

# **IMPERIAL VALLEY COLLEGE**

## **Standing Rules of the College Council**

*Access to the College Council is available to all members of all constituencies*

*Board Approval December 11, 1996, Resolution No. 11062*

*Revision Approval June 19, 2004, Resolution No. 13010*

*Revision Approval June 21, 2005, Resolution No.13281*

*College Council Revision Approval May 8, 2006*

*College Council Revision Approval March 23, 2009*

*College Council Revision Approval November 28, 2011*

### **MEETINGS**

Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month.

### **AGENDA**

1. The College Council will generate its agenda from items submitted by a College Council member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the College Council and distributed to the Council members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, at the President's Office.

### **OPERATIONS**

1. A quorum must be present to hold a meeting. For this Council a quorum is eight members, with at least one individual from each representative group.
2. Constituent groups may designate up to three alternates who may serve during a College Council meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the College Council in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Council members will work to achieve consensus. If the Council cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

## **TERMS OF OFFICE**

1. The Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
2. The Vice Chair of the College Council shall be elected for a two-year term by the College Council and be a member of College Council. The term shall commence with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester. In the absence of the Chair, the Vice Chair will conduct meetings of the College Council.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

## **PROCEDURES**

Since the Board of Trustees has established the College Council to ensure faculty, classified staff, students, administrators, and classified managers/confidential staff the right to participate effectively in college governance, the following procedures shall apply:

1. The College Council will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups (faculty, classified staff, students, administrators, and classified managers/confidential staff). In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the President's Office.
3. Prior to the Board of Trustees receiving any policy recommendation, the College Council will be given the opportunity to express its views and opinions to the College President.
4. The views and opinions of the College Council will be expressed in written form to the College President.
5. When the views and opinions by the members of the College Council are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the College Council.

6. College Council will serve as the final recommending body to the President on committee recommendations in activities, projects, programs, and plans that have been developed or are being developed by constituent groups and administration. It is not within the purview of College Council to discuss or advise on personnel topics or student discipline.

## **REVIEW AND REVISION**

These standing rules may be changed by a majority vote of the 15 College Council members.

# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510/PROCEDURES SECTION 2510 – SHARED GOVERNANCE**

## **COLLEGE COUNCIL**

### **PHILOSOPHY**

Shared governance is a decision-making process committed to the best interests of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust.

One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested by law in governing boards, the faculty, staff, students, and administrators. Because these sources of information are vital to the development and implementation of sound educational policy, Imperial Valley College wishes to encourage, to the best extent possible the practice of shared governance.

Shared governance recognizes and indeed is predicated on the sincere commitment on the part of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from faculty, staff, students, and administrators, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Shared governance embraces the basic objective that all key parties of interest should be given the opportunity to participate jointly in developing recommendations and priorities for the well-being of the institution.

The College Council is the final recommending body on non-academic matters that go to the President and Board of Trustees, while the Board of Trustees relies primarily on the Academic Senate for academic matters as defined by AB17.5.

## **PURPOSE**

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees.
- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

## **FUNCTIONS**

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.
- To make final recommendations to the College President on which college committees or task forces are needed.
- To make final recommendations on proposed college policies developed by the College President or other policy recommending college committees.
- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President and Board of Trustees or other policy making college committees.
- To recommend action to the President on all committee recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

## **STRUCTURE**

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, classified managers/confidential, and administrators.
2. The permanent members of the College Council are:

- Three faculty members: Three faculty representatives appointed by the Academic Senate
  - Three classified at large appointed by CSEA.
  - Three members of the Classified Managers/Classified Confidentials appointed by CMCA.
  - Three students at large appointed by the Associated Student Government.
  - Three administrators: appointed by the Administrative Council.
  - The College President will be an ex-officio member.
  - Terms for faculty, classified, classified managers/confidentials, and administrators shall be for two years.
  - Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
3. The Chair and Vice-Chair will be elected by the members of the College Council.
  4. The College Council may create ad hoc committees as needed to address college-wide issues and task forces to address specific (single item) issues.

## **OPERATION PROCEDURES**

Operational procedures for the College Council will be developed and maintained by its members.

## **REVIEW AND REVISION**

This section of the Imperial Valley College Shared Governance Policy shall be subject to review every two years by the College Council or as directed by the Board of Trustees or its designee. When members of the College Council approve proposed revisions to this section, the recommendations will be presented to the College President and, thereafter, to the Board of Trustees, if necessary.