

College Council is established under Procedure 2125 regarding Shared Governance.*

Shared Governance is based on: trust, openness, and respect, participation and involvement, timely communication and feedback, flexibility and adaptability. Wherein, the free expression of dissent or minority views, which, once expressed, do not impede the progress of consensus or the decision-making process.

I. MISSION STATEMENT

College Council is the preferred vehicle for addressing issues that concern the College as a whole, such as mission clarification, instructional priorities, and budget.

II. PURPOSE

The College Council (CC) will:

1. Support and promote the college Mission Statement to create, support and promote lifelong learning.
2. Represent and provide leadership to employees of Northland Pioneer College.
3. Maintain and facilitate communication among staff, administration, and faculty through appropriate communication channels.
4. Provide a forum where common concerns and issues among employees relative to policy and procedure review can be discussed and where information, opinions, and innovations can be shared.
5. Provide a vehicle for collective action in making and supporting resolutions/recommendations to the college President.
6. Receive and take action on recommendations from various students, staff, faculty, and administrative groups.
7. Discuss issues pertaining to the strategic plan and how the budget is impacted.

III. MEMBERSHIP

A. In a leadership role, the College Council Representatives reaffirm their commitment to affirmative action and equal opportunity for all employees.

B. *Membership may include (but is not limited to) five faculty members appointed by the Faculty Association (NPCFA), five staff members appointed by Classified and Administrative Staff Organization (CASO), five administrative staff, and two student representatives.*

* Italicized wording within this document are verbatim from Procedure 2125 regarding Shared Governance.

COLLEGE COUNCIL OPERATONAL GUIDELINES

C. Terms are *two years* and members may serve consecutive terms.

D. Voting Members:

- Appointed College Council Representatives.

E. Non-voting Participation if not identified as a Voting Member:

- The Human Resources Director, will serve as the administrative liaison to the Employee Relations Committee (ERC).
- The Dean of Students will serve as the administrative liaison to the Enrollment Management Committee (EMC).
- NPCFA Representative.
- CASO Representative.
- All other College employees.
- Guests.

IV. MEETINGS

A. Time and Site

1. *The Council meets monthly during the academic year.*
2. Regular meetings will generally be held the first Friday of every month in Video 1 starting at 1:30 PM or other time agreed on by the committee.
3. Special meetings require a minimum of two working days notice and may be called to transact business or to study and discuss matters brought to the council for immediate attention.

B. Attendance

1. If unable to attend, it is the responsibility of representatives to notify, in writing (memo, e-mail), the Recorder of their approved absences.
2. Three (3) or more unexcused absences during the calendar year shall be brought to the Council's attention for appropriate action.
3. College Council Representatives who incur two (2) or more unexcused absences within the calendar year may be reported to their respective organization for removal from the Council after being notified in writing of the intent to do so.
4. Excused absences include, but are not limited to, other work responsibilities, work emergencies, sickness/injury, and vacations.
5. The Officers will evaluate continuous non-attendance resulting in lack of representation.
6. If the Officers determine this non-participation is detrimental to performance of the responsibilities of a representative, the Chair shall request the resignation of such representative.
7. Any Officer can be removed from office for non-attendance of three (3) meetings with or without an excuse as deemed necessary by the remaining representatives, a recommendation will be presented to the council during a regular meeting.

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8. An Officer will be removed from office by a majority vote of the College Council Membership.

C. Agenda

1. The agenda for meetings will be developed by the Chair and may include items proposed by council representatives, college employees, or students.
2. Agenda call items must be submitted to the Chair two weeks in advance of the regularly scheduled meeting and will be reviewed by the Agenda Call Items Committee prior to placement on the agenda as New Business.
3. The Chair may authorize modifications to the agenda.

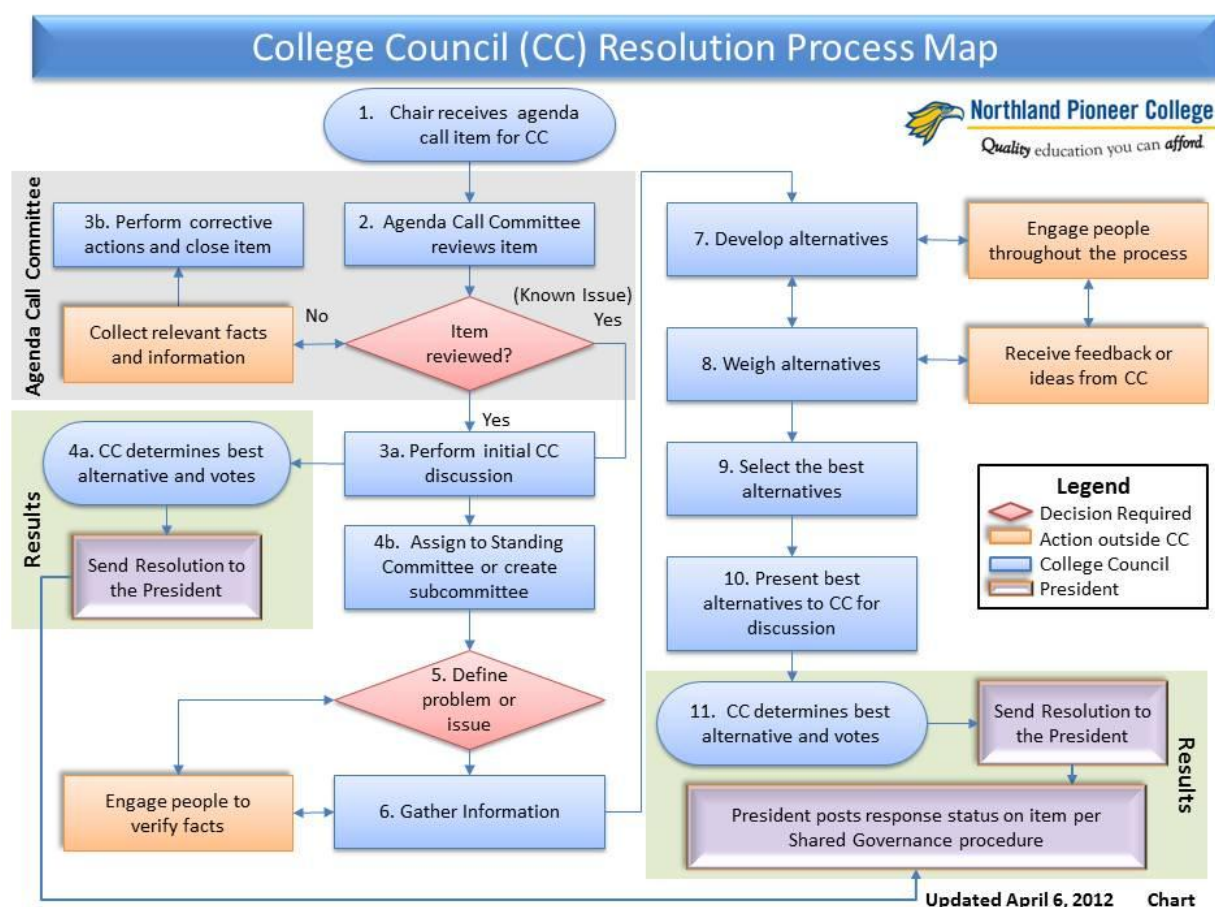
D. Resolution Process

Any college employee or organization may present an item or proposal to the Council for consideration as a resolution by the voting membership. A resolution is defined as a formal expression of opinion, voted on and passed by the majority of group membership. The President will respond to resolutions in a timely manner (within six weeks), accepting, declining or referring to another body (to promote the purpose of shared governance). See chart College Council (CC) Resolution Process Map.

1. Chair receives items during the agenda call period prior to each meeting.
2. Chair places or delegates placement of each item to the bottom of the College Council Agenda Call Items Committee spreadsheet found on the main page of the College Council group on MyNPC for committee member access. This spreadsheet will be updated regularly to follow each item through completion and will be made available to the college community.
3. College Council (CC) meets regularly to determine the best way to address each item to provide an appropriate and timely response. Each item may be processed in the following ways:
 - a. Either with or without follow-up information being provided, CC may oversee actions that will lead to the closure of an item.
 - b. After an item is determined to require the direction of College Council it is forwarded to the Chair to be included on the next meeting's agenda under New Business for discussion that may lead to determining the best alternative and the voting in of a *resolution* to be sent (or *posted*) to the President for a response.
 - c. After an item is determined to require the direction of College Council it is forwarded to the Chair to be included on the next meeting's agenda under New Business for discussion that leads to assigning the item to a standing- or sub-committee for processing.
 - i. Define problem or issue
 - ii. Gather information
 - iii. Develop alternatives
 - iv. Weigh alternatives
 - v. Select the best alternatives

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- vi. Present best alternatives to CC for discussion
- vii. CC determines best alternative and votes to send (or *post*) a resolution to the President.
- 4. Chair forwards resolutions to the College President.
- 5. College President posts response on item per Shared Governance procedure.
- 6. Once President's response is received or posted, Recorder updates the item's status on the Agenda Call Items spreadsheet on MyNPC.



E. Other Business Process (For items that do not require a Resolution)

College Council (CC) meets regularly to determine the best way to address each item to provide an appropriate and timely response. Each item may be processed with or without follow-up information being provided; CC may oversee actions that will lead to the closure of an item without a resolution.

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F. Voting

1. To take action on an item, College Council must have a quorum present equaling a majority of the current voting membership.
2. Prior to a vote, the Recorder verifies that a quorum is present.
3. College Council makes decisions by consensus. Any approved decision will be put to a vote and must be passed by a majority of the members in attendance.
4. In the case of an excused absence, a representative may send a substitute to the Council meeting who will not be considered a voting member.

V. OFFICERS

The Officers shall be elected from among the voting Representatives and will serve as the Chair, Vice-Chair, and Recorder. They shall perform the following duties:

- *Chair*
 - Conducts all College Council meetings.
 - Sets and distributes agenda for all meetings by the Monday prior to the meeting.
 - Distributes minutes for approval with the agenda.
 - Requests a call for agenda items from ALLNPC two weeks prior to each regularly scheduled meeting.
 - Requests that timely reminders of upcoming meeting be sent to ALLNPC.
 - Calls for subcommittee reports prior to each meeting.
 - May approve modifications to the agenda as needed.
 - Designates ad hoc committees and appoints members.
 - Notifies, in writing, a Representative of the intent to remove them from the Council if the Officers decide that it would be in the best interest of the Council.
 - Appoints an interim in the absence of the Recorder.
 - Attends the District Governing Board Meetings as needed.
 - Presents information to the Administration as needed.
 - Presents all approved resolutions to the College President for consideration.
 - Maintains all materials relevant to Council business.
 - Identifies group “Leaders” for updating MyNPC group page.
 - Updates and maintains the College Council group on MyNPC or assigns a designee.
 - Updates and maintains the College Council Web Site.
- *Vice-Chair*
 - Serves as Chair in the Chair's absence.
 - Schedules rooms for meetings and provides the meeting schedule to providers, notifies council members of changes in meeting location.
 - Assists the Chair in scheduling required guests for meetings requiring additional research and or background knowledge.
 - Leads the election committee so that *at the final meeting in May* elections are held for a chair, vice-chair, and recorder to begin service upon election and for the following academic year.

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- *Recorder*
 - Records and forwards the draft minutes within two weeks after the regularly scheduled meeting to current Officers.
 - Organizes the Agenda Call Items Committee.
 - At beginning of term, request DVD copy of Council meetings from IS. After minutes are approved destroys copy. IS keeps official recording of meetings for six months.
 - Provides Council Representatives with current lists and the following documentation: voting members, locations, telephone numbers, committees and membership, and annual calendar of regularly scheduled meetings.
 - Composes and/or distributes memoranda, letters, and e-mail as assigned.
 - Records and reviews attendance at meetings.
 - Verifies that a quorum is present prior to voting.
 - Advises the Chair of any Representative who has incurred three (3) or more unexcused absences during the academic year.
 - Sends reminder notices to members who have missed two (2) consecutive meetings.
 - Researches past records of College Council as requested.
 - Email approved minutes to archives@npc.edu. File name sent should follow this format “College Council Minutes mm-dd-yy” and minutes should have a one inch left margin for binding.
 - Confirm posting on NPC Archives <http://www.npc.edu/about-npc/npc-archives>.
 - Provides assistance to College Council Officers and subcommittees as needed.

VI. NOMINATION AND ELECTION OF COLLEGE COUNCIL OFFICERS AND MEMBERSHIP REPRESENTATION

The Vice-Chair shall establish and lead an Election Committee from the council membership. The Election Committee will be responsible for the nomination and election process of officers beginning in March of each year. The Election Committee will refer to best practices from past elections as a resource for establishing timelines and processes. In addition, this committee will ensure that appointed vacancies are identified and filled by the respective organization and the new members are invited to the May meeting.

The Election Committee is charged with facilitating an election process and providing the opportunity for fair, equitable, and balanced representation.

The Election Committee will ideally consist of members who are in the second year of their term, or who are not planning to remain on the committee. Preferably the Election Committee will have a representative from multiple locations. Members of the Election Committee who are nominated for re-election must resign from this committee.

In the event of a resignation, a special election will be held.

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- *The Election Committee will:*
 - Develop a timeline based on the established process.
 - Prepare and distribute nominations based upon the established timeline.
 - Notify nominees to see if they are willing to serve.
 - Presents a slate of officers at the April meeting.
 - Determine the number of appointed vacancies for the upcoming year and assists with identifying replacements as needed.
 - Update the best practices resource as needed, for use in future elections.

VII. COMMITTEES AND SUBCOMMITTEES

All standing committees report to College Council. Each Standing Committee of College Council will include a member of the Council to facilitate communications, referrals of items and report-outs. Standing committee chairs will forward minutes and action items to the chair within five working days of committee meetings and forward an annual report in May. The report shall include accomplishments and initiatives for the following year. When a Standing Committee has reached a clear consensus on an item, the committee may submit the result to the Council as information or as a recommendation. If consensus is not reached, a minority and a majority advocate may appear before the Council.

Additional standing committees shall be created by resolution and approval of the President. The College Council may create temporary, ad hoc committees to address specific issues or concerns.

Rules for internal organization may be determined within and for the Council as a separate entity. In particular, the duties, membership, and scope of each standing committee may expand or contract in response to the demands at the time. It is intended that each subcommittee meet monthly.

- Standing and ad-hoc committees may be established for the discharge of particular duties and shall serve in an advisory capacity.
- The preferred way to establish committees will be from Council Representatives who express an interest to participate on such committees. In the event of no voluntary or ample participation, it is the Chair's responsibility to appoint members as required to form a functional committee.
- Non College Council member participation may also be deemed appropriate.

Designated Standing Committees:

- *Employee Relations (ERC): Reviews and coordinates issues related to human resources*
- *Enrollment Management (EMC): Reviews and coordinates issues related to enrollment*
- *Sustainability (SC): Reviews and coordinates issues related to sustainability*
- *Strategic Planning and Accreditation Steering (SPASC): Creates and maintains a College Strategic Plan for presentation annually to the District Governing Board; maintains the College's good standing with the Higher Learning Commission.*

VIII. AMENDMENTS

College Council Operational Guidelines may be altered, repealed, amended, or added to by a majority vote of representatives attending any regular meeting or special meeting called for that purpose with the following stipulation: Notice of intention to move for such an amendment or change shall have been filed with the Chair of the Council and read at the previous regular meeting, provided each representative of the Council shall have been furnished with a copy of the proposed amendment or change to be acted upon at that regular meeting.

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