

**Seattle Central College**

**College Council Bylaws**

**January 18, 2005**

**Revised April 30, 2024**

**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, classified staff (represented by WFSE), professional staff (represented by AFT-Pro) and exempt employees are all represented in membership. It is participatory in that members are expected to engage their campus constituents 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. The 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**

The composition of the College Council is designed to reflect all constituencies of Seattle Central College. There are voting members representing students, faculty, classified staff, professional exempt staff, and non-represented exempt staff. Members of the President's Cabinet may attend College Council and serve as staff to its committees but are not voting members\* of Council.

Employees and students from Wood Technology Center, Maritime Academy, and Allied Health Programs are encouraged to apply. Professional technical students and employees are also highly encouraged to apply. Also encouraged to include on the committee are employees and students from departments and programs that are specifically for historically excluded students at Seattle Central.

Students can still apply to be on council per the approval of the ASC and ASC students are highly recommended to attend the meetings and have voting member status. Students who apply through the ASC application and are accepted to be on council also have voting membership.

Should it become necessary for a bylaw change the council should immediately select an ad hoc committee to review, generate changes, and then present those changes to the committee at large for review/discussion outside of the general council meeting times (the regular once a month meeting). During the ad hoc meetings changes are made and reviewed until consensus on the changes is reached and then moved back to the general council meeting time for a vote.

\*Non-voting members are ex-officio members and/or include members of the President's Cabinet and the assigned Executive Assistants or assigned proxy members. The Director of Student Leadership is an ex-officio member of the council as to provide context, motivation, explanation of procedures, and protection to student leaders and acts as a liaison to the Dean of Student Development in College Council meetings.

#### IV. Terms of Office

- A. Members will serve for two years, except for students who will serve one year; students 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 vice-chair will serve October through June as the vice-chair with the current chair.
- C. The chair will serve for one year as presiding chair, having served as vice-chair the previous year.
- 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, though this may be modified if there are an insufficient number of nominees for vice-chair.

#### 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, the member(s) will inform the chair in advance. If repeated absences are an issue, the chair and member will discuss whether the member(s) will be able to commit to completing the term.
2. Prepare for meetings by reading necessary materials and complete other work-related tasks 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 Vice-Chair of the College Council

1. Develop the College Council meeting agenda.
  - i. Meet with the president, vice-chair, and secretary to coordinate the agenda, and other information needed to support the meeting and activity.
2. Either chair or secretary will 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 the 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 to the entire campus within a week of approval.

## VI. Operational Procedures

### A. Meetings

1. College Council will meet at least twice a quarter 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 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 be prepared to share a concise summary of the feedback to inform the Council.
4. One representative from each constituency group must be present for a vote to be binding. Members may submit their 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. The council will review and vote to approve minutes from the previous meeting at the start of each agenda. Approved minutes will be distributed 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.

#### D. Changes or amendments to the bylaws

1. The Council can recommend the President make changes to the bylaws by a two-thirds (2/3) vote of each of the constituencies or their representatives.

### 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 simple majority of Council members must vote to establish an Ad Hoc group.

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2. Ad Hoc groups must report information, progress, and issues to the full Council membership on an ongoing basis.