

## **College Council Operating Agreement**

### **Purpose:**

The Reedley College Council is charged with the responsibility of formulating plans, procedures and practices for Reedley College; it thereby charges those college committees within its jurisdiction to accomplish specific tasks in such areas as accreditation and institutional effectiveness budget, facilities, program review, strategic planning, student success (SSSP, BSI, Equity, and Enrollment Management), health and safety and technology. The Council is responsible for reviewing and reporting the progress and accomplishments of the work of college committees. The Council serves as the umbrella participatory governance committee for the College and is a major participant in decision making for the College.

### **Jurisdiction:**

College Council is a College committee that contributes to/oversees functions at Reedley College.

### **Composition:**

The College Council will be chaired by the President of the College and consist of the following:

### **Voting Membership:**

- One Member from President's Cabinet as appointed by the President
- Three Members from the Academic Senate (CTE, Student Development Faculty, and At Large (non- CTE instructional) as appointed by the Academic Senate
- Two Members from the Classified Senate as appointed by the Classified Senate
- Two Members from the Associated Student Body as appointed by the ASG
- One Member from of SCFT as appointed by SCFT.
- Two Members from CSEA as appointed by CSEA
- One Member from Certificated Management as appointed by the President
- One Member from Classified Management as appointed by the President
- One Dean of Instruction as appointed by the President
- One Member from the Madera Oakhurst Faculty Association (President) as appointed by MOFA

Each of the groups represented above may designate one (1) official "alternate." The alternate will be included in all electronic correspondence, but will only have voting privileges in the event that one of the appointed members of his/her group is not in attendance. Substitute may be allowed on a case-by-case basis as designated by the sitting member

### **Meetings Schedule:**

Regular meeting times will be the first and third Wednesday of each month from 3:00 to 4:30 p.m. Special meetings may be called as needed.

### **Quorum:**

Meetings of the Reedley College Council will be conducted in a flexible manner which promotes open discussions and full participation of all members and takes into account the nature of the agenda items. The college president will chair the meetings, and the secretary to the president will record meeting minutes and officially maintain them in the President's Office as well as in digital format in whatever on-line system the college is currently using that is accessible to the public.

All meetings of the Reedley College Council will be open and public.

Quorum is designated as majority (50% + 1) with a least one student, faculty member, administrator and classified member in attendance.

### **Operating Procedures**

A clearly labeled agenda will be distributed to Council members prior to each meeting. The agenda will show the time and location of the meeting with an invitation for all interested parties to attend. Clearly labeled meeting minutes will be distributed to Council members and posted online for all to review.

Members will be responsible for keeping their respective groups informed regarding activities of the Reedley College Council by reporting back to those bodies and eliciting input regarding items under consideration.

An annual report summarizing the work of the Reedley College Council will be prepared by the Office of the President and distributed to the College community.

The Reedley College Council will use consensus building as its principal method for decision making for items of discussion and single action. However, in cases where consensus cannot be reached, a vote will be taken following parliamentary procedure and the designated quorum. In the case of 1<sup>st</sup> and 2<sup>nd</sup> read items for constituency review, parliamentary procedure and a designated quorum will be utilized as follows: first read items will be non-action discussion, and second read items will be acted upon for recommendation to the president.

If the College President or other primary decision maker rejects a recommendation of the College Council, the College President or other primary decision maker will provide a written explanation to the Council members of why the recommendation was not accepted. In addition, the College President or other primary decision maker will include a statement to the individual or group to which the decision is to be forwarded (usually the Chancellor or Board of Trustees) that his/her recommendation differs from the College Council.

College Council Approved 10/10/12

Strategic Directions Updated 11/20/13

Revised 11.15.2017

College Council Approved 02/21/18

**Reedley College Strategic Goals :**

**1. Excellence in Education**

**2. Institutional Effectiveness**

**3. Leadership in Higher Education and Community Collaboration**

**4. Accreditation of Madera Community College Center**

**Subcommittees:**

The Reedley College Council may appoint one or more Council subcommittees consisting of one or more Council members, and any number of non-members, with such duties and responsibilities as the Council shall deem appropriate.