

**Des Moines Area Community College
College Council Charter
Provisional**

Article 1
Purpose

The Des Moines Area Community College (DMACC) College Council provides an organizational structure for the college and its faculty and staff to enact shared governance for collegewide issues. The Council will be chaired by a faculty or staff member chosen from among Council members and elected by said members. The purpose of the Council is to provide faculty and staff an opportunity for appropriate joint planning, input, and effort in the college's academic affairs.

Article 2
Membership

2.1 Membership of the College Council will include voting and non-voting members. Voting members of the Council are drawn from full-time faculty, adjunct faculty, full-time staff, and part-time staff up to and including level A6 who are currently serving on a collegewide committee or commission unless otherwise specified. Non-voting members are specified below.

2.2 Voting members:

2.2.1 The initial members of the College Council will serve provisional, one-year terms. The primary mandate of the first year of the College Council will be to finalize the structure of representation on the College Council and to set up the College Council's website and communication infrastructure.

2.2.2 The specific, long-term composition of voting members will be determined by the members of the inaugural College Council according to the above criteria after they have had the opportunity to evaluate and propose changes to the current committee structure at the college. Long-term voting composition will be determined within the first calendar year from the founding of the College Council.

2.3 Non-Voting Members

2.3.1 Vice President of Academic Affairs (VPAA)

The VPAA is ex-officio and is a non-voting member. The VPAA can send a delegate as a representative to Council meetings.

2.3.2 Vice President of Enrollment Services and Student Success (VPES)

The VPES is ex-officio and is a non-voting member. The VPES can send a delegate as a representative to Council meetings.

2.3.3 Past Chair

The Past Chair will serve in an ex-officio capacity for a one-year period following the year in which they were the chair.

2.3.4 Closed Sessions

The College Council may at times ask ex-officio members to absent themselves in cases when their presence might limit open discussion of sensitive issues. In such cases, a summary of that discussion will be provided in Council minutes.

Article 3

Elections, Terms, Vacancies

Members of the Council will be elected by their peers. The term of service for the position is two years.

Section 3.1 Elections. Elections will be conducted consistent with the purposes of the Council and according to established academic division practices.

3.1.1 Procedure. Election procedure will be determined by the members of the inaugural College Council according to the above criteria after they have had the opportunity to evaluate and propose changes to the current committee structure at the college.

3.1.2 Council Chair. Nominations for Council Chair will be taken during the May Council meeting. A vote will be taken during the August Council meeting. Council members entering the second year of their term are eligible to be nominated for Council Chair. The Council Chair will be appointed based on majority vote.

3.1.3 Council Secretary. Nominations for the Council Secretary will be taken during the May Council meeting. A vote will be taken during the August Council meeting. Council members entering the first or second year of

their term are eligible to be nominated for Council Secretary. The Council Secretary will be appointed based on a majority vote.

Section 3.2 Term, Number of Terms. Voting members will serve a two-year term. The term commences the first Council meeting of the academic year and ends the last Council meeting of the next academic year.

3.2.1 Full-time faculty/staff. Terms will be staggered to ensure one-half the full-time faculty/staff membership is elected each year. There is a two-term consecutive limit to the number of terms faculty or staff representatives may serve.

3.2.2 Adjunct faculty and part-time staff. Adjunct faculty and part-time staff will serve a two-year term. Adjunct faculty have a two-term consecutive limit.

3.2.3 Council Chair. The Council Chair will serve one year. The Council Chair will serve an additional year as Past Chair of the Council in an ex-officio, non-voting capacity.

3.2.4 Past Chair will attend meetings for one year after the election of the new chair.

Section 3.3 Vacant Memberships.

3.3.1 Council member replacements to fill vacancies will be conducted through an online vote facilitated by the Council.

3.3.2 Appointments to Council positions complete the term that applies to the elected member they replaced.

Article 4

Duties and Responsibilities

Section 4.1 Members. Members of the Council are responsible to:

4.1.1 Attend monthly meetings or designate an alternate from their committee or commission to attend in their absence.

4.1.2 Solicit and advocate questions from the relevant committee or commission.

4.1.3 Consider issues and recommendations referred by the VPAA/VPES.

4.1.4 Facilitate bilateral communications with college representatives on

relevant matters consistent with the purpose of the Council.

- 4.1.5 Study and process issues of importance and relevance to faculty and staff under the Council's purview by forming standing and *ad hoc* committees.
- 4.1.6 Appoint non-members to serve on *ad hoc* committees.
- 4.1.7 Serve as the sounding board for proposed policies that affect academic affairs, student services, and/or collegewide committees and commissions.
- 4.1.8 Make recommendations to the Vice President for Academic Affairs and/or the Vice President of Enrollment Services and Student Success.
- 4.1.9 Report Council activities to the college constituents whom they represent
- 4.1.11 Perform other functions consistent with the purposes of the Council which are adopted by the Council.

Section 4.2 Chair. The Chair is responsible to:

- 4.2.1 Solicit agenda items for Council meetings.
- 4.2.2 Create the agenda for Council meetings.
- 4.2.3 Preside over Council meetings.
- 4.2.4 Call meetings to order.
- 4.2.5 Conduct meetings according to agenda approved by the Council.
- 4.2.6 Facilitate meetings in a manner that promotes progress and a respectful environment where members discuss agenda issues.
- 4.2.7 Prepare an annual summary of the Council's accomplishments, ongoing initiatives, opportunities, and barriers to success.
- 4.2.8 The Chair or their designee will represent the Council at other meetings of interest to the Council, including the College Board of Directors meetings. The chair will regularly report to the Board as the Board agenda permits. The Chair will be mindful of confidentiality in these settings.
- 4.2.9 The Chair or their designee will attend regular meetings with Cabinet and/or Executive Committee and will serve as a conduit for communication between these groups and the College Council.

Section 4.3 Past Chair. The past chair will attend meetings for one year after the election of a new chair in an advisory role to the new Council.

Section 4.4 Secretary. The Secretary of the Council is responsible to:

4.4.1 Attend all meetings of the Council.

4.4.2 Record and maintain minutes of the Council.

4.4.3 Post approved minutes to the Council website.

4.4.4 Maintain relevant records of the Council in a permanent location.

4.4.5 Post the Annual Summary to the Council website.

4.4.6 Reserve meeting space.

4.4.7 Maintain Council website.

4.4.8 Monitor and maintain the use of Robert's Rules of Order (revised) [or alternate chosen framework] for the structure and conduct of meetings.

Section 4.5 Vice President for Academic Affairs/Vice President of Enrollment Services and Student Success. The Vice Presidents are responsible to:

4.5.1 Present Council recommendations to Deans and Provosts/Executive Council.

4.5.2 Raise issues as appropriate for the Council's consideration.

4.5.3 Request recommendations for members to serve on college wide committees

Section 4.6 Failure to Perform Duties. Members of the Council are expected to attend all meetings or have a designee attend meetings in their stead, to communicate regularly with their constituency, and to help move the business of the Council forward.

4.6.1 If the majority of the Council finds that a member is not meeting these duties, they can hold a special election to appoint a replacement member for the remainder of the member's term.

Article 5
Meetings

Section 5.1 Regular Meetings. The Council will meet monthly from August to July in each academic year. Meetings are held the second Friday of each month, unless otherwise notified. Council meetings are open to all DMACC faculty and staff. Meetings will be held electronically via videoconferencing unless a majority of Council members determine that a particular meeting needs to be held face-to-face.

Section 5.2 Special Meetings. The Chair may call a special meeting upon the written request of a majority of voting members or both the Vice Presidents. The Secretary will notify members of the special meeting date, time, and location. A special meeting will be treated as a regular meeting in all ways.

Section 5.3 Notice, Agenda. All faculty and staff will receive email notification of regular and special meeting dates, times, and locations and the meeting agenda at least four (4) working days prior to the scheduled meeting. Members' requests to add to the agenda must be emailed to the Chair at least seven (7) working days before the scheduled meeting.

Section 5.4 Quorum. A quorum is defined as over half of the voting members. Voting may occur only if a quorum is present.

Section 5.5 Voting. Voting shall be counted by any acceptable manner approved by the Council.

Section 5.6 Conduct. The Council may adopt rules for the orderly conduct of business. If rules are not adopted, meetings will be conducted according to Robert's Rules of Order, revised.

Section 5.7 Recording. The Secretary will record minutes of each meeting digitally and in the form of minutes. Minutes from the previous meeting will be approved at the subsequent meeting; once approved, they will be posted to the Council website.

Article 6
Committees

Section 6.1 Standing Committees. The Council may create standing committees that fall under the jurisdiction of the Council. A standing committee is a permanent committee intended to carry out responsibilities designated by the Council. Standing committees report to the Council at each meeting and provide a written annual summary of their work to the Council. Members of standing committees may be voting and/or ex-officio

members of the Council. The written annual summary will be available on the Council website. Standing committees explicitly created by the Council may be dissolved by a majority vote of the Members.

Section 6.2 Ad Hoc Committees. The Council may create ad hoc committees that fall under the jurisdiction of the Council. An *ad hoc* committee is a temporary committee. The Council may appoint non-members to serve on an *ad hoc* committee. A Council member will serve as chair of an *ad hoc* committee. *Ad hoc* committees report to the Council at a time appointed by the Council. *Ad hoc* committees will be dissolved after submitting a final report to the Council on the issue(s) the committee was asked to explore.

Article 7 Communication

Section 7.1 Annual Summary. At the May meeting of each academic year, members will summarize the Council's accomplishments, ongoing initiatives, opportunities, and barriers to success for the year. The Chair will prepare the final report for review and approval at the first scheduled meeting of the next academic year in August. The Annual Summary will be posted to the Council website.

Section 7.2 Meeting Minutes. Draft minutes will be emailed to all faculty and staff after they have been reviewed by the Council Chair. Approved minutes of the Council meetings will be posted to the Council website.

Section 7.3 Council Website. The website will include:

7.3.1 Statement of purpose for the College Council

7.3.2 Council member names, representative departments, and contact information

7.3.3 College Council Charter

7.3.4 Approved Meeting Minutes

7.3.5 Annual Summaries

7.3.5.1 Standing Committee annual reports

7.3.5.2 *Ad hoc* Committee annual reports

Article 8
Assessment

Section 8.1 Charter Review. The Council will review the Council Charter annually and make changes necessary to conform to the purposes of the Council.