

Seattle Central College
College Council Bylaws
January 18, 2005
Revised 12/07/2017

I. Statement of Purpose

- A. The College Council is a representative participatory body that advises the President and President's Cabinet on matters that are of the highest importance to the College. It is representative in that students, faculty, and classified and exempt staff are all represented in membership. It is participatory in that members are expected to engage their campus constituents in order to provide opportunities for contributions to policy formation, resource allocation, and other significant issues or processes.
- B. The purpose of the Council is to gather and share information, give input to the budget process and other issues, and to vet ideas.

II. Values

- A. The Council provides the opportunity for all Seattle Central College constituencies to work collaboratively to advise the President and the College on matters relating to Seattle Central's mission, values, goals, resource allocations, student success and achievement, and institutional assessment and effectiveness.
- B. It advises on proposals that affect members of the College community outside of any one department or any one constituency.
- C. College Council is committed to making collaborative, transparent, student focused, and data based decisions. The Council functions in an honest, respectful, congenial, and productive atmosphere. The Council represents and respects different viewpoints.

III. Membership

- A. Members of the Council include students, classified staff, administration, exempt management professionals and faculty.
- B. The composition of the College Council is designed to reflect all constituencies of Seattle Central and Seattle Vocational Institute.

There are 18 voting members, including the standing member, the Executive Director of Institutional Effectiveness .The Chair is a non-voting member, except in the event of a tie. The President, Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services, will serve as ex officio members.

- C. Composition:

- 1. Standing Member (1)

2. Faculty (5)
3. Classified Staff (5)
4. Exempt (3)
5. Students (4)
6. Ex-officio members (3)

D. Eligibility for Membership

1. Membership is open to full-time and part-time employees and full-time and part-time students. Any employee interested in serving on the College Council must complete an application (see attachment).
2. Every effort will be made to make selections that will be representative of home departments and satellite sites (Health Education Center, Seattle Maritime Academy, Wood Technology Center, and Seattle Vocational Institute); to the extent that broad and balanced representation across college departments is assured.
3. The selection process for the coming year will occur before the end of May. This is so that all new members and incoming Chair can be invited to the June Council meeting as observers in order to assist in the transitioning of new membership.
4. Students will be selected as follows:
 - a. Student representatives will be appointed by the Dean of Student Development.
 - b. They may choose alternates to fill in as needed.
 - c. This is offered in recognition of the difficulty such membership imposes on studentschedules.
5. Selection of Chair
 - a. The Chair may be a member of any employee group (classified, exempt/administrative, or faculty).
 - b. At the November meeting, current members of College Council may volunteer or be nominated to serve as Co-Chair for the remainder of the academic year. Voting on the Co-Chair will take place at the December meeting.
 - c. The Co-Chair will serve on the Critical Issues workgroup.
 - d. The Co-Chair will become the Chair at the beginning of the next academic year.
6. Members are selected from the applicant pool by the President using the following criteria:
 - a. Basic understanding of and commitment to the concept of college-wide planning, group decision-making and teamwork.
 - b. Ability to consider interests of the college above narrow self-interests and predetermined notions.

- c. Belief that organizational change is possible.
- d. Ability to function as a contributing member of a committee or group.
- e. Ability and willingness to be a conduit of information to and from the constituency represented.
- f. Commitment to the required time and effort.

IV. Terms of Office

- A. With the exception of students, members will serve for two years. Students serve for one year, and may apply to serve up to one more additional year. If a member is unable to fulfill their responsibilities, efforts will be made to fill the vacancy as soon as possible.
- B. The Co-Chair will serve one year with the current Chair.
- C. The Chair will serve for two years as presiding Chair and support the transition of the incoming Chair.
- D. To balance the dual requirement for continuity and turnover, the membership must rotate every two years. Ideally, half of the members rotate out in any given year so that there is a mix of first and second year members on Council.

V. Responsibilities of the Council

A. Council

- 1. May be assigned responsibilities for planning and reviewing the strategic plan elements which include, but are not limited to, the mission, values, a review of local needs and opportunities, vision and strategic goals when assigned by the president.
- 2. With broad participation from college constituencies, the Council will finalize the college's strategic plan and goals and review implementation on an annual basis.
- 3. Make recommendations on the college budget congruent with the mission, values, strategic plan and priorities of the institution.
- 4. Review and make formal recommendations on plans and proposals that involve any major change or decision for the college, including: new or revised policy, new programs or new services, new facilities, new marketing assessment and recruiting efforts, institutional effectiveness, and evaluation.
- 5. Use internal and external data and information in support of the above activities, and request additional information as needed.

B. Individual

- 1. Attend meetings regularly. If absences are required due to extenuating circumstances, member will inform the Chair in advance. If repeated absences are an issue, the Chair and member will discuss whether the members is able to commit to completing the term.
- 2. Prepare for meetings by reading necessary materials and complete other "homework" agreed upon by the committee.

3. Accept and carry out reasonable task assignments associated with the College Council functions.
 4. As representatives of their respective constituencies members will consult with their colleagues to (1) report Council actions and (2) gather comments and concerns which may be appropriate for Council consideration.
 5. Share information with constituent groups.
 6. Actively participate in Workgroups.
- C. Chair and Co-Chair of the College Council
1. Develop the College Council meeting agenda.
 - a. Meet with the President, Vice Presidents and Executive Director of Institutional Effectiveness to coordinate agenda, information needed to support the meeting and activity.
 2. Email agenda at least three working days in advance of meeting.
 3. Conduct the College Council meetings.
 4. Determine the workgroups required to accomplish the tasks; or any mutual assistance needed.
 5. Distribute information to the college community as needed.
 6. Ensure continuing input from and reporting to all constituencies.
- D. The Secretary for the Council
1. Administrative support will be provided by the college to record and distribute the minutes. This person will function as the recorder and will have no voting privileges.
 2. Minutes will be distributed to Council at least one week prior to the subsequent meeting.
 3. Meeting minutes shall include listing of members present, absent, and tardy meeting objectives motions passed/denied an account of discussions and activities section designated for issues under consideration and a status report of any proposals brought to the council.
 4. Approved minutes shall be distributed out to the entire campus within a week of approval.

VI. Operational Procedures

A. Meetings

1. College Council will meet once a month during fall, winter, and spring quarters. Meetings will typically last two hours, but can change based on the needs of the agenda. There will be one longer meeting at the start of each fall quarter to establish goals for the year.

B. Voting

1. As a representative body, it is the expectation that all members will vote having consulted with their constituency group.

2. Any item requiring a Council vote will be introduced and discussed, but unless the Council agrees to an exception, no action will be taken on the item until the following meeting. This is to ensure that members have the opportunity to share information and gather feedback from the broader campus community.
3. During the voting process there will be discussion of the feedback collected. Members should come prepared to share out a concise summary of the feedback in order to inform the Council.
4. One representative from each constituency group must be present for a vote to be binding. Members may submit vote by proxy if they cannot attend in person.
5. The Chair will only vote in the case of a tie.
6. Whenever the Council votes to approve an item, that item will be offered to the President as a recommendation.

C. Communications

1. Minutes will be recorded by the Secretary at each meeting. Council will review and vote to approve minutes from the previous meeting at the start of each agenda. Approved minutes will be distributed out to the campus community.
2. The Council, as a representative body, will solicit input to inform its work from the campus community through various communication modalities which include Public Folders and other locations.

VII. Related Workgroups

A. Workgroups will be established to focus on the priorities of Council.

1. Work groups may be formed annually or as needed based on Council priorities and needs.
2. Each Member is expected to actively participate in a Workgroup. Workgroups will meet regularly outside of the scheduled Council meetings and will report information and issues to the full Council membership on an ongoing basis.
3. Permanent workgroups will be formed to advise the President in the areas of strategic planning, resource allocation and critical issues.

B. Ad Hoc Groups

1. The Council or President can establish Ad Hoc groups as needed to focus on projects and issues. A majority of Council members must vote to establish an Ad Hoc group.
2. Ad Hoc groups must report information, progress, and issues to the full Council membership on an ongoing basis.