Glen Oaks Community College
Constitution of the College Council
(Adopted September 7, 2012)
(Adopted September 12, 2014)
(Revised October 4, 2019)
(Revised June 17, 2020)

Preamble: The College Council of Glen Oaks Community College exists to support the mission, vision, shared governance and values of Glen Oaks Community College.

Article I – Purpose
The College Council of Glen Oaks Community College is a representative body of the college on behalf of faculty, staff, administration and students whose purpose is to develop, align and integrate planning processes to facilitate positive change in the institution and the model continuous quality improvement (CQI) principles with the following:

Functions
• Help develop and provide oversight for the Strategic Plan:
  o Identify, prioritize and coordinate specific strategies for implementation,
  o Provide direction for the creation of Core Strategy Committees, and
  o Assess, coordinate, monitor, prioritize and adopt Core Strategy Committees.
• Monitor institutional effectiveness, accreditation and quality improvement initiatives.
• Serve as a communication and a recommendation body for the college and constituencies.
• Provide a forum for ideas and discussion without retribution.

Article II – Organization

Section 1: Composition
A) Membership consists of representatives from each employee group:
Leadership: Three (3), one of whom serves as a permanent member – the HLC Liaison/Executive Director of Institutional Planning, Assessment, and Research. Additionally, the President serves as a permanent member (Ex officio).
Administration: Three (3) members; Faculty: Three (3) members; Annual/Part-time Faculty: One (1) member, who has been teaching more than two (2) years; GOSSE: Three (3) members; Students: Two (2) members; College Council Chair and Secretary are excluded from employee group counts – see Section 4.

Section 2: Procedures for Selection of Members
A) The President of the College and the HLC Liaison/Executive Director of Institutional Planning, Assessment, and Research hold withstanding indefinite positions on the College Council.

B) Selection of Membership – Each of the other four (4) employee groups is responsible for determining their group’s representatives, which can be through appointment or election. Annual/Part-time Faculty, who has been teaching more than two (2) years and interested in becoming a council member will be invited to join the group. The two (2) Students should be recommendations from Group Sponsors with the Council Chairs approval.

C) Length of Term – Three (3) year terms with staggered term start dates, except for Annual/Part-time Faculty group and Students, whose term length shall be one (1) year.

D) Term Limits – Any term limits will be decided at the discretion of each employee group.

E) Filling of Vacancies – If for any reason a member cannot fulfill his/her term, the respective employee group is responsible for replacing their member (Article II, Section 2, B).

Section 3: Meetings of the Organization

A) Frequency of Meetings – Meetings will be held monthly for a maximum of 2 hours. In addition to monthly meetings there will be a full day retreat with minutes recorded during the Summer semester. Meeting dates and times will be determined by membership at the beginning of each semester.

B) Special Meetings – Any College Council group is able to call a special meeting while providing at least a two-week notice with the approval of the chair.

C) Quorum – A quorum shall be simple majority of members present.

Section 4: Officers of the Council

A) Officer Positions – Chair and Secretary
   1) Appointments will be made by the College Council during the May meeting from any membership group, and
   2) Appointments take effect in September.

B) The officer positions (Council Chair and Secretary) do not count toward membership in their employee group and are compensated positions held by appointed members who have been active on the College Council for at least one (1) year. Officer positions will be for three (3) years. Service is limited to 2 consecutive terms.
   1) College Council will appoint the above-mentioned positions, and
   2) Vacancies from appointments will be filled by the employee groups. (See Article II, Section 2, E).

Section 5: Committees of the Organization
A) The College Council will designate Core Strategy Committees (Ad Hoc) to meet the College Council’s functions (see Section 1, Article I).
   1) Membership of communities is open to all College Council members and/or Glen Oaks Community employees, and
   2) Members of the College Council subcommittees will solicit committee membership from the Council or employee groups around the college.

B) Core Strategy Committees are formed to fulfill the objectives of each value of the Strategic Plan and listed within the Strategic Plan.

C) Once a Core Strategy Committee has achieved its objectives, the College Council will decide whether or not to dissolve the committee.

Article III – Duties and Responsibilities

Section 1: Parliamentary Authority
A) The College Council will function under the procedures of Robert’s Rules of Order.

Section 2: Duties and Responsibilities of Members, Officers and Committees
A) Duties and Responsibilities of Members – While the College President, Vice-President of Finance, Vice-President of Academics hold leadership roles within the institution, their positions on the College Council are non-leadership roles. They are voting members of the College Council with the responsibility of a member.

B) College Council Chair is a voting member only in the event of a tie (unless that person is holding another position of a group ex: Accreditation Officer).

C) Duties and Responsibilities of Officers –
   1) Chair
      a) Sets agenda,
      b) Facilitates each meeting,
      c) Maintains records to ensure “institutional memory”,
         1) All minutes will be stored on the shared drive.
      d) Ensures college-wide communication of College Council activity,
         1) Meeting minutes will be made available to the college community via the shared drive and College Council web page.
      e) Ensures member attendance by:
         1) Facilitating discussion (between employee group and Council) regarding committee members’ active participation, and
         2) Recommending replacement members to employee groups for member non-participation.
   2) Secretary
      a) Organizes and communicates meeting times and locations,
b) Records and files meeting minutes,
c) Distributes previous meeting minutes and current meeting agenda to members, and
d) Monitors and records member attendance.

D) Duties and Responsibilities of Committees –
   1) Appointed committees will determine their own goals and objectives based on the Strategic Plan.
   2) All committees must report findings and progress to the College Council a minimum of once per semester at a scheduled meeting. More reports may be requested by the committee or College Council.
   3) If a committee is making budgetary requests, they must do so on or before the scheduled May meeting.

Section 3: Procedures for Amendments
A) This Constitution will be reevaluated yearly at the Summer Retreat.
B) This Constitution may be amended by a quorum of members present.
   1) Amendments may be proposed at any College Council meeting.