

# **SOUTH SEATTLE COMMUNITY COLLEGE COUNCIL BYLAWS**

Approved May 2007

(revised: 12/00; Jan. 02; May 03; April 04; May 07)

## **PHILOSOPHY**

The College Council, as a representative body, is responsible for advising the President's Cabinet on policy proposals that affect any members of the SSCC community outside of any one department or constituency.

This role includes, but is not limited to participation in the annual planning cycle, which includes environmental and institutional assessment, goal setting, strategy formation, and budget allocation.

### **I. Membership**

The Council will consist of twelve (12) elected members and one (1) standing member from the following constituencies:

- A. Faculty
  - 1. One (1) full-time Academic
  - 2. One (1) full-time Vocational
  - 3. One (1) part-time at large
  
- B. Exempt
  - 1. Three (3) at large
  - 2. Standing Member: Director of Diversity
  
- C. Classified
  - 1. Three (3) at large
  
- D. Students
  - 1. One (1) United Student Association representative appointed by the United Student Association
  
  - 2. Two (2) at large members appointed by mutual agreement of the United Student Association Executive Board and the Dean of Student Life.
  
- E. Ex-officio Membership
  - 1. The President will serve as an ex-officio.

### **II. Eligibility**

Membership will be open to full-time and part-time SSCC employees and full-time and part-time students.

### **Elections**

- A. Elections will be held for College Council members over a three (3) day period during week ten (10) of Winter Quarter each year.
  
- B. **Pre-election Procedure**
  - 1. An election subcommittee comprised of members from each of the College Council constituencies will identify and report vacancies to the College Council by week five (5) of the Winter Quarter.

2. Council members will announce the election process to the campus community constituencies and call for nominations from each group by week seven (7) of Winter Quarter.
3. Nominees, including their personal profiles, will be announced in week nine (9) of Winter Quarter.
4. Nominees personal profiles may include current and former committee memberships, unit (s) in which they work, or their program of study, length of employment at SSCC, and any other pertinent data.

**C. Election Procedures**

1. The Chair, or other designated Council member, will work with campus Web Manager to prepare electronic voting ballot. (refer to ballot of 2007.)
2. Election period will be held over (3) three work days. Chair or designated member will collect and tally votes.
3. Employees who have job assignments in more than one constituency group may vote as part of each constituency.

**D. Post Election Procedures**

1. Nominees will be elected to positions based on descending order of votes received.
2. If any position remains open after the election, the Council will take appropriate action to fill the position.
3. Election results will be announced by week one (1) of Spring Quarter.

**III. Terms of Service**

A. A full year of office will be from the last meeting of the Spring Quarter to the end of Spring Quarter of the following year.

B. Faculty representatives serve two (2) years.

C. Administrative/manager-professional representatives serve for two (2) years.

D. Classified representatives serve two (2) years.

E. Student representatives serve one (1) year.

F. In the event that a member is unable to fulfill his or her responsibilities, the Council will take appropriate action to fill the position from that constituency group, either temporarily or through the end of the term of office.

G. Regular members may not serve consecutive terms unless the College Council grants prior approval.

H. The member(s) serving as officer(s) may serve additional time (up to a year) as required in order to complete their term(s).

#### **IV. Orientation**

- A. The outgoing chair will be responsible for ensuring that the incoming chair and new Council members are oriented to the workings of the Council, their responsibilities, and issues under Council consideration.
- B. Incoming members will be invited to attend Council meetings during Spring Quarter become familiar with Council operation.

#### **V. Responsibilities**

- A. Members will attend Council meetings on a regular basis.
- B. Each member will be responsible for notifying the Chair if unable to attend scheduled meetings. In the event a member has 3 unexcused absences, the College Council may replace the member with someone from the general campus population.
- C. As representatives of their respective constituencies, members will consult with their colleagues to
  - 1. report Council actions,
  - 2. gather comments and concerns which may be appropriate for Council consideration, and
  - 3. assist constituency members, when requested, in preparing recommendations for Council consideration (see Appendix C).
- D. Members will serve on at least one of the subcommittees of the Council.

#### **VI. Officers (recommend dividing these duties between the chair and vice chair)**

- A. The chair will serve for a one (1)- year term and cannot succeed herself or himself. Chair responsibilities include:
  - 1. Convening and conducting Council meetings in accordance with the bylaws,
  - 2. Developing the agenda for each Council meeting, and making provisions for its distribution in accordance with the by-laws,
  - 3. Finalizing draft minutes of Council meetings for review by the Council,
  - 4. Securing room locations for council meetings,
  - 5. Establishing and announcing dates, times and location of Council meetings,
  - 6. Facilitating the work of Council task forces and sub-committees,
  - 7. Facilitating the Council's communication with the campus community,
  - 8. Meeting with the President on a regular basis to discuss Council directions and activities,
  - 9. Presenting Council recommendations to the President's Cabinet,
  - 10. Attending or arranging for a designated Council member to attend one meeting of the President's Cabinet each month to report on Council issues and activities,
  - 11. Orienting the incoming chair, and
  - 12. Facilitating the orientation of new Council members.

- B. In the Spring quarter, a vice chairperson will be elected for a one (1) year term by the Council and will chair the Council in the event of the chair's absence or in the event the chair is unable to complete his or her term. The vice chairperson will serve as chair-elect and assume the position of College Council chair in the second year of his/her term. (Ref: III. Terms of Service, h.) In the event that the College Council is unable elect a vice chairperson, the President's Office may designate an individual from the College Council or from the general campus population to serve as vice chairperson.
- C. The President's Office will designate an executive secretary for the Council who has no voting privilege. Responsibilities of the executive secretary will include:
  - 1. Recording the meeting minutes to include:
    - a. a listing of members present and absent,
    - b. a detailed account of discussions and activities,
    - c. a section identifying issues under consideration,
    - d. Council and Cabinet recommendations and action on issues, and the formation of issue-oriented task forces.
  - 2. Maintaining a current log on the status of all proposals brought before the Council.
  - 3. Providing copies of the above documents for
    - a. Distribution to the campus community,
    - b. Maintenance of an archive file, and
    - c. The Council Chair.

## **VII. Meetings**

- A. College Council business will be transacted in open meetings except when executive sessions are declared by a quorum.
- B. Meetings will be held a minimum of once a month, and will be conducted in accordance with Robert's Rules of Order, Newly Revised.
- C. An agenda for each scheduled meeting will be prepared and posted at least three (3) business days in advance of the meeting. Minutes of each general session will be prepared, distributed, and posted within ten (10) business days following their approval by the Council.

## **VIII. Quorum**

Attendance of seven (7) members representing at least three (3) constituencies will constitute a quorum.

## **IX. Committees**

- A. The Council will form task forces representing different constituencies and functional areas as deemed necessary to resolve issues in accordance with established guidelines (see Appendices A and B).
- B. Task forces will disband after recommendations are forwarded to the President's Cabinet for action.

## **X. Annual Planning and Review**

- A. At the beginning of the academic year the Council will identify issues on which to focus and direct its actions for the coming year.
- B. At the beginning of the academic year, the Council will review and assess

- policies and procedures originated by the Council.
- C. The Council will annually publish a review of its activities of the previous year.

### **XI. Amendment**

The Council bylaws can be amended by a two-thirds (2/3) vote of each of the constituencies or their representatives.

### **XII. Communications**

The Council will regularly disseminate reports of its activities to the campus community through various communication formats and modes, which may include:

- A. the Public Folder located in electronic mail, web-based communications,
- B. posting of hard copies on bulletin boards located in major circulation areas,
- C. publications with campus-wide circulation.

### **XIII. Budget Development Process**

The College Council will facilitate communication within the SSCC community concerning the SSCC budget development process through means that may include but are not limited to:

- A. meeting with members of the President's Cabinet to obtain current budget related information and to monitor budget development efforts for consistency with the SSCC Mission Statement, Institutional Directions, and Strategic Plans,
- B. disseminating budget-related information to the campus community,
- C. providing mechanisms for members of the college community to ask questions, raise concerns and comment on the budget process,
- D. conducting campus wide meetings/hearings on the budget process, and
- E. relaying feedback from the campus community to the President and the President's Cabinet for consideration.
- F. The President and the President's Cabinet are the final authorities in campus budgetary decisions.

## APPENDIX A

### Issue and Policy Recommendation Process

To facilitate the Council's review of issues, the following guidelines will be used:

- A. Individuals or groups will complete a *Request for College Council Consideration* form (Appendix C) and submit it to a College Council member.
- B. The Council will assess whether immediate intervention is needed.
- C. The Council will define the issue further, and identify individuals for a task force.
- D. The Council chair will inform the campus community and the President's Cabinet of emergence of the issue, individuals identified for participation in developing a recommendation, and support/guidance will be enlisted.
- E. The task force will prepare interim/final recommendation using *Task Force Guidelines for Developing College Council Recommendations* (Appendix B).
- F. A proposal will be presented to the full Council for discussion and action.
- G. The Council may request additional information or re-working of the proposal.
- H. The Council will prepare and present a recommendation to the President's Cabinet.
- I. The President's Cabinet will review and act on the recommendation.
- J. The President's Cabinet will implement recommendation(s).
- K. The College Council will keep the individuals/groups apprised of actions taken through each step of the process.
- L. The College Council will inform the SSCC community of its action.

## APPENDIX B

### Task Force Guidelines for Developing College Council Recommendations

**Purpose of the Guidelines:** To facilitate the process by which issues adopted by the Council are considered and recommendations made.

The task force identified by the Council to develop a recommendation will:

- I. Describe the issue in thorough and succinct terms.
  - A. Briefly state the issue being considered.
  - B. Assemble background information (a history of the emergence of the issue)
  - C. Summarize reasons why it is appropriate to address the issue at the present time
- II. Identify individuals whose perspectives are needed to resolve the issue, being inclusive of:
  - A. the types of expertise needed
  - B. the groups or individuals who are impacted by the issue
  - C. the groups or individuals who might be involved in the implementation of a resolution
  - D. the SSCC or non-SSCC groups or individuals who may be appropriate consultants
- III. Outline the results of research on the issue. This may include but not be limited to:
  - A. the range of different viewpoints on the issue
  - B. questionnaires/surveys
  - C. calculations
  - D. policies/law
  - E. descriptions of operating models at SSCC and/or other campuses
- IV. Project immediate and long-range implications, as appropriate, of the proposed resolution:
  - A. benefits to the college community
  - B. challenges to the college community
  - C. cultural
  - D. legal
  - E. ethical
- V. Describe interim action recommended (as deemed necessary) and final recommendations
- VI. State the rationale for the recommendations.
- VII. Propose plan for immediate and/or final implementation of recommendation to include but not be limited to:
  - A. task breakdown
  - B. task assignment
  - C. time schedule
  - D. appropriate policy enforcement mechanism
  - E. cost analysis
  - F. campus communication/broadcast structure
- VIII. Identify any unresolved concerns
- IX. Describe a plan for assessing the results of the implemented plan.





## APPENDIX D

### BUDGET REVIEW GUIDELINES

South Seattle Community College is accountable to the state legislature and to our students, our staff and faculty, and the community we serve. All budget management decisions should be guided by a primary commitment of South Seattle Community College to provide high quality programs and services which contribute to student's learning, students' retention, and meet the needs of an increasingly diverse community. South Seattle Community College is also committed to the professional development of all faculty and staff.

#### General Principles and Guidelines

As a part of on-going budget planning at South Seattle Community College, these principles are intended to focus the discussion within the campus community on the process and criteria by which all budget-related decisions should be made. They are meant to facilitate an open and effective procedure for budget management.

- As a public institution, SSCC is a dynamic organization where change is constant, and this change inevitably affects the allocation of campus resources. The process of budget planning should be flexible, allowing for both the periodic phasing out of declining programs and the development of innovative new programs and services.
- The principle underlying all budget decisions of the college should be to enhance and preserve the quality of programs and services.
- All members of the SSCC community are valuable and important. All budget decisions should consider the impact on the college's students, staff, and faculty. It is the responsibility of program managers and unit administrators to keep the campus (other administrators, faculty, staff, and students) fully apprised in a timely manner of the potential impact of budget changes on their programs and services
- Any long-term budget reductions at the campus level should be accomplished by making selective, rather than uniform across-the-board, reductions.
- All budget decisions should be consistent with the college's strategic long-range planning efforts as defined in the SSCC mission and Institutional Directions statement, and with unit goals and objectives.
- The College Council serves as the principal campus-wide body for facilitating the budget review process.
- The process of budget management and decision making should involve a wide range of campus constituents, in consultation with program managers and unit administrators who ultimately communicate their recommendations to the President's Cabinet. The President and President's Cabinet, in consultation with the Chancellor, are the final authorities in all campus budget decisions.
- The budget decision-making process should include the analysis and consideration of data obtained through the program review process and other sources.