NORCO COLLEGE

Charter for College Council
August 2021 – June 2025

This Charter is established April 2021 between the College Council and the Office of the President to structure the process and planned outcomes of the College Council included herein thru the 2024-2025 academic year.

Purpose
The College Council oversees institutional planning, monitors institutional progress in achieving the College's Key Performance Indicators (KPIs), ensures integration of institutional strategic plans, and provides recommendations to the President.

Charge
The College Council receives recommendations/plans/proposals from the four Leadership Councils that involve institution-wide impact, college-wide strategic plans, and/or those that may impact the District/region. The College Council will deliberate and consider proposals and recommendations received from the four Leadership Councils, the Academic Senate, and/or the College President deemed to have strategic, College-wide impact. After College Council input, college-wide strategic plans or proposals will then be accepted and forwarded to the College President. It will also coordinate the common agendas and communication items that are to be shared/addressed at subsequent Leadership Council meetings. The College Council is primarily responsible for assessing and coordinating the Educational Master Planning objectives listed below. • 8.3 Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan. • 12.3 Support General Obligation bond campaign and implementation

Guiding Principles and Assumptions
Accreditation Standards guiding the Council are: • Standard IIIB, D • Standard IV There is no associated budget with the Council's charge.

Scope & Expected Deliverables
After College Council input, College-wide strategic plans and proposals will be forwarded to the President.

Scope & Expected Deliverables
In mid-spring of each academic year, the College Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignments, and 3) self-assess the completion of their charter's scope/deliverables during the academic year. In late spring, the College Council will receive and discuss an executive summary from each governance entity chartered by the College Council addressing the above three items. The Office of the President will make recommendations to, and receive recommendations from, the College Council based on the results of the self-evaluation. The College Council will also conduct its evaluation of effectiveness and post an executive summary of the results on the Council's website.

Membership
The College Council will be comprised of 20 members (or as specified by the overseeing committee/council) inclusive of representatives of faculty, classified professionals, students, and administrators who will be assigned or appointed by their respective representative bodies. Voting members consist of all members. The College Council shall have three co-chairs. Following is the recommended membership of the College Council:

- Four (4) presiding administrative chairs of each leadership council– Administrator
- General representative– Administrator
- Academic Senate President– Faculty
- Chair of Chairs (Enrollment Management)– Faculty
- Faculty Accreditation liaison– Faculty
- Four (4) presiding faculty chairs of each leadership council– Faculty
- General representative– Faculty
- Four (4) presiding classified professional chairs of each leadership council– Classified Professional
- General representative– Classified Professional
- ASNC President (or designee)– Student

Per their request, ASNC shall also appoint an alternate, non-voting student member.

The College Council's three co-chairs (faculty, administration, and classified professional) are also charged with attending District Strategic Planning Council meetings.

The College President, the College vice president of CTA and the College vice president of CSEA 535 (or their designee) shall also be ex officio members of the College Council.

Meeting Time/Pattern
Whereas the District Strategic Planning Council (DSPC) typically meets monthly on the third Friday of the month, College Council meetings will be held during College Hour (12:50pm to 1:50pm, with Zoom option) on the second Thursday of the month during the regular semester to allow time for agenda items appropriate to DSPC to be brought forward for district-level decision making. As deemed necessary by the presiding chairs, additional College Council meetings and/or retreats may be held.
Whenever possible, the co-chairs of all councils and the Academic Senate president will meet weekly to provide direction on the general work of the councils. These weekly planning

Meeting Time/Pattern
meetings will be held on Wednesday afternoons during the regular semester. Contact the co-chairs to place an item on a future agenda.

Roles of Chairs and Members
The College Council is led by faculty, classified professional, and administrative co-chairs. The co-chairs work collaboratively, transparently, and as a team to ensure that the chair duties are shared. To the extent possible, co-chair appointments and elections shall be made in staggered terms to help ensure group stability: the faculty co-chair will be selected in even years and the classified professional co-chair will be selected in odd years. It is recommended that the faculty and classified profession co-chairs are limited to serving a maximum of two, two-year consecutive terms to facilitate broad participation and the rotation of ideas/perspectives, as well as to broaden leadership development opportunities. Previous council membership is not required to serve as a College Council co-chair. The co-chairs are accountable to College Council for ensuring the continuity of dialogue between governance tiers. Co-chairs are responsible for preparing agenda and facilitating meetings of the College Council based on best practices and guidelines for effective facilitation. College Council members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the council. Members are expected to actively attend, and participate in, all meetings, deliberations, and decision-making processes of the College Council. While representing the perspectives of their constituency groups, members are expected to engage in effective dialogue with College Council peers with the intention of finding consensus on all issues that come before the College Council. It is recommended that College Council members be limited to serving a maximum of two, two-year consecutive terms. To the degree possible, appointments and elections shall be made in staggered years. A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations
The College Council will adhere to the following meeting and governance best practices. Meeting agendas will be issued in advance of meeting times. These agendas will be organized to achieve the milestones established in the charter and prioritize action items. Minutes will be taken to record the group's progress. Members endeavor to: • appropriately prepare for meetings based on the meeting agenda, • arrive promptly and stay for the duration of meetings, • participate in problem-solving approaches where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, • strive to understand the perspective of other constituencies including college-wide perspectives,

Meeting Procedures and Expectations
- welcome all ideas, interests, and objectives that are within the scope of the charter,   - actively listen in order to engage in respectful and constructive dialogue,   - work with a spirit of cooperation and compromise leading to authentic collaboration,   - move forward once a consensus-based decision has been made, and   - follow through on tasks to which they commit outside of scheduled meetings.