

SHORELINE COLLEGE COUNCIL PROCEDURAL GUIDELINES

1. **College Council Mission Statement**

The SCC College Council is responsive to the campus community and serves as a communication forum for all campus constituencies. The primary work of the Council is to provide a comprehensive review of planning and operational actions through deliberation and recommendations to the Office of the President. The primary focus of the College Council includes general campus/community related issues, campus-wide policies and procedures, and regular communication and coordination with the Strategic Planning Committee, other campus-wide committees and representative bodies.

2. **Membership**

The Shoreline College Council will be comprised of the following configuration: five members from each constituency, two of the faculty members will be the Senate Chair and the Federation President. If two faculty members are from the same division or department, then an additional appointment may be made in the interest of departmental diversity. One of the classified staff members will be the Chief Shop Steward or her/his designee. The Student Body President or her/his designee will serve in addition to up to four other students. Classified staff, administration and students will have the option to add members equal to the faculty. If two or more members represent the same department, a maximum of seven representatives may be appointed in the interest of departmental diversity.

2.A **Quorums**

- a. Quorum of the College Council will consist of a 50% the currently recognized membership, plus one member present from each constituency. (03/07/06 Meeting Summary)
- b. If any one constituency has no member present for more than one meeting, at the second meeting, the College Council will be able to decide to suspend its quorum provision. The College Council can decide if the suspension is for the quarter, or for that meeting.
- c. When an item may have a deadline for presentation to the Board of Trustees, it may be necessary to be presented to the College Council without a quorum present. In that case, the Board of Trustees would be notified.
- d. Given that Shoreline is a 12 month institution, there may be times of the year, when a quorum may not be possible.

When there is no quorum, it is still recommended that notes be taken to record the proceedings.

3. Terms of office

Each committee member will serve staggered two year terms, with the exception of the Faculty Senate Chair and Students, who shall each serve a one-year term on the Council concurrent with their elected office; and the Faculty Federation President and Classified Chief Shop Steward, who will serve on the Council as long as they hold their respective offices.

Terms for all other members will start with each fall quarter.

4. Co-Chairs

4.A Terms (Amended 06/06/06—See Meeting Summary)

Currently will serve for two quarters.

Summer: Classified and Administration Co-Chairs

Fall: Administration and Faculty Co-Chairs

Winter: Faculty and Student Co-Chairs

Spring: Student and Classified Co-Chairs

4.B Election of Chairs

A Nomination Committee of two will be formed during Summer Quarter. They will contact members who are continuing from previous quarters from all College Council constituencies to determine who would be willing to run for election as a chair for each of the following four quarters. A ballot will be prepared for the first meeting in the fall. The rotation will be in order and all members will know the order in advance.

4.C Role of the Chairs

Set agenda

Review summaries

Run meetings together

Follow established College Council procedures

Brief presenters on College Council procedures

Provide oversight to the “Open Comment Period”

Orient new members to the College Council

5. Schedule of Meetings

Meetings will be held on the 1st and 3rd Tuesdays of the month, from 2 to 4:30.

The College Council will meet during the summer, but not between mid-August and the start of school in September.

Council meeting dates which coincide with designated college preparation (dead) days or final exam days will not be scheduled or held.

The College Council will operate during summer quarter. The College President's Budgets will cover faculty serving on the College Council who are not on contract at that time, consistent with contractual agreements.

6. SCC Council Meeting Cancellation Guidelines

SCC College Council meetings will be held as scheduled unless special circumstances arise. These are as follows:

- a. The College is closed.
- b. There is prior agreement from the Council. This agreement may occur by e-mail or at a Council meeting following normal Council procedures.
- c. Quorum cannot be reached, and there is agreement by a majority of members present to cancel the meeting. This would occur the day of the meeting; members should wait at least 20 minutes for a quorum before adjourning. If some members are expected to arrive late, the meeting may be postponed until that time with a majority vote of those present. Information and other non-action items may be completed without a quorum.

6.A Notification Procedures:

Cancellation of a meeting must be publicized at least 24 hours before the scheduled meeting time (with the possible exception of a and c above). The Co-Chairs and secretary will notify committee members, scheduled presenters, and guests of the cancellation using the following methods.

The Co-Chairs are responsible for:

- An e-mail sent to the SCC Council members
- A broadcast phone message using a distribution list of Council members (to all members who have campus voice mail)
- Notification on the special committee dial-up number set up by TSS
- A notice on Day At A Glance

The secretary is responsible for:

- A notice posted on the Council web site
- A sign on the door of the meeting room

The Co-Chairs will take into consideration any special accommodations that may be needed by members of the committee who may not have access to the phone or web notifications.

The Co-Chairs will exercise due care in performance of these duties, but the members of the committee have an obligation to check the normal information distribution points.

7. **Summaries**

- a. The meeting notes will be called meeting summaries.
- b. The summaries will be general rather than specific.
- c. The College Council Summary will include dissenting views or concerns of College Council members.

8. **Agendas**

- a. To place items on the College Council agenda, any person on campus can make a request to a College Council member or directly to College Council Co-Chairs, preferably by e-mail. Co-Chairs may elect to redirect the issue to a governance body, campus committee, task force or officer of the college. If the person still wishes an item to be on the agenda, he/she may present it in the Open Comment Period. Through its normal deliberative procedures, the College Council will determine if and when the item should be formally placed on the College Council's agenda or directed to a different governance body, campus committee, task force or officer of the college. If it is an urgent issue, the College Council may decide to include the item on the day's agenda, under the Changes to the Agenda provision.
- b. A policy or other document placed on an upcoming agenda will be distributed to the College Council members prior to the meeting, along with a completed **Document/Policy Review Transmittal Form**. All College Council members are responsible for previewing materials before the meeting.

- c. Items accepted for future agendas must be forwarded to the College Council secretary, along with relevant documents, one week prior to the meeting.
- d. Agendas will include standing items, old business, new business. At a minimum, standing items will include the summary of the previous meeting, the open comment period, the Board of Trustees Agenda and changes to the agenda. The Agenda will state the time and date of the upcoming meeting. Each item will be designated with a statement of purpose. (e.g. “action,” “discussion,” etc.).
- e. The agenda will be reviewed for potential changes prior to the start of meeting after the Open Comment period

9. **Open Comment Period**

The Open Comment period will provide an opportunity for any member of the campus community to share comments and concerns on any campus issue. It will enable people to be heard in a productive and meaningful way, and will allow them to bring issues to the College Council right up to meeting time. If they would like, they can bring the issue to a member of the College Council, who can then present the issue during the Open Comment Period. When possible, it would still be preferable for the item to be sent to the Co-Chairs in advance to be placed on the agenda.

The Open Comment Period will normally be limited to 15 minutes with an extension at the discretion of the Co-Chairs. The College Council will hold a short question and answer period to clarify the issue and to determine how to respond to it—whether to place it on the current agenda, add it to a future agenda or redirect it to an appropriate person, committee or task force for resolution. If it is an urgent issue, the College Council may decide to include the item on the day’s agenda, under the Changes to the Agenda provision.

10. **Criteria for Determining College Council Involvement**

College Council involvement will be determined according to the steps delineated in 05-17-04 draft entitled Document/Policy Review Process: Ensuring Campus Dialogue

A. Policy Review Process

B. Governance Decision Information Flow sheet (see 03-03-07 document entitled Shoreline Community College Decision Information Flow)

1. The **Action Items/Information Items Process Diagram 11/28/05 draft** will assist the College Council in understanding their role and will help the College Council understand the College communication flow.
2. All decisions and recommendations will go to the College President before going to the Board of Trustees and the College President is ultimately responsible to the Board for any decisions made.
3. The College Council will review and provide input to other committees, as warranted.
4. The College Council is given the charge of reviewing all items going to the Board. This will ensure that decisions reached at the College have had adequate input from all affected constituencies.

C. Items which are turned down by the chairs for inclusion on the College Council Agenda can be presented at the Open Comment Period or be forwarded to a College Council member for placement on the College Council agenda.

D. Established college committees with items to go before the Board of Trustees, **must include College Council review in their timelines** and processes to assure that the College Council is not always receiving items for consideration at the last minute.

11. Documents and Materials submitted to the College Council

- a. Documents and policies for preview and review should follow the procedures of the Document/Policy Review Process and the College Council Document/Policy Review Transmittal Form.
 1. The intent of this transmittal form is to show the history of work on the particular document or policy before it arrives at the College Council. Some Documents and Policies will come to the College Council to be previewed with the idea that the College Council may be able to route them to the correct committees for review. Others will come after other committees have reviewed them. **(See Document/Policy Review Transmittal Form).**
 2. The written statement will supplement an oral presentation
- b. If there are major changes made by the College Council to a policy, it needs to go back to the group that originated the policy change.

- c. The College Council needs to be sure that it is not duplicating the efforts of another committee.
 - d. Each document should be dated so that members can identify the current version.
 - e. "DRAFT" will also be included on all documents until they are final
- 12. Board of Trustees meetings posting**
Board of Trustees meetings, whether regular public meeting or special session, are to be posted on the College Council listserv in advance of the College Council meeting.
- 13. Deliberative Procedures (Decision making process)**
A modified consensus model will be followed (see the Action Items/Information Items Process Diagram 11/28/05 draft)
- a. Consensus means the will of the group as a whole and implies compromise by all.
 - b. In general most issues would have more than one reading in order to insure proper process and communication with constituency groups; however, there may be cases in which an issue is approved by consensus without a need to bring it back for a second reading.
 - c. The College Council should not go through any process unless there is a quorum.
 - d. If the College Council does not reach a consensus, because not all College Council members are comfortable with an item, this information will be included in the presentation to the Board.
 - e. An Open Comment can be responded to if anyone around the table knows the answer
 - f. Minority Reports, drafted by those who hold the minority opinion, would be consolidated into one page, and would only be initiated after a two-thirds majority consensus by the College Council. The one-page finalized Minority Report would be officially submitted to the Secretary of the Board of Trustees.
- 14. Communication Strategies**
- College Council meetings and brief agendas will be announced on the intranet (DAAG) by the College Council secretary and on major college listservs by a designated member of each constituency. These will include links to the College Council website.

- The Student Body President reports College Council activities to Student Body Association and Parliament and will make summaries available in the student government office.
- Student Committee Representatives shall report College Council activities electronically through the website approved by the Student Body Association (SBA).
- Committees and taskforces will be invited to update the College Council at least once a year. The College Council will create an annual calendar to ensure consistent and thorough scheduling.
- At the start of each academic year, College Council will inform the campus community as to its purpose.
- College Council members may use the College Council listserv to engage in discussions.
- The College Council secretary will ensure that College Council business (agendas/summaries) are made available electronically.