

SOUTH SEATTLE COMMUNITY COLLEGE COUNCIL BYLAWS
(Approved June 1998)

PHILOSOPHY

The participatory governance model for South Seattle Community College is established to provide opportunity and encouragement for every member of the SSCC community to participate in the governance of SSCC. This model is based on these premises:

- Active participation results in better institutional decisions and a higher level of understanding and acceptance of those decisions.
- Shared responsibility is essential to the development of all members of the higher-education community.
- Features of the model promote an institutional climate of openness and mutual trust, which are essential to the continued success of the College.

I. Membership

The Council will consist of twelve (12) elected members, three (3) persons plus alternates as specified, from the following constituencies:

- A. Faculty
 - 1. One (1) full-time Academic plus one (1) alternate
 - 2. One (1) full-time Vocational plus one (1) alternate
 - 3. One (1) part-time at large plus one (1) alternate
- B. Administrative or Manager Professional
 - 1. One (1) Administrator
 - 2. One (1) Manager Professional
 - 3. One (1) at large plus one (1) alternate
- C. Classified
 - Three at large plus two (2) alternates
- D. Students
 - 1. One (1) United Student Association representative plus one (1) alternate
 - 2. Two (2) at large plus two (2) alternates
- E. Ex-officio Membership
 - The President will serve as an ex-officio, non-voting member.

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 and alternates over a three (3) day period during week ten (10) of Winter Quarter each year.
- B. Pre-election Procedure
 - 1. An election subcommittee 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 and call for nominations 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.
 - 5. An alternate who, in the absence of a regular member, has served the remainder of a term as the regular member may choose to run for a regular position at the next election.
- C. Election Procedures
 - 1. In-person voting will be conducted at one or more designated voting locations. Absentee ballots will also be available prior to and during the three (3)-day election period.
 - 2. Voting location(s) will be monitored by a designated Council member during election hours. A master list of all eligible voters will be maintained.
 - 3. Employees who have job assignments in more than one constituency group, e.g., a classified staff person who is also part-time faculty 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; regular positions will be filled first followed by alternate positions.
 - 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 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. Alternates serve one (1) year.
- G. In the event that a member is unable to fulfill his or her responsibilities, an alternate will fill that position, either temporarily or through the end of the term of office.
- H. When an alternate position becomes vacated, the Council will take appropriate action to fill the vacant position from that constituency group. The individual who assumes the position will serve until the next election.
- I. Regular members may not serve consecutive terms.

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 encouraged to attend Council meetings during Spring Quarter to become familiar with Council operation.

V. Responsibilities

- A. Members and alternates will be expected to attend Council meetings on a regular basis.
- B. Each member and alternate will be responsible for notifying the Chair if unable to attend scheduled meetings.
- C. Each member will be responsible for notifying an alternate from their constituency when it is necessary for the member to be absent from a Council meeting.
- D. As representatives of their respective constituencies, members and alternates will be expected to 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).
- E. Members and alternates will be expected to serve on task forces and subcommittees of the Council.

VII. Officers

- A. A chairperson will be elected by the incoming and continuing members of the Council at the last meeting of Spring Quarter. 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 by-laws,

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.
- F. 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.
- G. 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.

VIII. **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.

IX. Quorum

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

X. 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 action is taken by President and/or the President's Cabinet.

XI. 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.

XII. Amendment

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

XIII. 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,
- B. posting of hard copies on bulletin boards located in major circulation areas, and/or
- C. publications with campus-wide circulation.

XIV. Budget Development Process

The College Council will facilitate communication within the SSCC community concerning the SSCC budget development process through means which 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. 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 reworking 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 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 this 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 C

REQUEST FOR COLLEGE COUNCIL CONSIDERATION

Thank you for your interest in making positive changes at SSCC using our participatory governance system. The College Council requests that you use the following format to present your ideas and issues for its consideration.

Your name or names, if a
group _____

Phone
number(s) _____

Department(s) _____

Please answer the questions as fully as you can. If you have more than one issue, please complete a form for each.

1. What issue do you want the Council to consider?
2. Please describe any ideas you have for addressing the issue.
3. Why do you think this is an important issue for the campus community?
4. Please provide any additional information that you may have concerning this issue.

The Council will send you a confirmation of receipt immediately upon receiving this Request for Consideration, and will inform you of the steps it is planning to take in processing this Request.

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.

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- 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.