Charter of the Pierce College Council

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Preamble

Shared governance has at its core the ideals of inquiry, discourse, equity, authenticity, and service. Shared governance is not something that is achieved, but instead it is a quality for which a community college strives daily. Maintaining this quality requires that the members of the Pierce College Council (PCC) are responsible and that they are informed regarding the college’s budget and planning process. Members must be able to (1) discuss issues with other members of the committee with unbiased openness and honesty; (2) articulate information to their constituents to obtain feedback; and (3) return to the Pierce College Council a clear, accurate, and relevant position.

I. Statement of Purpose

Collegial governance is defined as the collaborative participation of representative members of the college in planning for the future and in developing policies, procedures, and recommendations under which the college is governed and administered.

The Pierce College Council (PCC) is composed of representatives of all college constituencies with the intention that administrators, faculty, staff, and students have the right to participate effectively in making decisions and have a clearly defined role in college governance. It is in this spirit of collegial governance that the PCC has been formed to serve as the body that makes planning, budget, and policy recommendations to the college president. As such, the PCC is the forum through which all members of the college may participate as follows:

1. Dedicate time to discuss pertinent college issues.
2. Provide critical input that develops consensus on college issues.
3. Encourage productive discourse leading to improved campus communication and understanding.
4. Participate on committees that meet and influence the college’s planning and budget agendas.

All constituent groups of the PCC share the responsibility of acting jointly in recommending policies and procedures that will guide the college toward its goals,
ensuring that the college can effectively fulfill its mission. Because the PCC is not formed by statute, it is not subject to the Brown Act.

II. Pierce College Council

A. Membership

1. Constituent Groups
   a. College president (Nonvoting)
   b. Academic Senate president, Academic Senate vice president of academic policy, and 4 members designated by the Academic Senate
   c. AFT Faculty Guild chapter president and 5 members designated by the AFT Faculty Guild
   d. AFT Staff Guild chapter chair
   e. Vice president of academic affairs
   f. Vice president of administrative services
   g. Vice president of student services
   h. 1 member designated by the college president
   i. 2 students designated by the ASO
   j. 1 member designated by Local 99
   k. 1 member designated by the Supervisory Employees' Local 721 (SEIU)
   l. 1 member designated by the Teamsters 911
   m. 1 member designated by the Trade Unit
   n. 1 member designated by the Work Environment Committee
   o. 1 member designated by the Unrepresented Managers and Confidential Employees

2. Terms of Office
   a. Each constituent group shall determine the method by which representation shall be designated.
   b. The term of membership shall be determined by the constituent group.
   c. It is recommended that the terms of office be staggered in constituent groups with two or more representatives.
   d. The constituent groups are responsible for providing the chair with the names of their representatives.

3. Attendance
   a. Representatives should attend all meetings of the PCC. Substitutes or alternates will be permitted to vote as long as they provide written authorization from the PCC member.
   b. If any representative misses more than two meetings during any semester, the constituent group will be notified in writing so it may take appropriate action to ensure its interests are fully represented.
4. Voting

a. The chair shall accept motions to be voted on by PCC.
b. Motions will be introduced at a meeting as a noticed motion and voted on at the subsequent meeting. However, if a matter is urgent, the motion related to the urgent matter will be presented to the members 72 hours prior to the next meeting, at which time the motion will be voted on.
c. Voting on motions that have a financial impact shall be by secret ballot. A secret ballot may be requested by a voting member on any agenda item that requires a vote; PCC members will then vote by a show of hands whether the ballot shall be secret or open. Only PCC members physically present or PCC members who have designated in writing an alternate shall vote. The possible votes will be (1) in favor of the motion, (2) opposed to the motion, and (3) abstain from voting on the motion.
d. The vice-chair will count the ballots and report the vote count to the PCC.
e. Motions receiving a majority of votes will be carried forward as recommendations from PCC to the college president.

B. Officers

1. The PCC chair and the PCC vice-chair shall be elected to two-year terms of office by the PCC membership.

2. The PCC chair and the PCC vice-chair shall ensure that written responses to the PCC’s recommendations are received in a timely manner.

3. The PCC chair and the PCC vice-chair shall call meetings, propose the agenda, and publish the minutes of each meeting.

4. The agenda and related documents shall be distributed no later than 72 hours before the PCC meeting.

5. Proposed agenda items that were submitted to the chair for consideration but were not included in the agenda for discussion or action will be noted on the agenda.

6. Election of officers

a. Terms. The elections for the chair and the vice-chair will occur in alternate years. Elections will be conducted at the first April meeting using a sealed, secret ballot. The terms of office will begin July 1.

b. Qualifications. Only committee members at the time of the notification of elections of the PCC may stand for office.
c. Election Process. At the conclusion of the term of office, or in the event of a vacancy, the following process shall be followed:

(1) In March, or at the next regular meeting after a vacancy occurs, the presiding PCC chair shall notify the committee that an election for chair or vice-chair shall take place.

(2) Candidates for vice-chair must declare their candidacy in writing (e-mail) to the PCC chair and candidates for chair must declare their candidacy in writing (e-mail) to the PCC vice-chair within ten working days after the notification of elections.

(3) At least ten working days prior to the election, the candidates for chair or vice-chair must submit Candidate Statements to the present PCC vice-chair or chair, respectively, outlining their qualifications, reasons they wish to serve, and any other information they deem important to help the members make their selections. Failure to do so will disqualify a candidate. The respective chair or vice-chair will e-mail candidates' statements to all PCC members at least 72 hours prior to the election.

(4) At the regular monthly meeting following the announcement of the vacancy, an election shall be held by secret ballot with the PCC chair (elections for vice-chair) or vice-chair (elections for chair) conducting the balloting. Two members randomly selected from PCC members present will be asked to count the ballots. The results will be announced during this meeting.

d. Vacancies. Should the PCC chair and/or the vice-chair no longer wish or be able to continue in their respective roles, the vacancy will be announced by the presiding PCC chair and an election will be held per the above process (B-6-c). The elected replacement will assume the office immediately and will serve out the remaining tenure of the replaced officer.

e. Succession.

(1) If the PCC chair is vacated, the vice-chair will become the presiding chair and assume the duties of the chair until the replacement election is held per the above schedule and process.

(2) If both the chair and vice-chair positions should be vacated, the president of the Academic Senate (or designee) shall become the de facto chair until the election(s) stipulated above is (are) held.
C. Executive Committee

1. Membership
   a. Academic Senate president
   b. Academic Senate vice president of academic policy
   c. AFT Faculty Guild chapter president
   d. AFT Staff Guild chapter chair
   e. College president
   f. PCC chair
   g. PCC vice-chair
   h. Vice president of Academic Affairs
   i. Vice president of Administrative Services
   j. Vice president of Student Services

2. Responsibilities
   a. The PCC Executive Committee meets between meetings of the PCC to clarify issues brought up at previous PCC meetings, identify and explore emerging policy and budget issues, ensure college committees are engaged in the decision process, and recommend agenda items for PCC. Members of the Executive Committee are urged to obtain feedback from their constituents on items discussed at the Executive Committee meetings that impact the college’s budget and planning processes and that will be brought to the PCC for discussion and action.

   b. The PCC Executive Committee shall not make decisions for the entire PCC body.

D. Responsibilities

1. PCC articulates and discusses issues of institutional and community concern and makes recommendations to the college president in writing with respect to the following:
   a. Annual college strategic and operational plans.
   b. Short- and long-range strategic planning and shared vision as expressed in the college Master Plan.
   c. Nonacademic institutional policies.
   d. College-wide task forces and committees.
   e. Development, evaluation, and management of the college budget.
   f. Annual evaluation of progress toward achieving college goals.

2. PCC is the body that shall resolve all issues of shared governance at Pierce College. Issues of shared governance shall include, but not be limited to, the following:
a. Issues of clarification of which constituencies, committees, or offices are responsible in which areas of shared governance.
b. Claims of the failure of shared governance.
c. Assignment or removal of shared governance responsibilities in the various areas of college business.

3. PCC has the right to express its collective opinion on issues of budget, planning, and governance.

4. PCC shall serve as the college’s planning committee. PCC may vote to organize other task forces and committees as necessary to address emerging college issues. PCC may ask representatives from other college committees to provide information relevant to ongoing discussions. The following committees, whose charters appear in the appendixes, have been organized by PCC and shall report to PCC:
   a. Accreditation Steering Committee
   b. Budget Committee
   c. College Planning Committee
   d. Diversity Committee
   e. Enrollment Management Committee
   f. Facilities Advisory Committee
   g. Technology Committee

5. For committees conducting the business of the Pierce College Council, a voting quorum shall be defined as being a simple majority (greater than 50 percent) of the voting membership. If any constituency groups do not provide a representative for the committee, their seat will not be counted for the purpose of determining a quorum until such a time that a representative is selected.

6. PCC recommendations to the college president will be forwarded through the established committee processes at the college. Information and recommendations are brought to PCC from college committees for discussion and action.

7. When PCC’s following regular committee processes and procedures is not possible because of time restraints, district requirements, necessities to take action during summer and winter intersessions when committees may not be meeting, or other similar exigencies, action items will be revisited and reviewed by those relevant committees at their next scheduled meeting.

8. Decisions made outside the normal committee processes will be reported to PCC as information items.
9. In the event that PCC recommendations to the college president are not accepted, the two will engage in discussion to achieve consensus on an appropriate and acceptable alternative. If there is no consensus, the college president shall provide a written response to the recommendations of the PCC, which will be distributed to the PCC membership. An opportunity to discuss the college president's written response to recommendations will appear as a regular agenda item, following the approval of the minutes.

10. Once every two years, beginning with the regular meeting of PCC in February of 1996, each of the constituent groups of PCC shall submit a report that evaluates the functioning of shared governance as it affects that constituency. If the reports include unresolved issues of shared governance that cannot be resolved informally, PCC may call a meeting to resolve those issues.

E. General Business Meetings

1. PCC shall meet at least once a month. Emergency and special meetings may be called.

2. Members of PCC may recommend or submit agenda items to the PCC chair.

3. The college president's office will be responsible for providing clerical support to produce meeting minutes.

4. A quorum shall consist of 50 percent plus one of voting PCC members.

5. All meetings shall be conducted under Robert's Rules of Order, latest edition.

6. Minutes will be posted near the mailroom and distributed electronically to the following individuals:
   a. PCC members
   b. Department Council members
   c. Academic Senate members
   d. Representatives of bargaining units
   e. Senior staff, deans, classified managers and supervisors
   f. ASO leaders

F. Special Meetings

1. Requests for a special meeting to resolve one or more issues in shared governance may come only from an officer or members of a constituency of the college through its corresponding representatives on PCC, not from individual persons speaking only for themselves.

2. Procedures for bringing issues of shared governance before PCC:
a. An officer or members of a constituency shall bring to their appropriate representatives on PCC the issues that they wish to have resolved.
b. If those representatives are convinced that the issue is important enough to bring to PCC, and/or one that cannot be resolved informally, they shall put the issue in writing and present it to PCC at a regular meeting.
c. Without seeking to resolve the issue at the regular meeting, PCC will vote on whether or not to call a special meeting to resolve the issue. A majority of the membership must vote to call a special meeting for the meeting to be called. The motion shall include a date, time, and location for the special meeting.
d. The special meeting shall be called to order by the chair or the vice-chair, who shall then call for a motion to resolve into a Committee of the Whole.

   (1) The Committee of the Whole shall first appoint a chair and then proceed to address the issue or issues of shared governance brought to PCC.
   (2) The Committee of the Whole, upon reaching a resolution of the issues, shall vote to rise and report the resolution to PCC.
   (3) If it is unable to resolve the issue or issues, the Committee of the Whole shall vote to rise and report the failure to PCC.
   (4) The PCC is free to call additional special meetings to seek to resolve issues that initially go unresolved.

III. Amendment of the Charter

A. Any member of PCC or any group of members thereof may propose amendments to this Charter at any time.

B. Proposed amendments must be submitted in writing as Noticed Motions at a regular meeting of PCC. The date and time of the meeting at which proposed amendments are to be discussed and voted on shall be determined at that time.

C. PCC may themselves amend amendments when they are on the floor and prior to a final vote.

D. An amendment becomes part of the Charter, or replaces part of this Charter, when two thirds of the total membership of PCC votes to make it so.