Ohlone College
College Council / By-Laws

Modified and Approved 8/13/08; 9/9/08; 11/12/08; 8/12/10; 6/16/10; 9/13/10;
2/13/12; 4/9/12; 5/12/14; 4/25/16

Article 1. Name

The official title of the shared governance body for the Ohlone Community College
District shall be the Ohlone College Council.

Article 2. Purpose

a. The purpose of the Ohlone College Council, in keeping with Board Policy, is as follows:
   i. To ensure that appropriate members of the district participate in developing
      recommended administrative procedures that have a significant effect on
      faculty, staff and/or students for the college President's action.

b. The purposes of the Ohlone College Council, in keeping with direction of the
   President/Superintendent for shared governance of the college, are as follows:
   i. To ensure that appropriate members of the district participate in developing
      and reviewing recommended college annual budgets, annual strategic plans,
      and major facilities planning prior to their adoption by college officials and
      responding to college-wide initiatives and external mandates.
   ii. To ensure that all members of the college community have access to
       information regarding ongoing developments and issues and that there is an
       opportunity for input on issues that have an effect on faculty, staff and/or
       students, as well as administratively and mutually agreed upon shared
       governance matters.

c. Responsibilities of the Council include endorsement of the following:
   i. College Strategic Plan
   ii. Educational Master Plan
   iii. Facilities Master Plan
   iv. Technology Master Plan
   v. Institutional Improvement Objectives
   vi. Accreditation Self- Evaluation and other accreditation reports
   vii. College Security Master Plan

d. The Council meets the requirements of AB 1725 and Board Policy.

e. In matters concerning "Academic-Professional Matters" (Title V, 53200), the
   Administration consults collegially with the Faculty Senate according to Board
   Policy.
Article 3. Membership

a. Membership of the Ohlone College Council includes 16 voting and 6 ex-officio members. Composition of the Council is as follows:
   i. Six full-time faculty and one adjunct faculty, appointed by the Faculty Senate. The part-time representative will be compensated in the form of a stipend at the end of each semester.
   ii. Two students, appointed by the Associated Students of Ohlone College (ASOC).
   iii. Four classified staff:
       • Two classified staff appointed by CSEA
       • Two classified staff appointed by SEIU
   iv. Three administrators, appointed by the President/Superintendent from the “DDAS” / Deans, Directors, & Administrative Staff membership. Three of the four areas detailed below are represented on the College Council at any given time:
       • Academic Administrator or confidential employee
       • Student Services Administrator or confidential employee
       • Administrative Services Administrator or confidential employee
       • Administrator or confidential employee from the departments that report to the President’s office*
         *The President’s office employees, Institutional Research & Planning, College Advancement, and the Ohlone Foundation.
   v. Six ex-officio (non-voting) members:
       • College President/District Superintendent
       • Vice President for Academic Affairs/Deputy Superintendent
       • Vice President for Administrative Services
       • Vice President for Student Services
       • Associate Vice President, Human Resources
       • Associate Vice President, Information Technology

b. The Assistant to the President serves in a support capacity for all College Council meetings.
   i. Support for College Council is defined to include assembly of Council agendas (under the direction of the two Council Co-chairs), preparation of Council meeting minutes, and logistical preparation for and attendance of College Council meetings, including bi-annual Council retreats.

c. Council members serve a two-year term with the option to serve an additional term. A term begins and ends with the last scheduled meeting date of the academic calendar.
   i. The constituent group could petition College Counsel to have a current member serve a third term.

d. Each constituency group determines both their member and alternate members.
e. Any Council vacancies are filled by the constituent group responsible for making the appointment for that seat.

**Article 4. Officers**

a. College Council meetings and other activities are facilitated by two Co-Chairs.

   i. The President/Superintendent (non-voting)
   ii. One Council member, nominated by the Council and elected by a majority vote of the Council membership.
   iii. The College Council Co-Chair shall not serve, simultaneously, as the President of Faculty Senate or Chair or President of a negotiating unit.

b. Either Co-Chair may preside over meetings during the absence of the other Co-Chair.

c. The elected Co-Chair continues to be regarded as a representative, and counts toward the representation total, of their respective constituent group.

d. To be nominated as Co-Chair, a person must have served at least one semester on College Council and be appointed to serve for the next two years following their nomination.

e. Every other year, at the last meeting of College Council for the academic year, the Council members who will be serving in that year will elect a Co-Chair from amongst their membership.

f. The elected Co-Chair serves a two-year term and can be re-elected for an additional two-year term.

g. Vacancies in the elected Co-Chair position shall be filled using 4(a)(ii).

h. The elected Co-Chair acts as a mentor to student Council members regarding Council business and participation.

**Article 5. Meetings**

a. The College Council conducts all meetings in open session.

b. A quorum, consisting of any number of voting members greater than one-half, is required for any College Council decision.

c. Meetings are scheduled a minimum of once per month.
   i. The College Council membership decides by consensus the day, time, and length of Council meetings.
ii. The Council reserves the right to cancel and/or reschedule any Council meeting that conflicts with the needs of the Council.

iii. Rescheduling of a Council meeting, except in the event of an emergency, requires 72 hours prior notice to the college community.

d. Official minutes and meeting notes of actions taken by the College Council shall be maintained and distributed through posting on the college web site.

e. Two College Council retreats will be held each year, as and when needed. It is agreed that Council retreats are “non-voting” meetings.

Article 6. Agendas

a. College Council agendas are constructed by the President/Superintendent and the elected co-Chair.

b. Items placed on the agenda are based on project schedules, District initiatives, and requests from College Council members or members of the college community.
   i. Items for the Agenda must be submitted one week prior to the meeting at which it will be presented as information.
   ii. All non-emergency items are placed on the next available agenda as information items.
   iii. Persons bringing information items to the Council should make copies of relevant materials to distribute before, or at least during, the information meeting.
   iv. Information items the Council wishes to address are forwarded to the next available agenda as action items.
   v. Items may be declared an emergency and put on the agenda at any meeting by a two-thirds (2/3) vote of the Council quorum.
   vi. Persons knowing of emergency items after the Council agenda is published, but before the next Council meeting, are requested to alert the Council Co-Chairs.

c. Agendas of College Council meetings are provided to the college community in advance of each meeting through posting on the college web site and via “announcement” e-mail.
   i. Every reasonable effort will be made to provide the agenda, draft minutes and meeting documents to College Council members two working days in advance of the meeting.

d. Any College Council committee requesting College Council endorsement for a plan or action will provide documentation to Council for a 1st and 2nd reading, allowing reasonable time for Council representatives to consult with and/or inform constituent groups for feedback (“looping”) purposes.

Article 7. Committees
a. In as much as the College Council represents the only District-wide deliberative body, including but not limited to negotiation units, and includes representation from all the campus constituencies, it also acts as the Strategic Planning Committee for Ohlone College.

b. College Council may establish one or more standing or temporary Council committees to achieve the college’s strategic goals or objectives, consisting of one or more Council members, with such duties and responsibilities as the Council deems appropriate.
   i. Any standing committee reporting to College Council will have representation from CSEA, SEIU, faculty, administration, and students (whenever possible), appointed by the constituency/representative groups.
   ii. Any temporary committee (task forces, ad hoc committees, work groups, etc.) will consist of volunteers from College Council and subject experts, as deemed necessary. Temporary committees will report back to College Council for discussion, constituent group feedback/looping, and a final decision will then be made by College Council members during a regularly scheduled meeting.
   iii. These committees' results are regularly reported to College Council for consideration and recommendation to the President/Superintendent.
   iv. College Council may disband committees that no longer serve the purpose of achieving the college’s strategic goals or objectives, or that are no longer consistent with the College Council bylaws.

**Article 8. Parliamentary Authority**

a. These Council by-laws recognize the special relationships mandated by Title V, AB1725 and the Ed Code between the Board of Trustees and the faculty, staff, and students.

b. The College Council organizes its work and deliberations according to other standards and procedures it shall develop as it deems necessary.

**Article 9. Amendment of By-Laws**

a. Any member of the College Council may propose an amendment to the by-laws.

b. These by-laws can be amended with a 2/3 vote of the members present, if notice has been given during the prior meeting. Otherwise, it requires a majority of the entire Council membership to amend any By-Law.

c. After these by-laws have been in effect for one year, the College President, Administration, Faculty Senate, Classified Staff and ASOC shall review the by-laws
and consult collegially, at which time the by-laws may be amended in accordance with the Amendment Provision herein.