

Walla Walla Community College College Council Handbook



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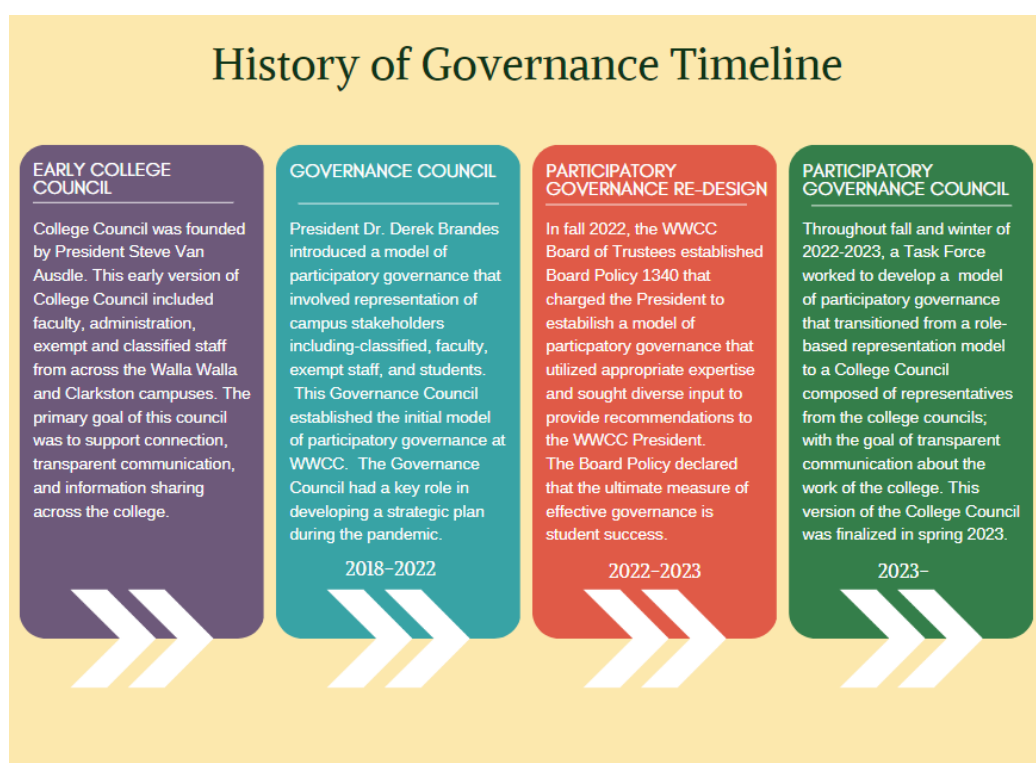
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Introduction

Walla Walla Community College is committed to the success of our students, our campus community, and the greater communities we serve. Inherent to this success, the College Council is designed to foster transparency, active listening, dialogue, and problem solving across campus constituencies. This is represented by the sharing the work of active councils, ensuring voice, and promoting inclusion, from positional stakeholders, students, faculty, staff, and administration. Our collective work serves to engage multiple perspectives and offered well thought out and informed recommendations to the appropriate decision-making body and college president.

This handbook provides a historical record of the development of the College Council and provides operational process and procedures. It remains a living document and will be reviewed and revised as needed.

Participatory Governance Background



Pre-2018

The first iteration of *College Council*, under Dr. Steve Van Ausdle was designed to provide communication and information sharing across the college. Attendees were chosen based on their role as a stakeholder in key areas across the college.

2018-2022

In January 2018, newly appointed President Dr. Derek Brandes transitioned WWCC to a model of participatory governance. A design taskforce was formed to establish a model of college governance that involved equal representation of campus stakeholders based on constituency groups: classified, faculty, exempt staff, and students and named it ***Governance Council***. Members were selected from each of these areas and served in staggered terms (1, 2, or 3 years) to provide continuity among work of this council. The taskforce developed bylaws, a handbook, and training for newly selected Governance Council representatives. The Governance Council served in an advisory capacity providing feedback and recommendations to the President and Executive Leadership Team issues related to budget, college committee infrastructure, and organizational development. The Governance Council also had a large role in developing an interim college strategic plan during the pandemic.

2022-Present

In spring 2022, the Governance Council identified the need to take stock of the work, effectiveness, and direction of the existing Governance Council and it was determined that a re-design of the Council's work would better serve the College. Dr. Chad Hickox convened the Participatory Governance Task Force with remaining members of the Governance Council and other interested individuals.

In October 2022, the Board of Trustees approved [WWCC Participatory Governance Board Policy 1340](#), in which the President is charged with establishing and maintaining a “participatory governance system through which college administrators will collaborate with a diverse set of stakeholders in conducting the business of WWCC.”

The Board actively encouraged “...robust engagement in the participatory governance system,” so that “...final decisions made by the President, or the President's designee, will be informed by the diverse input and multiple perspectives that constitute one of WWCC's greatest strengths.”

WWCC's participatory governance system is also mandated to conform with Standard 2.A.1 of the Northwest Commission on Colleges and Universities (NWCCU), which requires:

- 1) a broad understanding of the governance system by the college community;
- 2) clearly defined authority, roles, and responsibility; and,
- 3) consideration of the views of faculty, staff, administrators, and students in decision-making processes on matters in which they have a direct and reasonable interest.

Throughout fall and winter of 2022-2023, the Participatory Governance Task Force worked to develop the new College Council and model of participatory governance that transitioned from role-based representation model (faculty, staff, administrators, students, campuses) utilized by the Governance Council to the new ***College Council*** whose members are representatives of the existing committee and council structure. The current version of the College Council was finalized in spring 2023.



Council Roles

College Council Chair – 1 year position

- In collaboration with the college President, set the upcoming agenda.
- Conduct the meeting.
- Address concerns related to attendance or membership.
- Plan for college presentations, as needed.
- Respond to submissions for consideration by the Council.

College Council Past Chair – 1 year position

- Conduct the meeting in the absence of the Chair.
- Onboard new College Council members.
- In collaboration with the webmaster, maintain the accuracy and relevancy of the College Council webpage.
- Collaborate with the Chair-Elect to complete Recommendation forms and post results to the College Council webpage.

College Council Chair-Elect– 1 year position

- Conduct the meeting if Chair and Past Chair are absent.
- Track meeting attendance and notify the Chair regarding absentee concerns.

- Post Representative Report Out blank document in College Council Teams site for members to complete prior to the meeting.
- Collaborate with the Past Chair to complete Recommendation forms and post results to the College Council webpage.

College Council Meeting Recorder – Non-voting

- Record meeting minutes.
- Assist in communication to the College Council
- Prepare and send meeting invitations and materials.

College Council Representative Members

- Attend all meetings and complete the Representative Report Out.
- Notify Meeting Recorder of a standing alternate representative who will serve as a voting proxy with the same privileges and responsibilities of the seated member in his or her absence.
- Serve as a communication conduit between the College Council and the represented constituencies.

Current Officers and Terms

- Council Chair: Christy Doyle – moves to Past Chair on 6/30/2026.
- Chair Elect: Erika Bockmann – moves to Chair on 7/1/2026
- Past Chair: Chad Miltenberger – moves to general membership on 6/30/2026

Previous Chairs:

- Chad Miltenberger (Inaugural Chair) – 2023-25
- Lisa Chamberlin (Inaugural Past Chair) – 2023-25

Membership

- The College Council is a council made up of representatives of other councils within the college. Represented councils are Budget Council, Classified Council, Corrections Education Council, Data Council, Educational Leadership Council, Faculty Senate, Institutional Effectiveness Council, Strategic Enrollment Leadership Council, Student Government Association, Student Services Leadership Council.
- Representatives of the College Council are chosen by the individual councils they represent.
- College Council Officer positions are for a term of one year.
- General members' term lengths are governed by the represented council's policies.

Meeting Procedures

- The College Council meets monthly (including in the summer) on the 1st and 3rd Wednesday of each month.

- Faculty representative members may need alternate representatives who are on contract during the summer to serve for these meetings.
- Meetings are from 3:00 pm to 4:15 pm.
- The Executive Leadership Team (ELT) assigns the Meeting Recorder for Council.
- Quorum is established when 50% of the voting membership is present.
- Voting – a vote is considered “Passed” by simple majority.
- Items that have been passed are sent to ELT for consideration using the Recommendation Form.

Off Contract Participation

The business of the College Council does not stop during the summer when faculty representatives may be off contract. Council representatives choosing to participate during meetings will be paid for the total of the hours participating during the off-contract time.

- At the first meeting returning on contract, submit the dates of meetings attended while off contract to the Meeting Recorder.
- The Meeting Recorder prepares the necessary form and sends it to instructional.support@wwcc.edu
- From there, SMEs will process the hours as part of the Faculty Workload module.

Council Recommendation Procedures

- The Council votes to recommend a topic/position to ELT
- The Council Chair-elect prepares the Recommendation form (in collaboration with topic presenters, as needed).
- The recommendation form is sent to ELT with recommended response time.
- The recommendation is posted to the College Council website by the Past Chair with a status of: *Submitted to ELT-Pending*. This status stays in place until a response is provided.
- ELT responds with one of the following:
 - **Accept as written** – Recommendation is approved.
 - **Tentatively Accept with request for additional documentation.** This option prompts for elaboration by ELT
 - **Decline – Recommendation is not approved.** This option prompts for elaboration by ELT
 - **Decline – Request Council/Presenters Revise and Resubmit as a new Recommendation.** The presenter and/or Council continue working on the topic and resubmit. This option prompts for elaboration by ELT

(For ELT Use Only)

ELT Response: (Put X in appropriate field)

☐ Accept recommendation

☐ Tentatively accept recommendation with request for additional information (see explanation box below).

☐ Additional documentation is acceptable - Recommendation accepted.

☐ Decline recommendation - (See explanation box below).

☐ Decline recommendation - Request revision and resubmit to College Council as a new recommendation. (See explanation box below).

Tentatively Accepted Recommendations

- **If Tentatively Accepted:**
 - The Council responds with additional documentation and a copy of the original recommendation response.
 - ELT responds with:
 - **Additional Documentation is Acceptable** – Recommendation is Approved
 - OR
 - **Decline – Recommendation is not approved.** This option prompts for elaboration by ELT
 - **Decline – Request Council/Presenters Revise and Resubmit as a new Recommendation.** The presenter and/or Council continue working on the topic and resubmit. This option prompts for elaboration by ELT
- Once the Recommendation is finalized as fully accepted or declined, the status will be updated on the College Council website by the Past Chair.

College Council Structure Definitions

Councils: Councils serve as oversight and coordinating groups based on functions pertinent to the College’s mission. An Executive Sponsor from the Executive Leadership Team serves on each council. Council members may be elected or appointed based on the individual council’s bylaws to discuss, deliberate, and advise. *(Example: Budget Council and Classified Council).*

Committees: Committees are considered the workhorses of any organization. Much business is discussed, investigated, and carried out in committees. Committees serve under a council, doing more of the granular work while the council provides direction. The purpose of a committee and its functions and duties generally do not change, though membership may change according to the individual committee’s bylaws. A committee can do only what the organization charges it to do; it cannot act independently of the organization/Council. However, if a committee originates an idea that it feels will benefit the College, it can forward that idea through the appropriate council or executive sponsor.

There are two types of committees:

Standing Committees are considered a permanent part of the organization. They have certain functions to perform that are essential to the operations or accreditation of the College. *(Example: Annual Review Committee (STEPS) which reports through Institutional Effectiveness Council)*

General Committees may be formed at the need of a council when the work of a council is broad and requires the ability to provide more focused attention on certain aspects of the council's charge. *(Example: Annual Report (STEPS) Committee as a focused area of Institutional Effectiveness Council).*

Task Force: Task forces are groups established to work on a single defined task, activity, or specific problem and membership is determined by the sponsoring entity. Task forces are *short in duration* and *specific in focus*. Task forces are ideal for identifying issues, collecting information, reviewing and analyzing the information, and making recommendations to an assigned committee, council, or executive sponsor. Task forces are often appointed by the President with a specific charge and deadline for receipt of the final report. Task forces, by the nature of their singular and short-term focus, disband upon completion and submission of the final report. *(Example: Text Messaging Task Force).*

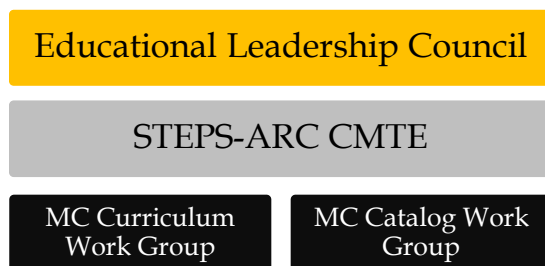
Workgroups: A work group is a sub-group of a council or committee that is appointed by the Chair of that council or committee to work on a particular project. Work groups often utilize specific experts who may have job responsibilities over aspects of the work needed to complete the activity. The “experts” are acknowledged for their work with the specific project but *are not considered members of the work group's parent entity (though some participants may hold dual roles)*. Recurring work groups may reassemble annually for specific reporting/projects but generally do not need to meet regularly beyond the expectations of the completion of the work each year. *(Example: Commencement Work Group or Academic Operations Calendar Work Group)*

Information about the work group (purpose, participants, etc.) should be clearly outlined in the parent council or committee's minutes and updates reported to the College Council. When reasonable, the final report or product of the work group should be posted to the parent council or committee's web page and included in the council's or committee's end of year reporting.

Advisory Groups: Advisory groups may self-form to support functional areas as needs arise for broader feedback or input. While not formal elements of the College Council structure, these groups generally report through a divisional area led by a Vice President. Advisory groups may choose to or be asked to provide reports or request recommendations from the Council on particular topics of institutional interest or need. *(Example: Information Technology or Facilities Master Planning advisory groups)*

Structure Note: Curriculum Council, although titled a “council”, does not hold a position in college council due to the nature of its work. Curriculum Council was established prior to the current institutional council structure.

College Council Structure Example



College Council Structure Table

Council	Exec Sponsor	Committee	Task Force	Work Group
Budget Council	VPAS			
Classified Staff Council	VPHR			
College Council	President		Texting TF	Calendar Work Group
Corrections Ed Council	VPI			
Data Council	VP-PEED			
DEIB Council	DEIB Dir.			
Educational Leadership Council	VPI	*Curriculum Cmte		MC Catalog MC Curriculum
Faculty Senate	Not Applicable			
Institutional Effectiveness Council	VP-PEED	*Accreditation Cmte Annual Report (STEPS) Cmte Research Ethics Committee		
Strategic Enrollment Leadership Council	VPSS, VP-PEED	Guided Pathways Cmte	Slate Impl TF	
Student Government Council	VPSS			
Student Services Leadership Council	VPSS		Registration Date TF	Commencement Work Group

*Standing Committee

Current Advisory Groups (2024-25)

- Safety Group – Reports to VPAS
- Information Technology Planning Group – Reports to VPAS
- Facilities Master Planning Group – Reports to VPAS
- Workforce Advisory Groups – Reports to Deans of Area/VPI