

PAPC Bylaws

- I. **Name:** The President's Advisory and Planning Council (PAPC)
- II. **Purpose:** The PAPC acts in an advisory capacity to the President on college-wide matters and, particularly, in the college's annual and strategic planning process. The PAPC handles the ongoing assessment of the governance system and oversees the creation of new committees. The PAPC makes assignments to standing committees as needed. Reports to the President.
- III. **Membership Distribution List:**
 - a. Last year's chair will serve as Past Chair
 - b. One member appointed by the President's Cabinet
 - c. Chair of the College Faculty Senate
 - d. Chair of the Administrative Association
 - e. Chair of the Classified Association
 - f. Chair of the Student Governance Association Federation Council (SGA)
 - g. One person appointed by the Faculty Senate
 - h. One person appointed by the Administrative Association
 - i. One person appointed by the Classified Association
 - j. One student appointed by the Student Government Association Federation Council
 - k. Chair of the Curriculum Committee
 - l. Chair of the Distance Learning and Technology Committee
 - m. Chair of the Faculty Professional Development Committee
 - n. Chair of the General Education Committee
 - o. Chair of the Global and Intercultural Committee
 - p. Chair of the Internal Relations Committee
 - q. Chair of the Instruction Committee
 - r. Chair of the Student Success Committee
 - s. Chair of the Workforce Solutions Committee
 - t. One librarian elected college-wide
 - u. One counselor elected college-wide
 - v. Three persons appointed by the President (If necessary the President is asked to use the appointments to ensure that each campus has at least one representative on the Council.)
- IV. **Voting:**
 - a. All members of the PAPC may vote. Members must be listed on the current membership list.
 - b. No proxy or absentee voting will be allowed. Permanent alternate representatives will be allowed to vote.
 - c. Elections will be held at the May meeting with only incoming members eligible to vote.

V. Election of Officers:

- a. The PAPC will hold elections of officers after the May 1 deadline for all governance committees to hold their own officer elections and before May 15. Constituency groups are requested to adhere to the Governance Timeline.
- b. PAPC officers will be elected by incoming members.
- c. On June 1 of each year, the PAPC officers shall begin their one-year terms.

VI. Officers: The two officers of the PAPC shall consist of the Chair and the Secretary.

a. The Chair of the PAPC shall:

- i. Preside over PAPC meeting
- ii. Designate the past chair or an alternative to preside over the meetings in his/her absence
- iii. Consolidate governance committee charges and publish them on the web by October 1
- iv. Report to the President's Cabinet those committees that do not receive a charge by September 15
- v. Organize and conduct any electronic voting done by the PAPC
- vi. Consolidate governance committee mid-year reports, publish them on the web, and submit them to the President by February 15
- vii. Notify all TCC employees of governance committee openings via a TCC_ALL email sent by March 15
- viii. Consolidate governance committee end-of-year reports, publish them on the web, and submit them to the President by May 15
- ix. Submit a PAPC end-of-year report to the President and the incoming PAPC chair by July 1
- x. Verify on a monthly basis that the PAPC and governance websites are up-to-date
- xi. Attend meetings of the College Board and the Educational Foundation Board as the PAPC representative
- xii. Attend the Administrator's Work Day session as the PAPC representative
- xiii. Create the agenda in coordination with the secretary
- xiv. Distribute agenda and draft minutes of previous meeting electronically to all PAPC members no less than seven calendar days prior to each scheduled meeting in conjunction with the secretary
- xv. Report relevant information from the President's Cabinet members, the College President, the TCC College Board, TCC Educational Foundation Board to PAPC members during meetings or via e-mail.

b. The Secretary of the PAPC shall:

- i. Take accurate minutes (including attendance records) of each PAPC meeting using the governance minutes template
- ii. Submit draft of minutes to PAPC chair no less than 10 days prior to the meetings
- iii. Ensure posting of approved minutes to the web within 15 days after each meeting
- iv. Arrange meeting space for all PAPC meetings
- v. Track membership rotation and report upcoming openings on the PAPC to the chair by March 1
- vi. Perform other official duties in consultation with the chair

VII. Meetings:

- a. The P APC will meet a minimum of two meetings during the fall semester. During the second semester the P APC meetings will be called as needed at the discretion of the President and the P APC chair.
- b. The meeting location, unless otherwise noted, will be in the District Office located in Norfolk.
- c. Every effort will be made to provide a synchronous virtual meeting option for P APC members who cannot attend in person due to extenuating circumstances. Members who cannot attend should first seek to appoint a substitute prior to requesting virtual attendance. Members participating electronically must have adequate equipment to be able to communicate effectively via videoconferencing. Virtual attendees will count toward quorum and be noted in minutes as present electronically and not physically. The Chair and Secretary will attend meetings in person. P APC members who plan to attend remotely should notify the Chair at least one day in advance so that necessary equipment for a virtual meeting can be arranged.
- d. A simple majority of the currently elected and appointed P APC membership shall constitute a quorum.
- e. Elections will be held at the May meeting which should include both incoming and outgoing members to facilitate the transition from year to year with only incoming members eligible to vote. Special and summer meetings will be held on an as-needed basis with no less than two week's notification.

VIII. Attendance:

- a. The P APC chair shall be empowered to declare vacant any seat of any member who fails to attend, or send an appropriate alternate, for more than three properly designated meetings
- b. Governance committees and constituent groups may send alternates with voting rights as representatives only after notifying the P APC chair in writing.

IX. P APC Subcommittees:

- a. Subcommittees shall be created and officially charged by the P APC to address specific issues.
- b. Ad Hoc committees: These may be established on an as-needed basis by a P APC vote.

X. Creation of New Standing Committees of the Governance System

No new standing committee of the Governance System shall be created without the review by and approval from the P APC.

All new standing committees should propose a set of bylaws.

A proposal to create a new SCGS may be brought forth by any of the constituent groups, a member of the President's Cabinet (with the President's endorsement), or by the President. An existing SCGS can bring forth a proposal to create a new SCGS by splitting the existing committee.

The proposal should include a clear explanation of the ongoing need for the new committee, a description of any overlapping duties and responsibilities with any of the existing committees, a proposal for the membership distribution of the new committee with a strategy for election of the members.

After review by the PAPC, the proposal (if approved) shall be distributed to the constituent groups for comment and approval. Objections from any of the constituent groups will return to the PAPC for discussion and possible editing of the proposal. Once the proposal has been approved by the PAPC and the constituent groups, it will be forwarded to the President's Cabinet and the President for review and approval.

XI. Dissolution of Standing Committees of the Governance System

No new standing committee of the Governance System shall be dissolved without the review by and approval from the PAPC.

A proposal to dissolve a SCGS may be brought forth by that standing committee, a member of the President's Cabinet (with the President's endorsement), or by the President. An existing SCGS can bring forth a proposal to dissolve a SCGS and/or merge the standing committee with another existing committee.

The proposal should include a clear explanation of the lack of need for the committee and how any remaining duties and responsibilities will be addressed.

After review by the PAPC, the proposal (if approved) shall be distributed to the constituent groups for comment and approval. Objections from any of the constituent groups will return to the PAPC for discussion and possible editing of the proposal. Once the proposal has been approved by the PAPC and the constituent groups, it will be forwarded to the President's Cabinet and the President for review and approval.

XII. College Mission Statement: The PAPC will review the TCC Mission Statement every three years during the fall semester of the third year. If needed, the PAPC will make recommended changes and send to the chair of the constituent groups (Faculty Senate, Classified Association, Student Federation, and Administrative Association).

The Constituent Groups will review recommended changes and send feedback to PAPC for review during the first meeting of the spring semester of the third year. The PAPC will vote on changes and send to TCC President for review. This process will begin fall 2017.

XIII. College Vision Statement: The PAPC will review the TCC Vision Statement every three years during the fall semester of the third year. If needed, the PAPC will make recommended changes and send to the chair of the constituent groups (Faculty Senate, Classified Association, Student Federation, and Administrative Association).

The Constituent Groups will review recommended changes and send feedback to PAPC for review during the first meeting of the spring semester of the third year. The PAPC will vote on changes and send to TCC President for review. This process will begin fall 2018.

XIV. Amendments: These bylaws may be amended by a majority vote of the PAPC members. The PAPC chair must disseminate to members copies of the proposed amendment one week prior to the meeting and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

a. The PAPC will review these bylaws annually before March 15.

XV. The PAPC as part of the general function of the TCC Governance Structure: The PAPC recognizes that its bylaws must be in accordance with Governance Structure