

## IMPERIAL VALLEY COLLEGE

# Standing Rules of the College Council

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

### I. MEETINGS

- A. At the start of the fall semester, the Council shall establish the meeting calendar dates for the academic year based on past precedence of conducting meetings on the fourth Wednesdays of any given month.
- B. The Council shall be required to hold at least one regular meeting per month during the fall and spring semesters.
- C. Special meetings:
  - 1. May be called by the College Council Chair or Vice-Chair;
  - 2. Shall be called by the Chair upon receipt of a written request signed by one-third of the members;
  - 3. Members will be given notice of the meeting at least twenty-four hours before the meeting, with an effort to provide at least forty-eight hours' notice, when possible.

### II. AGENDA

- A. The College Council will generate its agenda from items submitted by a College Council member, College Council Subcommittee Chair, or any member of the campus community of Imperial Valley College.
- B. The agenda will be prepared by the Chair and the Vice-Chair of the College Council and distributed to the Council members 72 hours in advance of the meeting. All requested agenda items are to be included. If an item is rejected or postponed, a written explanation must be provided to the person requesting the agenda item, prior to the agenda being released. Rejections should strictly be due to falling outside of the scope of the College Council's authority.
- C. 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.

### III. OPERATIONS

- A. A quorum must be present to hold a meeting. For this Council, a quorum is four (4) members, with at least one individual from each representative group.
- B. Constituent groups may designate one to two (1-2) 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.

- C. Robert's Rules of Order will be used to conduct meetings.
- D. 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.

#### **IV. TERMS OF OFFICE**

- A. 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 election shall take place in odd-numbered years on the last regular meeting of that year. The term shall commence July 1<sup>st</sup> of that calendar year. Candidates for this office must have previous experience in the College Council of Imperial Valley College. The Chair shall be eligible to receive reassigned time in accordance with their applicable collective bargaining agreement; if one is designated.
- B. 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. The Vice-Chair shall be eligible to receive reassigned time in accordance with their applicable collective bargaining agreement; if one is designated.
- C. If the Chair is unable to complete his or her term, then the Vice-Chair will assume the duties of the Chair, and a new Vice-Chair shall be elected for the remainder of the two-year term.
- D. The Chair and Vice-Chair may not serve more than two consecutive terms, but the Vice-Chair may be elected Chair and the Chair may be elected Vice-Chair.
- E. 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.

#### **V. DUTIES**

##### **A. Chair**

##### **It shall be the duty of the Chair:**

1. To preside at all Council meetings;
2. Be an ex-officio member of all other Council subcommittees;
3. To issue Calls-to-Meetings of the Council and ensure timely publication of the agenda;
4. To maintain records of all committee and subcommittee memberships, activities, and reports;
5. To cast the deciding vote in the event of a Council deadlock (The Chair will not regularly vote on matters before the Council.);

6. To serve as the Council representative to the Board of Trustees;
7. To serve as the Council representative for the Budget and Fiscal Planning Committee, or appoint designee.
8. To perform such other duties as may be necessary and proper.

**B. Vice-Chair**

**It shall be the duty of the Vice-Chair:**

1. To assist and act as substitute for the Chair at the request of the Chair;
2. To oversee the implementation of governance matters as they relate to the Chair;
3. To coordinate the work of the Council ad hoc committees and task forces appointed by the Council.
4. To perform such other duties as may be necessary and proper.

**VI. PROCEDURES**

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

- The College Council will allow for discussion and recommendations to be a shared process by representatives of all four constituent groups (students, faculty, classified staff, and administrators). In addition, visitors will be allowed to share their opinions, suggestions and ideas.
- Copies of the minutes will be posted on the College website within thirty (30) calendar days of adoption; and available for review, with attachments, at the President's Office.
- If the Council is unable to hold a meeting due to lack of quorum, copies of the minutes will be posted on the College website within thirty (30) calendar days of the scheduled meeting, to reflect the meeting was cancelled due to lack of quorum; with those in attendance reflected.
- 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.
- The views and opinions of the College Council will be expressed in written form to the College President.
- 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.

- 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.

## **VII. REVIEW AND REVISION**

These standing rules may be changed by a majority vote of a quorum of College Council members, provided the change has been proposed at a previous regular meeting of the Council.

# **IMPERIAL COMMUNITY COLLEGE DISTRICT BOARD POLICY 2510**

## **/PROCEDURES SECTION 2510**

### **SHARED GOVERNANCE**

#### **COLLEGE COUNCIL**

## **I. 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 AB1725.

## **II. PURPOSE**

- To deliberate on and recommend to the Superintendent/President all action items referred by College Council subcommittees and campus constituents through a collaborative, integrative approach, promoting greater communication that is accessible to the college campus at large.
- To ensure that faculty, staff, students, and administrators have 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 in a timely and effective manner.
- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

### III. 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 and subcommittee recommendations.
- To allow for discussion and recommendations to be a shared process by representatives of all four constituent groups.

### IV. STRUCTURE

The following college constituencies retain all rights granted by law and/or regulations. The four groups represented in this shared governance structure are students, faculty, classified staff, and administrators. College Council members are representatives of their constituents. Members may poll and shall consider recommendations made by their constituents; however, no individual or group may dictate the vote of a member. **A member will always consider the good of the college community first and foremost.**

The Council shall consist of ten (12) members, one (1) ex-officio, and five (5) consulting members; for a total of sixteen (18). The permanent members of the College Council are:

- Three faculty members appointed by the Academic Senate, one teaching and one non-teaching faculty, with one of them being the Academic Senate President or

designee.

- Three classified members, with two appointed by CSEA from separate departments in absence of a Classified Senate and, if available, one Classified Confidential member appointed by the College Leadership Council in absence of a Classified Senate
- Three students appointed by the Associated Student Government, with one of them being the ASG President or designee
- Three administrators appointed by the College Leadership Council, with at least one being a Classified Manager
- The College Superintendent/President will be an ex-officio member.
- The Facilities and Environmental Health & Safety Committee Chair or designee will be a consulting member
- The Professional Development Committee Chair or designee will be a consulting member
- The Competitive Athletics Committee Chair or designee will be a consulting member
- The Public Relations & Marketing Committee Chair or designee will be a consulting member
- The Student Affairs Committee Chair or designee will be a consulting member

Terms for faculty, classified, and administrators shall be for two years. There shall be no restrictions on reappointment of representatives.

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.

This committee has a critical responsibility and must adhere to strict deadlines; therefore, members who are absent three times during the academic year will be removed and replaced following the guidelines above.

The College Council may create ad hoc committees as needed to address college- wide issues and task forces to address specific (single item) issues.

## **V. COLLEGE COUNCIL SUBCOMMITTEES**

The subcommittees of the College Council shall be:

1. Competitive Athletics Committee
2. Facilities and Environmental Health & Safety
3. Professional Development Committee
4. Public Relations and Marketing Committee
5. Student Affairs Committee

#### A. Meetings of College Council Subcommittees

- a. Meetings shall be called by the chairperson of each committee.
- b. Should the chairperson fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by the College Council Chair or a majority of committee members, provided that all members, including the chairperson, are given sufficient notice.
- c. What constitutes a Quorum for subcommittees shall be defined in their committee standing rules.
- d. Meeting minutes shall be posted on the College website by the recording secretary within thirty (30) calendar days of the meeting date.
- e. If the committee was unable to hold a meeting due to lack of quorum, copies of the minutes will be posted on the College website within thirty (30) calendar days of the scheduled meeting, to reflect the meeting was cancelled due to lack of quorum; with those in attendance reflected.
- f. Committee Self-Evaluations shall be completed by each committee at their final meeting in the Spring semesters. A special meeting shall be called, if needed, to ensure completion.
- g. Chairpersons that are appointed via an election process shall not serve more than two (2) consecutive terms.
- h. **These committees have a critical responsibility and must adhere to strict deadlines; therefore, members who are absent three times during the academic year will be removed and replaced.**

#### B. Charge of College Council Sub-Committees

##### 1. Competitive Athletics Committee

###### a. Charge

The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports.

##### 2. Facilities and Environmental Health & Safety Committee

###### a. Charge

The Facilities & Environmental Health and Safety Committee will advocate for the health, safety, appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee also ensures that the District safety programs and procedures are in compliance with state and federal statutes and

regulations. The committee members will solicit and contribute ways to improve the health, safety, appearance and environmental friendliness of the college. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus do so in a safe and healthy environment and maintain respect and pride for the buildings and grounds. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards an improved workplace health and safety, greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time.

### **3. Professional Development Committee**

#### **a. Charge**

The CHPD Committee will advocate for the development of Campus Hour activities and professional development activities at Imperial Valley College to promote the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. The committee members will solicit and contribute ways to improve Campus Hour and professional development. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards better use of the Campus Hour and towards improved professional development activities. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time.

### **4. Public Relations and Marketing Committee**

#### **a. Charge**

The IVC Public Relations and Marketing Committee is responsible for providing guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of Imperial Valley College. Its purpose is to increase the overall visibility and enhance the reputation of Imperial Valley College. The hallmarks of the college are academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development. IVC's Public Relations efforts are meant to develop two-way communication with stakeholders, highlight the excellent education and dynamic services it provides to the community, and ensure the college's growth, prosperity and future.

### **5. Student Affairs Committee**

#### **a. Charge**

The function of the Student Affairs Committee is to evaluate and make recommendations concerning the various areas of student life, community services, and public relations. This Committee shall be responsible for formulating policies regarding various student activities, including clubs,

assemblies, and elected student bodies, and shall make recommendations and policies concerning commencement and disciplinary matters.

Action to approve a change to a subcommittee's standing rules shall be submitted to the College Council for action within thirty (30) calendar days of said approval for adoption. Once adopted, the Committee Chair shall ensure that the College website is updated within thirty (30) calendar days to reflect the adopted changes.

## **VI. COUNCIL FUNDS**

### **A. College Council Budget**

- a. The Chair shall submit a proposed budget at the May meeting of the Council, and a budget review shall be held in February each year.
- b. The Chair may authorize expenditures from Council funds up to the amount of \$150. Expenditures of more than \$150 shall require approval by majority vote of a quorum of the Council in advance of the expenditure.
- c. Requests for reimbursement for expenses incurred in the interest of the College Council shall be submitted to the Chair accompanied by proof of prior approval of the appropriate body of the College Council and documentation of expenses, including receipts.

## **VII. 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.