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;
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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. New policies that require collegial input and administrative procedures and
        other issues with college-wide impact

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’ office employees; Office of Research and Planning; The Ohlone Foundation, Community Relations, and Marketing; Human Resources and Training; and Information Technology Services)
   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, in a timely manner.

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

f. Comments from meeting attendees are welcome and received respectfully. It is expected that members of the Council report and gather input from their respective constituencies on matters under discussion by the College Council. In addition, every effort is made to keep the college community informed about what is occurring at College Council Meetings. The College Council co-chair sends out communiques to the college community highlighting topics of particular interest.

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. Definitions

i. Standing Committees: The College Council oversees and receives regular input from standing committees that report to it. The following standing committees are established to achieve the College Mission, Strategic Plan goals or objectives:

- Budget Committee
- Facilities and Sustainability Committee
- Technology Committee
- International Education Committee
- Student Equity Working Group

- 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.

- Standing Committee results are regularly reported to College Council for consideration and recommendation to the President/Superintendent.

ii. Temporary Committees: Temporary Committees may consist of task forces, ad hoc committees, or work groups established (a) to achieve the College Mission, Strategic Plan goals or objectives, and (b) for the specific purpose of completing a defined project, usually short term in duration, that report back discussion, and provide feedback or recommendations that will facilitate the College Council in making a final decision.

- Any temporary committee will consist of volunteers from College Council for discussion, and constituent group feedback/looping. A final decision will then be made by College Council members during a regularly scheduled meeting.

- ii) The College Council has the prerogative to make a temporary committee a permanent committee.

iii. Academic Professional matters (Title V, 53200) should be referred to the Faculty Senate for consultation and follow-up.
b. College Council Standing Committee Membership and Co-Chairs
   i. The composition of College Council Standing Committees should parallel that of the College Council and include member representation from the following constituent groups:
      - Faculty (6 full-time and 1 adjunct)
      - Students (2)
      - Classified Staff (4)
      - Administrators (3)
   ii. A major consideration in committee selection should be volunteers interested in a particular committee. However, in the event of committees not achieving an adequate number of volunteers, constituent/representative groups may appoint members (e.g., Faculty Senate, CSEA, SEIU, ASOC, Administration).
   iii. Non-Administrative Co-Chairs should be nominated and elected by the Committee membership.
   iv. It is recommended that Co-Chair candidates have served at least one semester on their respective committee before being elected as a Co-Chair.
   v. All committee members should participate regularly in committee meetings. If committee members do not participate, the Co-Chair should report back to the respective constituent group.

c. Committee Formation
   i. The College Council may establish one or more standing or temporary Council committees to achieve the College Strategic Plan goals or objectives, or to provide input on relevant administrative procedures, with such duties and responsibilities, as the Council deems appropriate.
   ii. Any person or group expressing interest in forming a College Council committee (standing or temporary) must obtain sponsorship from a current member of College Council. The member will then ask the College Council during the ‘Suggest Future Topics’ section of the agenda to add the topic of the proposed committee’s creation to an upcoming meeting.
   iii. If the College Council agrees to add the topic of creating the committee to a future meeting, the presentation made by the person or group must address the following:
      - How does the committee align with the mission, goals, values or objectives as outlined in the College Strategic Plan?
      - Does the issue effect the College as a whole?
      - Proposed name of the committee
      - Purpose of the committee
      - Expected lifespan of the committee (standing or temporary)
      - Anticipated number of members
      - Anticipated meeting frequency
   iv. After review of the information presented, the College Council will approve, deny or postpone the request to establish a temporary
committee. This action will occur at the next regularly scheduled meeting of the College Council following the presentation of the topic. If more information is needed, this will warrant a postponement decision. The College Council will then ask the sponsoring College Council member and the person/group making the presentation to return with information requested by the College Council at a subsequent college council meeting. At the next regularly scheduled College Council meeting following the second presentation to the College Council, the College Council will approve or deny the request to establish a temporary committee.

v. If approved, newly established committees will be on a probationary basis for one year and will be required to report back progress to the College Council during their probationary period. Continuance of the committee thereafter is subject to approval by the College Council.

d. Disbanding College Council committees
i. The College Council may disband committees that they are responsible for. Disbanding a committee may occur when its purpose has been achieved; it no longer serves the purpose of achieving the College Mission, Strategic Plan goals or objectives; or its purpose and activities are no longer consistent with the College Council by-laws.

e. Merging College Council committees
i. College Council committees may be merged upon approval by the College Council when purposes and goals overlap and where resource efficiencies may be realized. An approved merged committee must update its purpose, goals, meeting schedule and membership. Those updated items must be reviewed and approved by the College Council.

f. Guidelines for Committee Presentations to College Council
i. Committees should report 1 – 2 times per year.
ii. The presentation agenda should include the following:
   • Purpose of Committee; what is it charged with?
   • Who is on the Committee/ When do they meet?
   • What are the Committee goals? How do they relate to the Strategic Plan goals?
   • What’s on the website?
   • What are the hot topics or have you done an assessment? What are your findings?
   • What are the committee objectives and action plans for the current fiscal year to accomplish their goals? Action Plan detail:
     • What are the timelines / milestones/due dates for completion?
     • Who are the responsible parties?
     • What resources are needed?
• What has been accomplished for the past fiscal year (or since the last CC presentation) toward achieving the committee objectives?
• How have your accomplishments benefitted the campus?
• Are there any other priorities?
• Is there anything the committee should be doing differently? What’s working and what’s not?

Next steps

iii. Presentations should be approximately 20 – 30 minutes, including 10 minutes for questions and answers.

**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.