

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.2.2

Title: College Council	
Originated by: President	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: July 2011	Revised on: July 2011

Policy Statement: Shared governance, or collegial consultation, is a decision-making process committed to the best interests of the students and the institution and is based upon participation of those affected by those decisions in an environment of cooperation and trust.

Rationale: One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested in governing boards and colleges by law, the faculty, administration, staff and students. Because these sources of information are vital to the development and implementation of sound educational policy, Manhattan Area Technical College wishes to encourage to the greatest extent possible the practice of collegial consultation.

Collegial consultation recognizes and is predicated on the sincere commitment on the part of all participants to our students, our professions and to our institution. It is a complex process of consultation that demands from faculty, administrators, professional staff, classified staff, and students, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution.

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Procedure:

1. Purpose of the College Council

- a. The College Council is advisory to the college president. The primary role of the College Council is to advise the college president on matters pertaining to budgeting, planning, program review, and governance issues.
- b. The membership of the College Council is representative of the diversity of the college community as a whole and will strive to keep the needs of our students at the forefront during decision-making deliberations.
- c. The College Council will maintain a relationship and communicate effectively with all campus groups.
- d. The College Council will maintain objectivity and a global viewpoint in its process.
- e. The meetings of the College Council are open and public.

2. Organization of College Council

- a. The council will be made up, at a minimum, of the following individuals:
 - i. Faculty Senate Chair or designated representative
 - ii. Student Government president or representative
 - iii. Classified Staff Senate Chair or designated representative
 - iv. President or representative of MATC Faculty Association
 - v. Vice president of Instructional Services
 - vi. Vice president of Student Services
 - vii. Vice president of Business Services
 - viii. Associate Vice president of Institutional Advancement
 - ix. Head of Maintenance
 - x. Director of Workforce Development
 - xi. Director of Information Technology
 - xii. President
- b. The president's office will provide appropriate clerical support to the Council. Clerical assistance will include: designating a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a depository for the meeting's notes and materials.
- c. The Council will meet on an "as called" basis when the need arises.
- d. The college president presides at the College Council meeting.

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3. Meetings

- a. Rules of Procedure for Conduct of Meetings
 - i. Consensus Method: As the president relies upon the advice and judgment of the College council, the consensus method relies upon general agreement of opinion based on reports, data, and information presented. Recommendations will be arrived at through discussion and consensus of all of the constituents represented in College Council. If consensus cannot be reached, Robert's Rules of Order will be followed in reaching a recommendation.
 - ii. Recommendations: Recommendations will be made by consensus. If consensus is not reached, a motion will be made, seconded, and passed by the majority of voting members in attendance. Tied votes fail.
 - iii. Quorum: A quorum must be present in order to forward a specific recommendation to the president. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as 50% plus one (1) of the Council's voting members.
- b. Actions: The College Council has been established to ensure faculty, staff, and students the right to participate effectively in a consultative environment. All actions and decisions made by the College Council are formal recommendations made to the president.
- c. Agenda
 - i. Distribution: Agendas will be distributed to the College community (administration, faculty, classified staff, and associated students) by the president's office in advance of meetings. Agendas will also be posted in various locations throughout the college.
 - ii. Agenda Building: The college president will be responsible for developing and approving the College Council agendas. Council members may request that an item be included on the agenda by contacting the president or the president's administrative assistant. The president will review with the Council all requests not approved for agendas. The Council may decide by consensus to include items not approved by the president on a future agenda. All agenda items will be given a time allotment as appropriate for the item.