**Proposed Revision to College Council Charge, September 20, 2013**

**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 Plan and ensures the institution uses ongoing and systematic planning and evaluation to refine its key processes and improve student learning.

**Duties of Members**

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 should expect to 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. Members need to print and bring with them these materials. 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.