College Council Charter

Shared Governance Principles

The governance system embodies and facilitates UCC's vision, mission, and core values and 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

Primary recommending body reporting to the president regarding Governance, Policy, and Intercampus Relations.

Scope of Work and Areas of Key Decision-Making

Governance

- Advise and inform the president on governance related matters
- Make approval decisions and/or recommendations on work of governance councils/committees
- Delegate work to governance councils/committees
  - Review work of governance councils/committees and make recommendations when appropriate
- Monitor the governance system
  - Ensure transparency in governance processes
  - Advise and inform the governance councils/committees
  - Review and approve adjustments to governance council/committee charters
- Assess the governance system annually with attention to:
  - Clarity of roles, responsibilities, and processes
  - Wide and explicit communication with campus constituencies
  - Participation of employees and students in problem-solving and decision-making
  - Decision-making at the appropriate level by the appropriate group with the requisite expertise
  - Efficiency and timeliness
  - Contribution to the effective guidance of the campus
- Direct the process to create new committees or task forces.

Policy

- Recommend policy change and/or development in collaboration with the governance councils/committees

- Pass policies back to constituents between first and second readings, for their review
- Recommend policies to be presented to the College President

Intercampus Relations

- Evaluate and make recommendations to improve organizational culture
- Discuss, analyze, and integrate campus-wide feedback
- Campus forums

Membership

Members elected/appointed should be individuals who provide a broad point of view from within their group plus expertise in the scope of the College Council work.

- Two (2) faculty representatives elected by the UCCFA
- Two (2) classified representatives elected by the ACEUCC
- Two (2) student representatives appointed by ASUCC Leadership
- Two (2) administrative representatives elected by the administrative employees
- Non-voting *ex officio* members: President, Provost, Chief Financial Officer (CFO), Executive Director of Advancement
- Chair: College Council member elected by College Council members
- Recorder: Executive Assistant to the President or elected member from the College Council

Terms of Service

- Elected and appointed members serve two-year staggered terms; students serve a one-year term. Elected and appointed members are limited to two consecutive terms, if re-elected/re-appointed.
- The chair serves a one-year term and is limited to two consecutive terms, if re-elected.
- Elections are held during spring term, by the end of the academic year. Terms begin in October.
- If a member is unable to fulfill his or her obligations the College President will ask the appropriate constituent group for an alternate.

Meetings

- Weekly meeting for one hour during fall, winter, and spring academic terms with the exception of no meetings during finals week. The meeting day and time will be determined prior to the start of each academic term.
- Quorum is designated as:

- o   50% of the voting members plus one; and
- o   At least one member from each designated group
- College Council may convene in the summer if there are agenda items
- In an effort to hear the student voice, when a student representative is unable to attend a meeting they have the obligation of sending another student in their place.

Agendas

- Agenda items will be submitted by governance bodies, college council member, or the college president to the chair one week in advance of the meeting when possible
- Items submitted for the agenda will include the purpose–reporting, planning, recommending--and the approximate time needed
- The agenda will be distributed by the chair to the members at least three days prior to a meeting when possible

Decision Making/Recommendations

- The College Council will use Robert's Rules of Order as guidelines for conducting meetings. Votes will be taken following parliamentary procedure.
- Recommendations approved by the College Council are forwarded to the College President.
- If the College Council rejects a recommendation of a governance body, the College Council Chair will provide a written explanation to the submitting governance council/committee as to why the recommendation was not accepted.

Communication:

- Forums for feedback on college-wide issues may be convened by the College Council
- Minutes will be distributed by the recorder to the members within three business days of the meeting for review
- Minutes are approved at the subsequent meeting. Once approved, the recorder will submit the minutes for publication in the Umpqua Updates and on the Governance intranet webpage within three business days of the meeting
- Members will be responsible for
  - o   Reporting out to their respective groups on the activities of the College Council
  - o   Eliciting input regarding items under consideration
  - o   Members will be responsible for requesting additional response time between College Council meetings.

Governance groups reporting to College Council:

- Institutional Effectiveness Council

- Academic Policy Committee
- Student Services Policy Committee
- Diversity, Equity, and Inclusion Council
- Communications Council
- Technology Council
- Facilities Council
- Policy Committee

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