

Communications Advisory Council Charter

Shared Governance Principles

The governance system, which embodies and facilitates UCC's vision, mission, and core values, relies on the collective wisdom of faculty, staff, students, and administration in the development of college-wide plans and policies. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making.

Purpose

The purpose of the Council is to assist the College in creating, facilitating, and maintaining clear, concise, and effective communication strategies intended for internal and external audiences.

Areas of Recommendation & Proposal-Making

The Council reviews, develops, and evaluates plans and policies for creating internal and external communications, recruitment and marketing strategies, and website quality.

Membership

Members appointed to the Council should be individuals who provide a broad point of view from within their group, plus expertise in the scope of the Council's work. Additional members will include those whose participation is necessitated by their position - that is, because their job duties are so focused on the particular area that the Council could not do its work unless the person is involved. The Council may request additional members whose role is based on their expertise in the area. At minimum, this Council will include:

- Two faculty representatives
- Two classified representatives
- Two administrative representatives
- Two student representatives
- Two members appointed for expertise or department representation
- Chair(s) elected by Council members
- Recorder selected by Council members
- Ex-officio is a non-voting member serving on Council based upon position

Terms of Service

- Faculty, classified, and administrative members serve two-year terms; students serve one-year terms; members appointed by expertise serve two-year terms.
- Members are limited to two consecutive terms.
- The chair serves a two-year term and is limited to two consecutive terms, if re-elected.
- Elections are held during the Fall In-service for faculty and administration; classified representatives are elected at the end of the academic year. Terms begin in October.
- If a member is unable to fulfill Council obligations, the Council chair(s) will seek a replacement member. Unable to fulfill Council obligations is defined as three consecutive

missed meetings. However, consideration will be given to members with a class schedule conflict.

Meetings

- Meetings will be held at least monthly or more often as needed.
- Quorum is designated as 50% of the voting members plus one.
- A working meeting may be considered if quorum is not met.
- Email voting is allowed in the event a quorum is not met.

Agendas

- A call for agenda items will be requested when minutes are distributed.
- The final agenda will be distributed to members and published in Umpqua Updates three days prior to meetings.

Recommendations & Proposals

- The Council will use the principles of Robert's Rules of Order as guidelines for conducting meetings.
- Approved recommendations are advanced to the appropriate committee/council along with a rationale for advancement. Rejected proposals are returned to the Communications Council with a written explanation as to why the proposal was rejected.

Communication

- Meeting notes will be distributed within one week of the meeting for review.
- Notes may be approved via email with quorum response.
- Notes will be posted on the intranet following UCC governance procedures.

Dates of approval/updates of charter

03/13/2018 - Finished Draft

03/20/2018 - First Refinement Finished. Ready for vote.

03/27/2018 - Approved by Council vote. Forwarded to College Council.

10/03/2019 - Revised by Communications Advisory Council.

10/29/2019 - Reviewed by College Council. Comments taken. Review. No changes necessary.