

## Charge

College Council is a collegial, consultative, and oversight body designed to serve the good of the College. The group facilitates timely, factual, and clear communication between constituents and the President. It provides recommendations to the President on collegewide matters. The Council oversees implementation of the Strategic Directions Plan and ensures institutional quality using ongoing and systematic planning and evaluation to refine key policies and processes, and to improve student learning.

## Member Duties

Members of the Council fill a unique place in the College's structure. As members, they are the primary and most visible representative of their constituent groups. They set the standard for civility, candor, and accuracy in collegial discussion, within Council meetings and in their interactions with others in the college community. Members are conduits of information to and from the groups they represent. They should strive to understand and accept diverse points of view while attempting to reach a consensus to best serve the College as a whole. Members will communicate regularly with the constituent group(s) they represent.

## Procedures

- Agendas, minutes, and support documents will be provided at least two (2) working days before any scheduled meetings. Materials will be available on the College Council website: <https://committees.kccd.edu/bc/committee/collegecouncil>. Members and guests who provide hard copy materials should provide twenty-two (22) copies.
- All members may submit items for the agenda directly to the President's Office at least one week prior to each meeting.
- The minutes will reflect actions and deadlines discussed. Issues and ideas should be reported without being attributed to specific Council members.
- Members will be provided a list-serve to use for reporting out and soliciting input from their specific constituents.
- Task-forces may be formed, for specific activities, from within and outside the Council to allow those with specific skills and expertise to participate.
- Changes to the Decision Making Document will be forwarded to College Council for review and approval. (new since April 2009)
- 10+1 and bargaining related issues will be vetted through the appropriate groups (Senate, CSEA, CCA).
- Guests will be invited as needed for their expertise; standing committees will provide presentations to College Council as requested; written committee reports should be distributed as available to the College Council list serve (bc\_collegecouncil).
- At the close of each session, time will be set aside to recap the meeting. The group will decide those issues that are to be taken back immediately to their respective constituent groups and those issues that should be deferred until the next meeting.

## Membership

Members are determined by either the position they hold or through a selection process established by the constituency group they represent. Term lengths will vary and in cases where a constituency group is comprised of multiple members, the selection process will allow for staggered terms. This will allow for consistent representation and mentoring of new members.

## Review & Approval History

*Reviewed and revised by College Council, 09/04/15  
Approved by College Council, 09/18/15  
Revised and approved by College Council, 09/02/16  
Revised and approved by College Council, 03/17/17  
Reviewed by College Council, 09/01/17*

**Management**

Member	Term	Term Dates
<b>College President</b> <i>Serves by virtue of position;</i>	On-going	On-going
<b>Vice-President, Instruction</b> <i>Serves by virtue of position; reports to Academic Affairs administrators</i>	1 year	July – June
<b>Vice-President, Student Services</b> <i>Serves by virtue of position; reports to Student Services administrators</i>	1 year	July – June
<b>Vice President, Finance &amp; Administrative Services</b> <i>Serves by virtue of position; reports to Administrative Services administrators</i>	1 year	July – June
<b>Administrator, Instruction</b> <i>Appointed by the President; reports to Academic Affairs administrators</i>	1 year	July – June
<b>Administrator, Student Affairs</b> <i>Appointed by the President; reports to Student Services administrators</i>	1 year	July – June
<b>Administrator, Accreditation &amp; Institutional Quality (AIQ)</b> <i>Serves by virtue of position; reports to the President and Academic Senate</i>	2 years	July – June
<b>Management Association Representative</b> <i>Selected by and reports to Management Association members</i>	2 years	July 15-June 17
<b>Dean, Institutional Effectiveness</b> <i>Serves by virtue of position;</i>	1 year	July - June

**Faculty**

Member	Term	Term Dates
<b>California College Association (CCA) Representative</b> <i>Appointed by CCA; reports to all faculty</i>	1 year	May - April
<b>Academic Senate President</b> <i>Serves by virtue of position; reports to the Academic Senate</i>	2 years	July -June
<b>Accreditation &amp; Institutional Quality (AIQ) Committee Chair</b> <i>Serves by virtue of position; reports to the President and Academic Senate</i>	2 years	July - June
<b>Faculty Representative, A</b> <i>Elected by and reports to faculty in Ag, Allied Health, Fire Tech, BMIT, EIT, FACE, Nursing</i>	2 years	July 16- June 18
<b>Faculty Representative, B</b> <i>Elected by and reports to faculty in ACDV, English, EMLS, Math</i>	2 years	July 15-June 17
<b>Faculty Representative, C</b> <i>Elected by and reports to faculty in Art, Comm, Foreign Lang, Performing Arts, Philosophy, Social Science</i>	2 years	July 16- June 18
<b>Faculty Representative, D</b> <i>Elected by and reports to faculty in Behavioral Science, Biology, Health/PE, Physical Science</i>	2 years	July 15-June 17
<b>Faculty Representative, E</b> <i>Elected by and reports to faculty in Counseling, Library/Instructional Tech</i>	2 years	July 15-June 17
<b>Faculty Representative, Department Chair</b> <i>Elected by and reports to Department Chairs</i>	1 year	July - June
<b>Faculty Chairs &amp; Directors Council (FCDC) Representative</b> <i>Selected by and reports to all FCDC members</i>	1 year	July - June

**Classified**

Member	Term	Term Dates
<b>California School Employees Association (CSEA) President</b> <i>Serves by virtue of position; reports to all classified staff</i>	2 years	Jan - Dec
<b>Classified Representative, Instruction</b> <i>Appointed by CSEA President; reports to Instruction classified staff</i>	2 years	July 16- June 18
<b>Classified Representative, Student Services</b> <i>Appointed by CSEA President; reports to Student Services classified staff</i>	2 years	July 15-June 17
<b>Classified Representative, Finance &amp; Administrative Services</b> <i>Appointed by CSEA President; reports to Finance &amp; Administrative Services classified staff</i>	2 years	July 15-June 17

**Students**

<b>Student Government Association (SGA) President</b> <i>Serves by virtue of position;</i>	1 year	July - June
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