

NORTH SEATTLE COLLEGE

COLLEGE COUNCIL BYLAWS

Revised 10/23/2024

PREAMBLE

It is the intent of the college administration to encourage all constituencies to formulate effective decision-making processes of the college through involvement in the College Council.

The role of the College Council is to ensure that the members of the college community will have the opportunity to participate actively and collaboratively in the development of the College's guidelines and help inform district policies and procedures.

By involving the College Council in such matters, the college administration seeks to foster and support an institutional climate of openness, trust and collaboration by all constituencies in the institution's decision-making processes.

Although the College Council will be the normal channel for institutional decision-making, there may be extenuating circumstances and/or emergency situations that require an immediate institutional response by the College President without the involvement of the College Council.

FUNCTION

The College Council, on behalf of the college community, shall advise the President on matters vital to the mission fulfillment and objectives of North Seattle College. Its functions shall be to:

- Oversee the development and the implementation of the College's Institutional planning through an inclusive, participatory, and transparent planning, evaluation, and resource allocation process
- Provide oversight to the College's compliance with Accreditation standards and requirements.
- Review guidelines and practices to assure our compliance with Seattle Colleges District Policies and Procedures and forward its recommendations to the President.
- Provide oversight to NSC councils, committees and task forces.
- The College Council shall not deliberate over issues specified in the faculty, professional and classified staff collective bargaining agreements with the Board of Trustees nor shall it deliberate on issues related to the operations of the District office, personnel issues, or issues related to the daily operations of the College.

MEMBERSHIP

The College Council shall consist of four regular members and one alternate from each of the following constituency: faculty, professional staff, classified staff, exempt staff, and students. In addition, cabinet members shall serve as ex-officio members to provide programmatic feedback and recommendations.

Membership shall be open to all permanent exempt and classified employees, all faculty and all students.

Each constituency shall select its members according to the processes determined by that constituent group.

- The Faculty Senate shall be responsible for selecting the faculty representatives, that would include the NSC Faculty Senate chair(s) Instructional Deans may help identify interested candidates from their respective areas. Faculty representatives should reflect a mixture of professional-technical, transfer, and basic skills faculty.
- The Classified Staff union leadership and classified members of the STARS committee shall be responsible for the classified staff representatives, that would include the WFSE chair(s).
- The AFT Pro – Staff union leadership shall be responsible for selecting the Professional representatives, that would include the AFT Pro chair(s).
- Student Leadership and Engagement serving in the capacity as the administrative liaison to the Student Administrative Council shall be responsible for the selection of the student representatives.
- The President shall be responsible for the selection of exempt representatives from the Deans or Directors group.

All efforts shall be made to appoint members prior to the first meeting of the Fall Quarter.

VOTING

All 20 regular members of the College Council, including the Chair, are voting members. Alternates vote only when a regular member from the same constituency is absent.

The College President, Cabinet members are ex-officio members of the College Council and have no voting rights. The College President shall designate a staff person or persons to provide support services in the implementation of the business of the Council, but that person or those persons shall not have voting rights.

How each member votes on Council motions shall be recorded in the Council minutes.

TERMS OF SERVICE

Members shall serve a three-year term with the exception of the student representatives who serve a one-year term. Student representatives have an option to renew for up to two additional years. Terms of service shall be staggered so that there will be a combination of returning and new members each academic year.

Alternates shall serve a minimum of one year and a maximum of three consecutive years.

In the event a member is not able to fulfill the responsibilities of council membership, the Council Chair shall notify the constituent group and request that action be taken to ensure full representation of the Council.

Replacements for vacant member positions shall fulfill the unexpired term of office of the member who is being replaced.

OFFICERS

During **Spring** Quarter, the council shall elect a Vice-Chair from among its current members. The Vice-Chair serves in that capacity for one year and serves as Council Chair the following year.

The Chair and Vice-Chair responsibilities include

- (1) meeting regularly with the College President,
- (2) developing meeting agendas,
- (3) chairing council meetings, and
- (4) communicating with the college community about issues addressed by the Council.

The **designated staff position(s)** shall be responsible for two support functions for College Council and may be filled by a single person or two separate staff members as directed by the President:

Recordkeeping

- (1) recording minutes and attendance;
- (2) maintaining a current log on the status of all proposals submitted to the Council;
- (3) maintaining a permanent record of the College Council's business that shall be forwarded to the President's Office at the end of the academic year.

MEETINGS

College Council meetings shall be conducted in open meetings at all times.

Council meetings shall be held at a minimum of once per month in accordance with Robert's Rules of Order, Newly Revised.

A proposed agenda for each scheduled meeting shall be prepared at least one week prior to the meeting.

Minutes of each meeting shall be prepared and distributed to the college community within five business days of the College Council meeting where the minutes of the previous meeting are approved.

QUORUM

A majority of voting members, including the Chair, shall constitute a quorum. The college council intends to carry out a motion by consensus using defined voting rights. If consensus is not

achieved, the college council shall share the outcome of the motion representing majority and dissenting opinions for the President's final decision.

AMENDING COUNCIL BY-LAWS

Amendments to Council by-laws require a two-thirds majority of voting members.