COLUMBIA GORGE COMMUNITY COLLEGE
COLLEGE COUNCIL CHARTER

***Mission**: The College Council (CC) at CGCC serves as a structured, collaborative body of representatives from every part of the college - students, staff, faculty, and leadership - who work to ensure that all input is recognized and valued in college decision-making. The CC uses data-informed processes to facilitate discussion and evaluation of proposals from all CGCC community members, providing leadership on systemic issues related to policy, campus culture, and strategic planning. The work of CC is grounded in awareness of the diversity of our community with the goal of extending and sharing authority across all areas of the college.*

Article I. Purpose and Responsibility

Section 1.01 Areas of Responsibility

A. Review and Recommend College Policies, Administrative Rules, and Operating Procedures
    1. Propose institutional policy recommendations to the president for consideration by the Board of Education
    2. Review new and existing Administrative Rules and Operating Procedures and make recommendations to the president
B. Engage in Strategic Planning and monitor achievement of Strategic Priorities
C. Address systemic institutional issues that involve multiple departments
D. Monitor and maintain a positive campus culture/environment
E. Provide individuals, units or departments with access to an institutional perspective
F. Engage in professional development that would prepare College Council members for their responsibilities in leadership and representative governance
G. Recommend to President's Council any additional areas of responsibility as needed

Section 1.02 Primary Purposes and Approaches

A. Provide a collaborative, safe, and positive process that draws on relevant expertise and knowledge that exists throughout the college
B. Provide space for discussion, collaboration, and problem solving
C. Share decision making across all sectors of the college, ensuring that there is equitable, balanced, and inclusive representation
D. Prioritize student needs
E. Provide an opportunity for individuals or groups who have been historically excluded to participate fully and represent their unique perspectives
F. Provide clarity and transparency in college processes and decision making
G. Promote openness and clear communication, and to ensure that information is accessible and current
H. Promote opportunities for creative thinking and decision making
I. Practice cross-institutional collaboration and mutual respect in order to achieve a positive learning and working environment for all

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Article II. Membership and Meetings

Section 2.01 Members

A. All CGCC students, faculty, staff, administration
    1. College Council Constituent Groups
        i. All CGCC employees and/or students associated with identified constituent groups (see appendix A for Constituent Group makeup)
    2. College Council Sub-Committees
        i. One elected representative member from each of the constituent groups (see appendix A for Sub-Committee makeup)
    3. College Council Core Committee
        i. Two of the elected representative members from each Sub-Committee
        ii. The CGCC president is requested to be one of the two elected representatives for the Executive Leadership Sub-Committee

B. Compensation
    1. Students - all students elected to the Students' Sub-Committee will be compensated for attending their Sub-Committee's quarterly meeting, in-person or via Zoom. Core Committee representatives will be compensated for attending the quarterly Sub-Committee meeting as well as the subsequent Core Committee meeting, in-person or via Zoom. Options for student compensation include one of the following:
        i. Tuition waiver for non-ASG members ($150–$300 per student per term, depending on Core Committee membership)
        ii. Scholarship for books/fees/campus store ($150–$300 per student per term, depending on Core Committee membership)
        iii. Payment per hour at the Federal work-study hourly rate, or through the Federal work-study program
    2. CGCC part-time faculty and staff - all adjunct faculty and part-time staff that are elected representatives of College Council Sub-Committees will be compensated for attending Sub-Committee meetings (in person or via Zoom) that occur outside of their regular scheduled hours at the rate/terms that their contract specifies. Adjunct faculty and part-time staff that are also part of the Core Committee will be additionally compensated for attending subsequent Core Committee meetings (in-person or via Zoom) that occur outside of their regular scheduled hours at the rate/terms their contract specifies.
        i. When College Council Sub-Committee and Core Committee meetings occur within an employee's scheduled hours, that employee will be released to attend the meeting if at all possible.

Section 2.02 Eligibility, Elections and Officers

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A. All CGCC students, faculty, staff, and administration are recognized as members of College Council and are automatically members of their appropriate Constituent Groups
    1. College Council Sub-Committees
        i. Constituent Groups annually elect one representative to serve on the College Council Sub-Committee
        ii. College Council members may be elected as a Sub-Committee representative from only one Constituent Group
        iii. Elected Constituent Group representatives to the Sub-Committee may serve unlimited consecutive terms
        iv. If an elected Constituent Group representative is unable to complete their term of service, mid-term elections will be held to determine a replacement for the remainder of the term.
        v. The two elected representatives to the Core Committee will serve as co-chairs for the Sub-Committee and may serve unlimited consecutive terms
    2. College Council Core Committee
        i. Sub-Committee representatives annually elect two of the Sub-Committee representatives to serve on the College Council Core Committee
        ii. Elected Sub-Committee representatives to the Core Committee may serve unlimited consecutive terms
        iii. If an elected Sub-Committee representative is unable to complete their term of service, mid-term elections will be held to determine a replacement for the remainder of the term.
        iv. Core Committee representatives will elect a committee chair annually. The chair may serve unlimited consecutive terms.

Section 2.03 Member Training

A. Sub-Committee members will receive training on the meaning, purpose and approach for representative governance

B. Sub-Committee members will receive training in consensus decision making, ranked voting, and super-majority voting

Section 2.04 Removal of Members

A. Elected representatives to Sub-Committees or the Core Committee may be dismissed from their elected duties for cause.
    1. Cause can include, but is not limited to:
        i. Obstructionism - an unwillingness to consider other points of view, potentially leading to frequent inability to resolve issues under discussion
        ii. Lack of attendance and/or participation

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iii. Disruptive behavior that would distract from the College Council's mission and primary purposes and approaches (*Article I: Section 1.02*)

B. Constituent members may be dismissed from all College Council participation for the following reasons:
   1. An unwillingness to follow the college's Guiding Principles
   2. Harassment or threatening behavior (physical or verbal)
   3. Discriminatory attitudes or practices towards fellow members

C. Process for potential dismissal:
   1. Step One: Committee chair or co-chairs discuss concerns with member and, together, the chair(s) and member will prepare a written training plan regarding the specific issue identified
      i. If the chair is the member of concern, the co-chair will proceed with the process
   2. Step Two: If behavior continues, a written warning is issued to the member advising them that further misconduct will result in potential dismissal
   3. Step Three: If behavior continues after warning, a vote will be held by the impacted committee to determine if the member should be dismissed from their elected duties. A super-majority will be required to remove any member from their elected position on a Sub-Committee or the Core Committee. A super-majority is defined as ¾ of the voting committee membership.
   4. To dismiss a constituent member from the College Council, after completion of steps 1-3, a super-majority vote of the member's Sub-Committee constituent membership will be required.

Section 2.05 Meetings

A. The College Council Core Committee shall meet quarterly, once within each academic term for two hours with the option to meet more frequently or longer if needed to resolve urgent matters, i.e. grant applications, initiatives with pending deadlines.
   1. Agendas will be prepared by the Core Committee chair
      i. Agenda items may be submitted by all College Council members through their Sub-Committee representatives
   2. Agendas will be distributed to all members of College Council two weeks prior to the scheduled Core Committee meeting
   3. All Core Committee meetings will be open to the entirety of College Council
      i. Core Committee meeting will be accessible via Zoom
      ii. Participation will be limited to elected representatives unless otherwise invited to share knowledge/opinions
      iii. Meeting minutes will be made available to all members

B. College Council Sub-Committees will meet one week prior to the scheduled Core Committee meeting

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1. Agendas will be prepared by the Sub-Committee co-chairs
    i. Agenda items will reflect agenda items for the Core Committee meeting the following week
    ii. Additional agenda items may be submitted by Constituent Group representatives
2. Agendas will be distributed to Sub-Committee members one week prior to the Sub-Committee meeting
3. All Sub-Committee meetings will be open to all related Constituent Group members
    i. Sub-Committee meeting will be accessible to Sub-Committee members via Zoom
    ii. Participation will be limited to elected Constituent Group representatives unless otherwise invited to share knowledge/opinions
    iii. Meeting minutes will be made available to all related Constituent Group members

C. Incorporation of Expertise
    1. Core Committee as well as Sub-Committees may seek specific subject expertise from college staff, faculty or administration and/or the community
        i. Subject experts may be invited to share knowledge at Core Committee or Sub-Committee meetings in person, via Zoom, or through written reports

Article III. Decision Making

Section 3.01 Decision Making

A. A quorum for all committees and groups shall be 50%+1 of elected representatives

B. Decisions by the Core Committee are made by consensus
    1. If consensus cannot be reached, item(s) will be referred back to Sub-Committees and their Constituent Groups
        i. Sub-Committees will have 7 days to review decision further
        ii. A second attempt at consensus will be made at the end of the 7-day period
            1. Recommended that ranked voting may be used to help resolve potential lack of agreement
        iii. If consensus is not reached at the end of 7 days, the item will be put to a vote of the Core Committee and require a super-majority response for the motion to pass.
            1. A super-majority is defined as 9 out of 12 members voting in favor

C. Decisions by all Sub-Committees are made by consensus

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1. If consensus cannot be reached, Sub-Committees may determine their own method of resolving lack of consensus
    i. Sub-Committee representatives to the Core Committee are required to be prepared to represent their Sub-Committee in the decision-making process of the Core Committee
    ii. Recommended that ranked voting may be used to help resolve potential lack of agreement

Article IV. Evaluation and Self-Assessment

Section 4.01 Evaluation

A. Core Committee, Sub-Committees and Constituent Groups will review the College Council process at each spring term's quarterly meeting
    1. Review items are to include but not limited to: effectiveness, equitable decision making, communication, transparency, structure, membership, inclusivity, agenda creation, professional development, and frequency of meetings
        i. An annual survey will be prepared and sent by the Core Committee to all constituent members, seeking input on the effectiveness of College Council
        ii. Survey results will be reviewed and analyzed annually by the Core Committee, and a response prepared for the constituent members
B. Charter amendments shall be addressed as agenda items to the Core Committee
C. College Council is meant to be flexible, and all areas of responsibility, primary purposes, and processes may be revised as needed by the membership

Appendices

A. College Council Subcommittees and their Constituent Groups

B. College Council Model

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Appendix A

College Council Subcommittees and their Constituent Groups

Student Sub-Committee

Constituent Groups – Voting Representatives:

1. Students in Transfer / General Degrees (AAOT / AGS / MTMs)
2. Students in Tech & Trade AAS Degrees & Certificates (EM-Tech, Construction, Aviation Maintenance, Advanced Manufacturing & Fabrication, UAS)
3. Students in Health Degrees & Certificates
4. Students in Business Degrees & Certificates
5. Students in Education Degrees & Certificates
6. Students in Pre-College (ABE, GED, ESOL)

Sub-Committee representation: One voting member from each of the 6 Constituent Groups

Recommended to include the following representation within the 6 voting members:

- One student on the Associated Student Government (ASG)
- One student not on the ASG
- One full-time student
- One part-time student

Elect two of the 6 Voting Representatives to serve as representatives to the College Council Core Committee

Decision making: determined by sub-committee; however, use of a consensus model is encouraged

Academic Professionals & Faculty Sub-Committee

Constituent Groups – Voting Representatives:

1. 1 faculty member from the Lower Division Credit (LDC): Math, Science, Social Science, Arts/Culture/Communications, Business, Education
2. 1 faculty member from Career and Technical Education (CTE) (Early Childhood Education, EM-Tech, Construction, Aviation Maintenance, Advanced Manufacturing & Fabrication, UAS, Nursing, Medical Assisting, EMT)
3. 1 faculty member from the Pre-College Department (ABE, GED, ESOL)
4. 3 academic professional members from different college departments

Sub-Committee representation: One voting member from each of the 6 Constituent Groups

Recommended to include the following representation within the 6 voting members:

- One department chair
- One full-time faculty member
- One adjunct faculty member
- One full-time academic professional
- One part-time academic professional

Elect two of the 6 Voting Representatives to serve as representatives to the College Council Core Committee

Decision making: determined by sub-committee; however, use of a consensus model is encouraged

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Classified Staff Sub-Committee

Constituent Groups – Voting Representatives:

1. 1 classified staff member from Student Services
2. 1 classified staff member from Instructional Services
3. 1 classified staff member from Business Office
4. 1 classified staff member from Facilities
5. 1 classified staff member from Information Technology
6. 1 classified staff member from SBDC or Child Care Partners

Sub-Committee representation: One voting member from each of the 6 Constituent Groups

Recommended to include the following representation within the 6 voting members:

- One full-time classified employee
- One part-time classified employee

Elect two of the 6 Voting Representatives to serve as representatives to the College Council Core Committee

Decision making: determined by sub-committee; however, use of a consensus model is encouraged

Non-Represented & Confidential Professionals Sub-Committee

Constituent Groups – Voting Representatives:

1. 1 member from Student Services
2. 1 member from Instructional Services
3. 1 member from Business Office
4. 1 member from Facilities
5. 1 member from Information Technology
6. 1 member from SBDC/CCP

Sub-Committee representation: One voting member from each of the 6 Constituent Groups

Recommended to include the following representation within the 6 voting members:

- One full-time employee
- One part-time employee

Elect two of the 6 Voting Representatives to serve as representatives to the College Council Core Committee

Decision making: determined by sub-committee; however, use of a consensus model is encouraged

Executive Leadership Sub-Committee

Constituent Groups – Voting Representatives:

1. President
2. Vice President of Student Services
3. Vice President of Instructional Services
4. Vice President of Administrative Services
5. Executive Director of Diversity, Equity and Inclusion
6. Executive Director of College Advancement and the Foundation

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Sub-Committee representation: Each individual listed is recognized as a Voting Representative on the Executive Leadership Sub-Committee

Two of the 6 Voting Representatives are to serve as representatives to the College Council Core Committee. The president is requested to fill one of these positions.

Decision making: determined by sub-committee; however, use of a consensus model is encouraged

Interest Groups Sub-Committee

Constituent Groups – Voting Representatives:

1. Equity in Action Committee (EAC) members

The Interest Groups Sub-Committee may add more Constituent Groups as they are identified. If Constituent Groups are added, the Sub-Committee's representation and determination of College Council Core Committee representation will be reevaluated.

Sub-Committee representation: Each member of the EAC is recognized as a Voting Representative on the Interest Groups Sub-Committee

Elect two of the Voting Representatives to serve as representatives to the College Council Core Committee

Decision making: determined by sub-committee; however, use of a consensus model is encouraged

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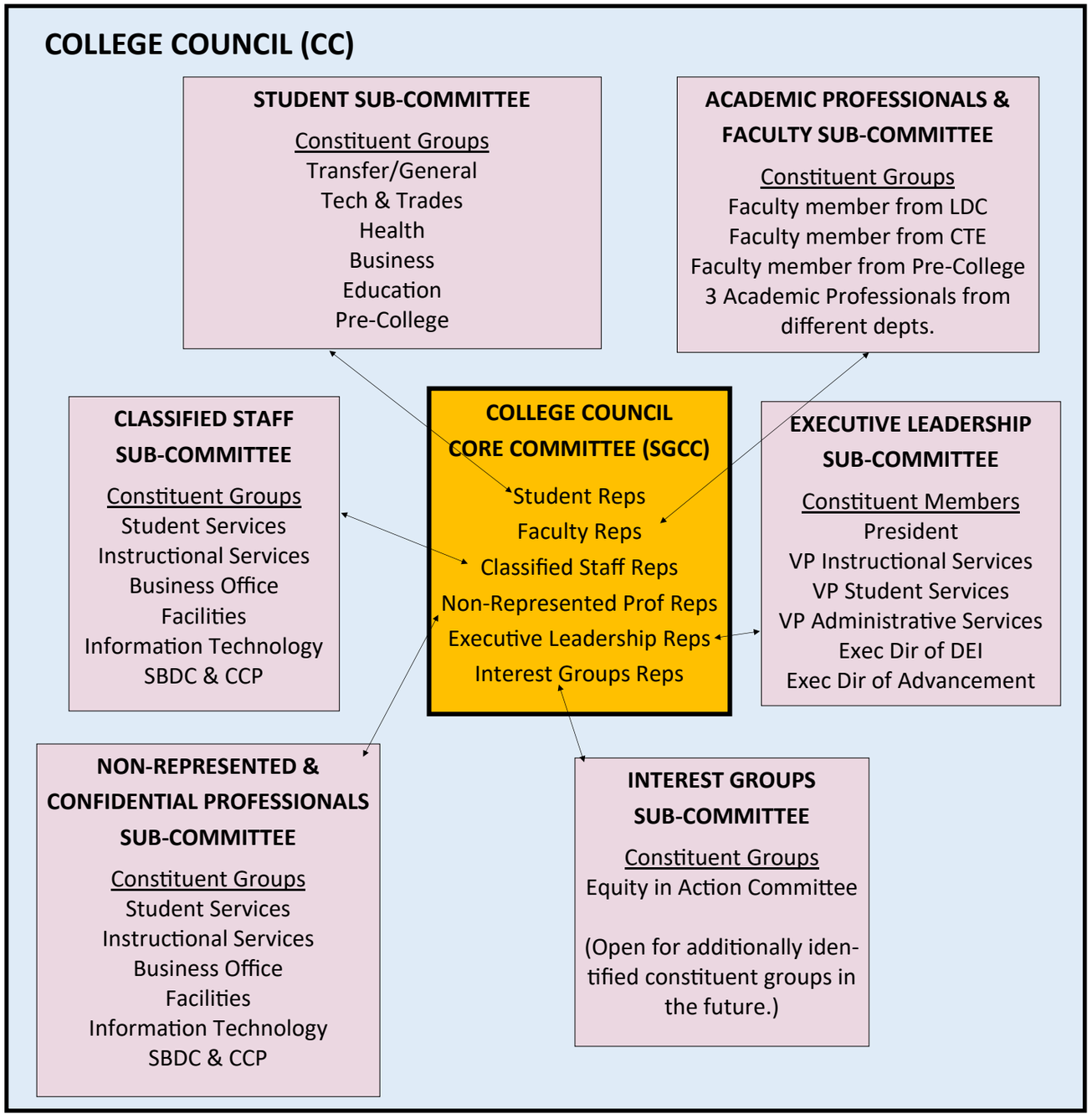
Updated 2.23.26



COLLEGE COUNCIL (CC)

- Membership: all CGCC students, faculty, staff, administration
- Mission: The College Council (CC) at CGCC serves as a structured, collaborative body of representatives from every part of the college - students, staff, faculty, and leadership - who work to ensure that all input is recognized and valued in college decision-making. The CC uses data-informed processes to facilitate discussion and evaluation of proposals from all CGCC community members, providing leadership on systemic issues related to policy, campus culture, and strategic planning. The work of CC is grounded in awareness of the diversity of our community with the goal of extending and sharing authority across all areas of the college.
- Representative Structure: Constituent groups elect representatives to the Sub-Committees; Sub-Committees elect representatives to the College Council Core Committee. Together, all members make up the College Council and shared governance.

COLLEGE COUNCIL SUB-COMMIITTEES

- **Membership**: 1 representative from each constituent-group, elected by the constituent-group annually.* May serve unlimited consecutive terms.
- **Charge**: Represent constituent groups in fulfilling the mission of the *CC*. Provide a platform from which constituent members may propose issues to be addressed within the *CC*. Work collaboratively to develop recommendations regarding *CCCC* agenda topics. Maintain transparency and inclusive representation.
- **Decision making**: Consensus. Empower representatives to speak for the entirety of their constituent group, rather than themselves.
- **Meet**: Quarterly (1 week prior to *CCCC* meeting) or as needed

* Interest Groups Sub-Committee currently represents only one constituent group. All members of that constituent group may be considered representatives to the sub-committee.

COLLEGE COUNCIL CORE COMMIITTEE (CCCC):

- **Membership**: 2 representatives from each sub-committee, elected by the sub-committee annually. May serve unlimited consecutive terms.
- **Charge**: Represent sub-committees and honor the trust of their constituent members. Work collaboratively to address the issues relevant to the *CC* mission. Maintain transparency and inclusive representation.
- **Decision making**: By consensus. Empower representatives to speak for entirety of their sub-committee, rather than themselves.
- **Meet**: Quarterly or as needed. *CCCC* meetings will be open to all of the *CC*, with speaking rights limited to elected sub-committee representatives and those that they recognize. All meetings will have zoom options made available to *CC* constituent members.