

College Council Operating Agreement

Purpose:

The Reedley College Council is charged with the responsibility of formulating plans, procedures and practices for the Reedley Campus; it thereby charges those campus committees within its jurisdiction to accomplish specific tasks in such areas as: accreditation, budget, facilities, program review, strategic plan, student equity, and technology. The Council is responsible for reviewing and reporting the progress and accomplishments of the work of campus 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 campus committee that contributes to/oversees functions at the campus of 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 Executive Cabinet
- Three Members from the Academic Senate (Vocational, Non-teaching, and At Large (non-vocational instructional))
- Two Members from the Classified Senate
- Two Members from the Associated Student Body
- One Member from of SCFT/AFT
- Two Members from CSEA
- One Member from Certificated Management
- One Member from Classified Management
- One Dean of Instruction
- One Member from the Madera Oakhurst Faculty Association (President)

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."

Meetings Schedule:

Regular meeting times will be the second and fourth 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.

Operating Procedures

A clearly labeled agenda will be distributed to Council members 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. Clearly labeled meeting minutes will be distributed to Council 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.

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. However, in cases where consensus cannot be reached, a vote will be taken following parliamentary procedure.

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.

Reedley College Strategic Directions:

3.4 Ensure continuous integration and implementation of the colleges' Program Review and Student Learning Outcomes assessment to improve institutional effectiveness.

5.1 Establish systems and procedures that increase collaboration between Reedley, Madera, and Oakhurst that work towards the integration of policies, uniformed procedures and processes.

5.5 Develop and implement an integrated planning and resource allocation process that

aligns with the Strategic Plan.

6.1 Engage in open and clear communication between Reedley College and the District.

6.2 Promote communication and collaboration about college programs, services, and activities between Reedley, Madera, and Oakhurst.

6.4 Maintain and improve communication between Reedley, Madera, and Oakhurst and their surrounding communities.

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.