

Name:	Valuing Stakeholders Council				
Purpose:	The Valuing Stakeholders Council exists to provide guidance to the college administration and the board, through the College Council, on all elements of the mission of the college aimed at workforce acquisition, satisfaction, retention, and success including policies, procedures, professional development, position description, and workforce performance/competency evaluation.				
Sponsor:	Chancellor				
Chair:	Director of Human Resources & Employee Relations				
Recorder:	Elected from membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	Director of Human Resources	Permanent	Human Resources	N	
	CFO	Permanent	Finance & Administration	N	
	Staff Senate Secretary	Permanent	N/A	Y	
	1 Staff	Permanent	Professional Development Institute	Y	
	1 Staff	Representative	Police & Public Safety	Y	
	1 Staff	Representative	Counseling & Disability Services	Y	
	6 Faculty	At-large	varies	Y	
	2 Staff	At-large	varies	Y	
	1 Student	At-large	N/A	Y	
Membership Totals:	13 voting, 2 non-voting 15 Total Members				
Resources:	Strategic Plan, Board Policies, Stakeholder input				
Meeting Schedule:	2 nd Wednesday, monthly at 2:00 PM				
Duties: (Reviewed Annually)	<ol style="list-style-type: none"> 1. Plan and monitor community, cultural, and diversity involvement for all stakeholders. 2. Establish guidelines and recommend an annual plan for professional development. 3. Recommend and provide oversight to the college's employee recognition programs. 4. Monitor employee key performance indicators, including campus climate, employee satisfaction, and employee turnover rates. 5. Review information and recommend strategies to support employee engagement and satisfaction. 				

	<ol style="list-style-type: none"> 6. Participate in the review and development of policies and procedures required to support the workforce. 7. Research and recommend best practices for workforce engagement and satisfaction. 8. In conjunction with the Office of Human Resources, recommend an annual plan for Human Resources, inclusive of capacity assessment, succession planning, and competency review.
HLC Alignment:	3.B, 3.C, 3.D, 5.A, 5.B
Boundaries:	<ul style="list-style-type: none"> • Council input is related to the defined purpose and may be strategic, operational or improvement focused in nature. • The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget. • The Chancellor reserves final decision-making authority for operational matters. • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations. • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.
Operating Guidelines:	<p><u>General Guidelines</u></p> <ol style="list-style-type: none"> 1. Annually review charter. 2. Annually staff and train members on effective and efficient meeting practices using quality tools. 3. Annually select chair and recorder, if needed. 4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members. 5. Receive and review reports on a monthly basis. Provide feedback to each committee. 6. Submit recommendations to appropriate Council. 7. Prepare monthly reports for appropriate Council. 8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide. <p><u>Committee/Council Business</u></p> <ol style="list-style-type: none"> 1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation. 2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM. 3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting. 4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the

designated document repository within three (3) business days of the approval meeting.

5. All action items must be completed in a timely manner; preferably by the established deadline.

Meetings

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
 - It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
 - If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences, and will submit a request for a replacement to the supervisor or constituency.
 - If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.
5. Meetings will be open to all represented persons, although privileges may be limited.
6. Begin and end meetings on time: use cell phones as universal time
7. Quorum will be 50% plus one of the total current membership.
8. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.
9. Decisions will be made based on a majority vote of those present.

Member Conduct/Ground Rules

1. Come prepared; Read all materials prior to meeting.
2. The meeting environment is a safe zone; there is no rank in the room.
3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
4. One speaker at a time.

Valuing Stakeholders Council Charter

Last Revised: November 2022

	<ul style="list-style-type: none">5. Agree only if it makes sense to do so.6. Support decisions made on consensus.7. Keep comments on target with topics/tasks at hand.8. Be respectful of one another.9. All ringers on cell phones/electronic devices should be turned off or set on vibrate. <p><u>Annual Evaluation Process</u></p> <ul style="list-style-type: none">A. Past Year’s Accomplishments of GoalsB. Committee/Council Self-Evaluation
Subcommittees:	Cultural Diversity and Community Involvement
Versions:	<ul style="list-style-type: none">• Charter Drafted: Spring 2018• Charter Adopted: March 30, 2018• Revised: November 2022 Adopted by College Council• Revised:• Revised: