

Madera/Oakhurst Faculty Association (MOFA) Operating Agreement

Purpose:

Under the auspices of the Reedley College Academic Senate, the Madera/Oakhurst Faculty Association represents faculty of the Madera and Oakhurst Community College Centers with regard to academic and professional matters that uniquely impact these locations.

Product:

Recommendations on academic and professional matters of unique impact to Madera and Oakhurst Community College Centers

Jurisdiction:

The Madera/Oakhurst Faculty Association is a subcommittee of the Reedley College Academic Senate.

Composition:

Membership in the Association shall automatically be conferred on all full-time and part-time faculty whose principal employment is at any of the campuses that comprise the Madera Center and Oakhurst Campus. Principal Employment shall be interpreted as at least sixty percent (60%) of the employee's contract load at the Madera Center and/or Oakhurst Campus.

Voting Membership:

Voting members shall consist of the Executive Council and Faculty Representatives:

- Executive Council
 - President
 - Vice President
 - Secretary
 - Past President
- Faculty Representatives
 - Division Representative from each division
 - An additional representative per division if the division is large enough, per the Madera/Oakhurst Faculty Association Constitution
 - A representative from the Oakhurst Center who teaches at least one course per year at the Oakhurst Center

Meetings Schedule:

Regular meeting times will be the first and third Tuesday of each month from 2:30 to 4:00 p.m. Special meetings may be called as needed.

Quorum:

A quorum shall be declared when a majority of the full membership of the voting membership is present. Vacant positions, non-voting members, and students do not affect quorum.

Business may be discussed in the absence of a quorum, but no official action shall be taken on behalf of the Association

Vote via Email:

Vote via Email will be called when appropriate

Operating Procedures

A clearly labeled agenda will be distributed to Association members at least 72 hours prior to each meeting (weekend and holidays excepted). The agenda will show the time and location of the meeting with an invitation for all interested parties to attend. Meeting agendas and minutes will adhere to “Brown Act” regulations.

Clearly labeled meeting minutes will be distributed to Association members and posted in prominent areas for all to review. In addition, a webpage will be constructed where meeting agendas and minutes will be posted.

Faculty representatives will be responsible for keeping their respective groups informed regarding activities of the Madera/Oakhurst Faculty Association by reporting back to those bodies and eliciting input regarding items under consideration.

An annual report summarizing the work of the Madera/Oakhurst Faculty Association will be prepared the Madera/Oakhurst Faculty Association President and distributed to the College community.

In general, the Madera/Oakhurst Faculty Association will follow its Constitution and By-Laws and the meeting structure will follow Robert’s Rules of Order.

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 Madera/Oakhurst Faculty Association may appoint one or more subcommittees consisting of one or more members, and any number of non-members, with such duties and responsibilities as the Association shall deem appropriate.