



## **Oregon Coast Community College College Council Charter**

### **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 impact the College's mission fulfillment, operations, plans, and programs. The College Council will help define the strategy and best approach for promoting student success and educational pathways. College Council will be an active part of the governing structure at OCCC 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 employees are College Council members. The Associated Student Government will have one representative member on the College Council.

### **Design**

Any employee may attend and is encouraged to attend College Council meetings, which bring together members of committees and interest groups throughout the college. Any interested student may audit the meetings upon request made to the chair.

Meetings take place October through June on the second Friday of each month, beginning at 1:00 p.m. and ending at 3:00 p.m.

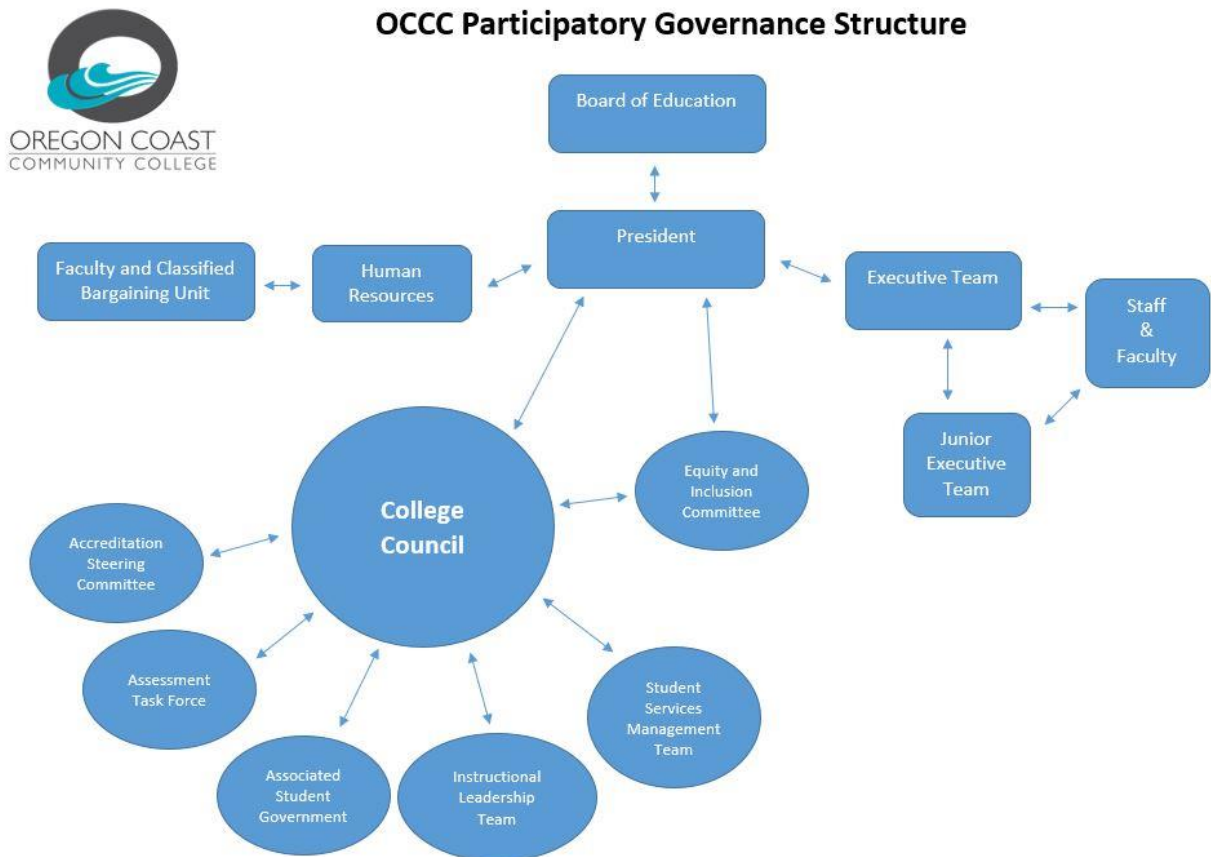
### **Chair and Co-Chair**

The role of chair and co-chair are two-year positions that may be held by any member of College Council. The chair notifies the membership of upcoming meetings, prepares the agenda, and presides over the meeting. The co-chair fills in for the chair if absent and may also serve as a timekeeper. If one of the chairs is unable to complete the two-

year commitment, an alternate may be selected by the representatives at the meeting following this announcement. The alternate will carry out the role for the remainder of the two-year term. When the two-year term is coming to an end, the upcoming openings will be announced in April, nominations will be made in May, and voting to fill the roles will take place at the June meeting.

## Committees Reporting

The Accreditation Steering Committee, Assessment Task Force, Associated Student Government, Instructional Leadership Team, Student Services Management Team and Equity and Inclusion will provide regular oral or written reports to College Council. The participation of college committees is based on the OCCC Participatory Governance Structure presented in the Self-Evaluation Report dated February 2018.



Office of the President/May 2019

## Voting Structure

Specific individuals representing various employee groups are bestowed voting rights and responsibilities: three (3) members of the All Managers Group, four (4) members from the Classified Group, eight (8) Faculty members, and one (1) member from Associated Student Government. (Adopted June 8, 2018)

- Representatives will serve academic one-year terms and will be selected each year at the fall in-service scheduled each September.
- Representatives can be selected within each group by designation, volunteer, or vote according to each employee group's choice.
- Both full- and part-time employees are eligible to serve as voting representatives.
- Each faculty member will be assigned to one of the eight faculty voting representatives by a random mathematical 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.
- Representatives will name a designee who can attend College Council in their place if they are unable to do so themselves.
- The effectiveness of the voting framework will be re-evaluated at least every three years, as determined by the College Council.

## Voting Process

A roll call of representatives will take place before a vote is taken. 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 will announce the action item and ask for a motion. A motion and a second may be made by any voting representative, then time for discussion is given. The chair will then ask for those in favor, those opposed, and those abstaining to indicate so by raising their hand. The minute taker will document the votes. The chair will then announce whether the motion has carried.

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

## **Agenda & Minutes**

The chair will email a request for agenda items to all College Council members the week before the meeting. Any member may reply to this request with an agenda item.

The minute taker will email copies of draft minutes and handouts to all members within one week of the meeting. 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.