



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>All College Council</b>
<i>AP Number:</i>	AP 1.06.01
<i>Adoption Date:</i>	8/28/14
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<i>Sponsoring Unit/Department:</i>	Chancellor
<i>Policy Title(s) &amp; No(s):</i>	Governance, BP 1.06
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

The All College Council is established by the Pima Community College (“PCC”) or “College”) Governing Board as an open communication model involving all College groups which (1) provides input into decision making based on critical analyses, ongoing inquiry, and continuous improvement, and (2) is focused on the welfare and mission of the College and on student success. The model emphasizes contribution, cooperation, collaboration, civility, transparency, and respect. The All College Council serves as an advisory body making recommendations to the Chancellor.

### **SECTION 1: All College Council Membership and Meetings**

- 1.1 Members will serve either one or two two-year terms, with selection determined by their representative group.
- 1.2 Members who are PCC employees are required to attend at least 75% of the regularly scheduled meetings.

- 1.3 If a member can no longer participate in the All College Council, the group that selected that member will choose a replacement.
- 1.4 Student representatives will coordinate their attendance to ensure that at least one student will attend each meeting of the All College Council.
- 1.5 The All College Council shall consist of 12 representatives, in addition to the Chancellor, as follows:
  - 3 PCC Students (the Governing Board representative and two other representatives selected by campus Student Governments)
  - 3 PCC Faculty members, (the two Governing Board representatives - one regular faculty and one adjunct faculty - and one additional representative selected by Faculty Senate)
  - 3 PCC Staff members (the two Governing Board representatives - one regular staff member and one temporary staff member - and one additional representative selected by Staff Council)
  - 3 PCC Administrators (the Governing Board representative, 1 Campus Vice President selected by the Campus Vice Presidents, and 1 other administrator selected by the administrators).
- 1.6 The Chancellor or designee will be an *ex officio* member of the All College Council.
- 1.7 The All College Council will select a Chair and a Vice Chair.
- 1.8 The All College Council will meet at least once a month during the academic year (October through May) and more often as necessary. Virtual meetings (phone or video conference) are acceptable.
- 1.9 A quorum will consist of 50% of the membership plus one, with at least one member from each group (student, faculty, staff and administrator) being present. If no quorum is present, All College Council may meet but cannot make recommendations.
- 1.10 Guests are encouraged to attend All College Council meetings as observers. Guests will not participate in discussion nor offer opinions unless specifically asked by the Council Chair.

## **SECTION 2: Decision Making and Conduct**

- 2.1 Consensus is the preferred method of decision making.

- 2.2 If consensus cannot be reached, two or more alternatives will be presented to the Chancellor. The minutes will reflect the pros and cons of the various alternate choices agreed upon.
- 2.3 In order to assure cooperation, collaboration, and healthy debate, Council members will
  - Come on time and be prepared;
  - Be engaged and focused on the item being considered;
  - Be respectful of other members and their opinions;
  - Listen to understand rather than to contradict;
  - Debate issues, problems and solutions, not people;
  - Hold the floor for no more than 3 minutes.
- 2.4 The Chancellor's Office or designee will provide administrative clerical support.
- 2.5 The All College Council will develop supplemental or additional procedures as necessary.

### **SECTION 3: Information Sharing**

- 3.1 The All College Council shall have a webpage on the PCC website.
- 3.2 Meeting times and locations will be posted on the All College Council webpage with as much notice as possible.
- 3.3 Minutes will be taken at each meeting.
- 3.4 Minutes will be sent to members within two weeks if at all possible and brought for approval at the following meeting.
- 3.5 Minutes of All College Council meetings shall be posted on the webpage following approval by the Council.
- 3.6 Approved minutes of All College Council meetings shall be included in Governing Board packets as an information item.
- 3.7 The Chancellor's Office or designee has the responsibility for ensuring the All College Council webpage is kept current.

- 3.8 The Council will leverage synchronous and asynchronous communication technology to encourage greater engagement and inclusion of all college stakeholders, especially the college Student Representatives.

#### **SECTION 4: Role of All College Council**

The All College Council makes recommendations to the Chancellor through a process of contribution, cooperation, collaboration, civility, transparency, and respect.

- 4.1 Items which come to the All College Council include the following:
- a. Items which are of broad significance to the PCC District, students, and/or employees.
  - b. Information items of interest or importance to the entire College.
  - c. Complex issues involving a choice between multiple options.
- 4.2 The All College Council may, by majority vote, require that Board Policies and Administrative Procedures receive additional review beyond the normal development and approval process established by BP 1.01 and AP 1.01.01 and AP 1.01.02.
- 4.2.1 Any member of All College Council may submit a request to the Chair to pull a Board Policy or Administrative Procedure from an ongoing development or revision process for further discussion by the Council. Such requests shall state specifically (a) why the requesting member believe(s) the BP or AP should be pulled from the process and (b) what further discussion by the Council the requesting member believes is warranted. The Chair shall place the request on the Council's agenda for a vote at the next meeting and give notice of the request and the upcoming vote to the Chancellor (or designee), along with the basis for the request.
- 4.2.2 If All College Council votes to approve a request to pull a BP or AP from the development or revision process, the Chair shall (a) notify the Chancellor (or designee) of the BP or AP to be pulled, (b) provide the Chancellor (or designee) with a specific description of the issues related to the pulled BP or AP to be discussed further by the Council, (c) schedule the BP or AP for discussion at the Council's next regular meeting, and (d) invite the Lead Administrator (or designee) of the Sponsoring Unit responsible for the pulled BP or AP to attend the scheduled meeting and participate in the Council's further discussions.

- 4.2.3 Upon conclusion of the Council's scheduled discussion meeting, a pulled BP or AP will be returned to the development or revision process. BPs or APs that have been pulled from an ongoing development or revision process may not be pulled again from that same ongoing process by a Council member pursuant to this Section.
- 4.3 Issues concerning wages, hours, and working conditions should be referred to the All Employee Representative Council (AERC), and should not be brought to the All College Council.
- 4.4 The All College Council should at no time be used as a venue for discussion of personal or individual personnel issues.
- 4.5 The Chancellor or designee will ensure that recommendations of the All College Council are shared appropriately.
- 4.6 In exceptional circumstances and with urgent legal, fiscal, or organizational reasons, the Chancellor and the Governing Board maintain the right to act on policy or other non-policy issues without utilizing the usual governance process.

## **SECTION 5: Agenda Development**

- 5.1 All College Council's Agenda is set by the Chancellor or designee.
  - a. Any council member may put forth an agenda item on behalf of those the member represents.
  - b. The Agenda will be posted to the All College Council webpage at least 5 days in advance of the meeting.
  - c. Additional items may be added to the Agenda at any time at the discretion of the Chancellor, the Chair, or the Vice Chair.
  - d. The Agenda will include the following standing items: (1) Agenda Modifications and (2) Open Forum for Council Members.
  - e. Agenda items are to be brought forward and addressed in a timely manner.
- 5.2 Proposed agenda items shall be sent to the Chancellor through the Chancellor's Office or designee.
- 5.3 If a proposed agenda item is not brought forward to the Council, the person proposing the item shall be informed as to the reason(s) behind that decision.

Items that are not brought forward will be listed at the bottom of the posted agenda with reasons for exclusion.

- 5.4 In striving to have decisions be data-informed and evidence-based, the Council member bringing forth the agenda item should provide data whenever appropriate and possible. Data might include the following: financial considerations, how other Arizona community colleges or IPEDS peer institutions handle the issue, what constituencies prefer, and anticipated pros and cons of the proposed action. The proposer may request the assistance of Strategy, Analytics and Research through the Chancellor's Office or designee.

### **SECTION 6: Evaluation of the Model**

All College Council will evaluate the governance model no later than the first November meeting of each year.