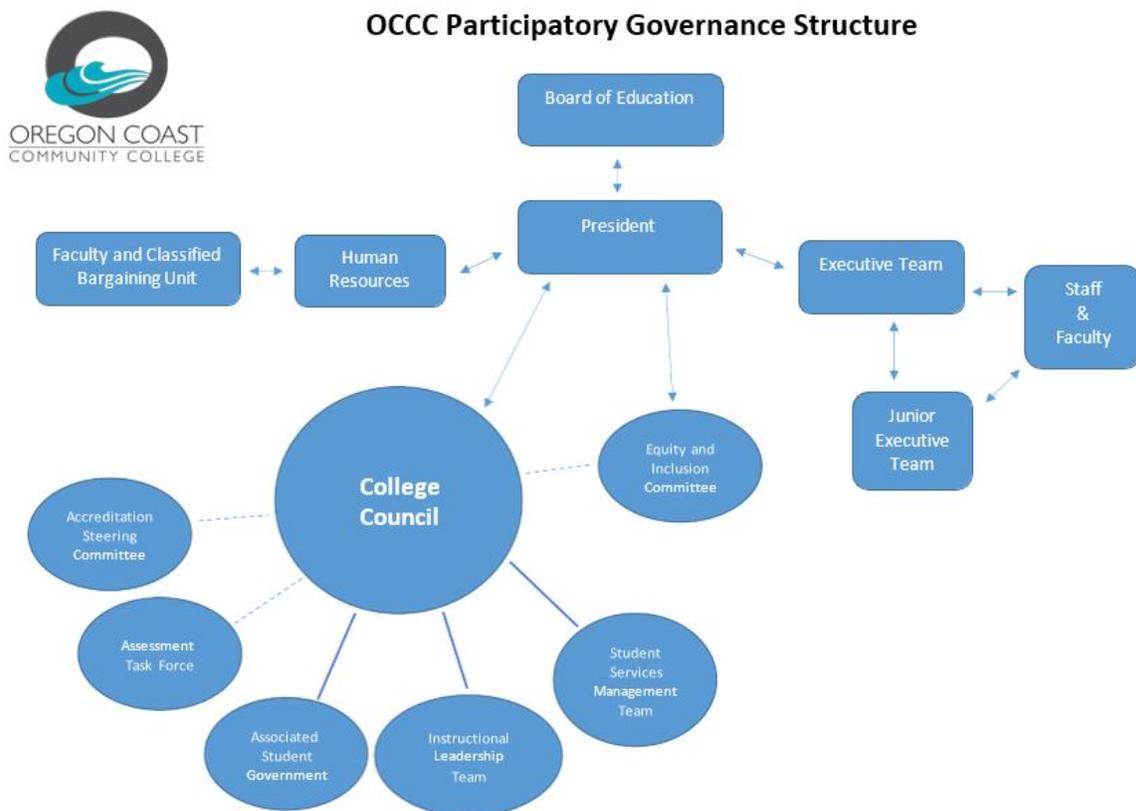
College Council meetings take place October through June the 2<sup>nd</sup> Friday of each month beginning at 1:00pm ending at 3:00pm.

### Chair and Co-Chair

The role of chair and co-chair are two-year positions, with each being determined in alternate years. Should several people indicate interest in the open position, the membership in attendance at the June meeting will vote to decide who should fill this role. If one of the chairs finds him or herself unable to complete the two-year commitment, an alternate may be selected by the voting members of the College Council in attendance at the meeting following this announcement.

### College Committee Reporting

Accreditation Steering Committee, Assessment Task Force, Associated Student Government, Instructional Leadership Team, Student Service Management Team and Equity and Inclusion will report up to date information regularly through oral or written report to College Council. Committees participating in College Council meetings is based upon the OCCC Participatory Governance Structure presented in the Self-Evaluation Report dated February 2018.



### Associated Student Government

ASG student(s) role in College Council is to provide updates on current and upcoming club-based events, feedback from the student perspective regarding college changes, as well as suggestions for student-centered college activities. The ASG student(s) will be encouraged to remain at the meeting until a time when confidential issues arise. They will then be excused from the College Council meeting.

### Voting Structure

Specific individuals representing various employee groups are bestowed voting rights and responsibilities. The voting members of the College council was adopted on June 8, 2018 and includes 3 members of All Managers Group, 4 members of Classified Group, 8 members of Faculty, and 1 member of Associated Student Government.

- Each division, department, or classification of college personnel shall have voting representation on College Council according to the designated representation listed above.
- Voting members and alternates will serve academic one-year terms subject to annual processes. Voting members will be selected each year at the Fall In-Service scheduled each September.
- Representation can be determined within each group by designation, volunteer, or vote according to each classification's choice.
- Representation for faculty is assigned to one of the eight faculty voting representatives by a random process. New faculty will be assigned a representative upon their hire. Classified staff are assigned to the voting representative from their administrative area. Administrators are assigned to the voting representative from their area.
- Faculty representation within each discipline may include part-time faculty members as a voting member.
- Representatives will name a designee who can attend College Council in their place if they are unable to do so themselves.
- Effectiveness and voting framework are suggested to be re-evaluated periodically as determined by the College Council.

### Voting Process

Roll call of representatives will take place at the beginning of the meeting. If an alternate is present in the place of an absent representative, they will make themselves known at roll-call when the absent representative's name is called.

The Chair announces the action item and asks for a motion. A motion is made by any CoCo attendee, time for discussion is given (if needed), a second to the motion is made (the Chair can ask for a second). The Chair will then ask "all in favor", the minute taker will note how many yes votes by the voting representatives. The Chair will ask "all opposed", the minute taker will note how many no votes by the voting representatives. The Chair will ask for any abstentions, the minute taker will note the number of any abstentions by the voting representatives. The vote counts will be recorded in the minutes.

A quorum shall be established by 50% plus 1 of the voting members. Alternates made known at roll call will have complete voting rights.

#### Agenda & Minutes

The Chair sends a request for agenda items to All OCCC the week before the meeting. Any College Council member can reply to this request with an agenda item. The chair will work with the member to add their agenda item in a timely manner.

Copies of draft minutes and handouts will be emailed to all OCCC after the meeting and information about upcoming voting topics will be included in the email along with the names of Voting Representatives.

#### Sub-committees

College council may at times create subcommittees and/or work groups to address policies and procedures that may require a broader representative discussion and report back to College Council.