

College Council

College Council is primarily responsible for setting the vision, mission, and long-term direction of the entire college. In all its actions, College Council must place the highest value on building communication and trust with the entire college community, and in using consensus to reach its decisions. It defines a shared vision that has college wide support. College Council integrates the planning efforts of all organizations within the college, weighing those plans by the course set by the Kern Community College District. College Council makes recommendations regarding District policy, college procedures, instruction, student services, facilities, financial planning, staffing, and organizational development. It also serves, under the direction of the President, as the liaison between the college community and construction planning. College Council defines the roles of, gives direction to, and coordinates operations of sub committees where appropriate.

College Council and all of its subcommittees represent only one layer of participatory governance at the college. As defined in Title V of the California Code of Regulations, the Academic Senate represents the faculty on academic and professional matters. The Community College Association (CCA) and California State Employees Association (CSEA) unions represent the faculty and classified staff on bargaining unit issues such as wages, hours, working conditions and other contractual matters. The students are represented by the Associated Students of Cerro Coso (ASCC) and are covered by the rights defined in Title V.

Each constituent group retains all rights granted them by state law, the Education Code, Title V, Board Policy, and negotiated Collective Bargaining Agreements and these groups cannot give away those rights. Access to College Council is available to constituent groups through their designated representative. College Council actions and activities will be communicated in the form of minutes posted on the college intranet website. Representatives will be responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.

Structure of College Council

College Council is structured to serve as the primary recommending body to the College President and is also made up of subcommittees in order to facilitate planning. The College Council does not develop policy but may establish guidelines as recommended by the standing committees and task forces. The College President and the Academic Senate President shall co-chair the College Council. The co-chairs shall be responsible for reviewing minutes and creating agendas that reflect the areas of responsibility of the College Council. The agenda building process will allow for agenda suggestions from all College Council members and members of the college community.

Members from the various constituent groups bring items of college-wide concern to the College Council through their representative or through the appropriate standing committee. When items are brought from committees or constituent groups to College Council, the proposal will either be accepted or rejected and then sent back to the originating group. Similarly, once an item has reached the College President, the President has the same options as College Council. However, if the College President does not accept the recommendations of College Council, the reasons for not accepting the

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recommendation(s) will be made in writing, in a timely manner, to the members of the College Council.

The existing standing subcommittees of the College Council are: (see Appendices A-D for committee information)

Accreditation Steering Committee

Budget Development Committee

Facilities Committee

Professional Development
Safety & Security Committee
Technology Resource Team

Role of College Council

Specifically, College Council:

- Serves as the chief advisory body to the college president
- Serves as the participatory recommending body of the college
- Develops a shared vision, mission, and long-range goals for the college
- Factors the college goals into all recommendations
- Develops the annual college budget
- Evaluates the effectiveness of participatory governance process
- Provides a conduit for receiving and disseminating information college-wide
- Oversees the college's planning process
- Ensures that the college meets accreditation standards
- Oversees and assesses the strategic direction of the College
- Reviews the College's Strategic Plan

College Council Membership

College Council recommends that representative term limits should be two-to-three year terms at the discretion of each senate or representative selection committee. Note: *The President's Assistant serves as permanent note-taker for College Council.*

- President, Co-Chair
- Academic Senate President, Co-Chair
- Vice President, Academic Affairs
- Vice President, Student Services
- Mid-level Management, One Representative
- Academic Senate, Five Representatives (CTE, Academic, Counselor, Union, Member at Large) *At least one of the five representatives should be from either ESCC, SK/KRV.*
- Classified Senate, One Representative
- CSEA, Chapter 617, Two Representatives
- Associated Student Body President
- Associated Student Body, Two Representatives
- ESCC Director
- KRV Director

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Responsibilities

It is everyone's responsibility to work toward achieving the Mission, Vision, and Strategic Goals of the College. Additionally, the members and chairs of committees are responsible for ensuring a continuous flow of communication regarding decision making from the College President, the College Council, committees, constituency groups, and the campus at large.

Chair Responsibilities

1. Prepare and distribute the agenda.
2. Report on the status of action items.
3. Set the calendar for meetings and retreats (if applicable).
4. Hold meetings once a month, or additionally if needed, during the Fall and Spring semesters.
5. Attend all College Council meetings or send a substitute as needed.
6. Submit written report on motions from the committee.
7. Set annual goals that correspond to the college Strategic Plan with input from the committee.

8. Review the mission statement of the committee.
9. File an annual report on the achievement of the goals with College Council.
10. Other responsibilities as specified in Collective Bargaining Agreements.
11. Attend related district meetings (for example, the Budget Development Committee chair attends the District Budget Committee).

Committee Member Responsibilities

- A. Attend all meetings or send a substitute as needed.
- B. Come to meetings prepared to participate and carry concerns from the constituent group.
- C. Report back to the constituent group or other college committees the information discussed and actions taken in the committee.
- D. Listen to all participants during committee meetings and actively contribute to the meeting.

Decision Making Process

The decision making process occurs through recommendations made to the College President that come from College Council, its standing subcommittees and the various constituent groups at the college. Although the authority to make decisions for the college rests with the College President, great responsibility lies with the recommending bodies to provide the College President with the information needed to make the decisions that are in the best interest of the college and its most valuable asset – our students.

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Decision Making Model

This flowchart depicts how items reach the College President for approval.

- College President
- Constituent Groups College Council Sub Committees
- Administrative Team
- Classified
- Senate/CSEA
- Academic Senate
- Accreditation Steering Committee
- Budget Development Committee
- Facilities Committee
- Professional Development
- Technology Resource Team
- Safety & Security Committee
- Curriculum
- Instruction Council
- Equivalency
- Executive Council
- Honors
- Education Master Plan
- Petitions
- Calendar Committee

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Procedures for College Council and its Committees

Agendas

Agendas should be posted 72 hours in advance. Action items appearing on any agenda must be

specific.

Agendas should include:

- date, time, and location of meeting
- the committee purpose or mission statement
- the CCCC mission
- approval of previous meeting minutes
- committee reports
- future meeting dates

See Appendix H for an agenda template.

Minutes

Minutes must be kept for all committee meetings; this includes standing committees. Any handouts that were passed out must be kept attached to the minutes. Minutes are the primary tool for communication and serve as a reporting method and a means of distributing information to constituent groups. Minutes should be distributed to committee members within one week following a meeting in draft form for review and input. Minutes must be approved at the next meeting of the committee. Minutes should be posted on the intranet as soon as they are approved.

Minutes should include:

- a listing of members present, members absent, and guests present
- the committee purpose or mission statement
- the CCCC mission
- summaries of reports given
- decision or action taken on all action items, who is responsible, and when

See Appendix I for minute's template.

Meeting Schedule

College Council meets twice a month during the regular Fall and Spring semesters on the first and third Thursday of the month, unless a scheduling conflict occurs.

The College President shall be responsible for providing all necessary clerical support for College Council including a recorder for all College Council meetings.

Summer meetings will be scheduled and held as needed.

Conducting Meetings

Quorum

A quorum consists of a majority of the voting members. Substitutes for members are allowed on a meeting-to-meeting basis and may vote, with the exception of chair elections.

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Voting

All voting must be public.

College Council

A motion passes if there is consensus. (Lack of support by three voting members indicates an absence of consensus.)

Committees of the College Council

A motion passes if a majority of those present vote in favor of the motion.

Absences

Because of the importance of all college constituencies being represented effectively in the shared governance process, members of the College Council or its committees are expected to attend all regular meetings. Members can send substitutes in their absence, if appropriate.

Changes to Committee Representation

In the event that a Committee of College Council determines that its representation should be modified, the Chair of the Committee should bring a recommendation forward to the College Council

in the same way that other recommendations are brought before the council.

Committee Websites

College Council and each participatory governance committee is expected to have a website on the college intranet or accessible elsewhere on the internet. The primary purpose of this site is to serve as a college-wide resource and repository of committee documentation and information. The website should be kept current and have a means to contact committee representatives. Information available on the website should include, but not be limited to:

- Mission/Charge/Purpose
- Representatives (including areas represented)
- Term Limits
- Minutes
- Agendas
- List of scheduled meetings