**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 available on the College Council website: <https://committees.kccd.edu/bc/committee/collegecouncil>.
* 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 2016)
* 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*

*Approved by College Council, 09/15/17
Revised, 02/09/18*

*Revised and reviewed by College Council, 09/07/18*

*Approved by College Council, 09/21/18*

*Revised & reviewed by College Council 09/06/19*

**Executive Team**

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| --- | --- | --- |
| **Member** | **Term** | **Term Dates** |
| College President: Steve Watkin*Serves by virtue of position* | On-going | On-going |
| Vice-President, Instruction: Billie Jo Rice*Serves by virtue of position* | On-going | On-going |
| Vice-President, Student Services: Imelda Valdez*Serves by virtue of position* | On-going | On-going |
| Vice President, Finance & Administrative Services: Calvin Yu*Serves by virtue of position* | On-going | On-going |

**Management**

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| --- | --- | --- |
| **Member** | **Term** | **Term Dates** |
| Administrator, Instruction: Andrea Thorson*Appointed by the President; reports out to Academic Affairs administrators* | 1 year | July ‘23 – June ‘24 |
| Administrator, Student Affairs: Jennifer Achan*Appointed by the President; reports out to Student Services administrators* | 1 year | July ‘23 – June ‘24 |
| Administrator, Accreditation & Institutional Quality (AIQ): Jessica Wojtysiak*Serves by virtue of position; reports out to the President and Academic Senate* | 1 year | July ‘23 – June ‘24 |
| Management Association Representative: Dan Hall*Selected by and reports out to Management Association members* | 1 year | July ‘23 – June ‘24 |
| Dean, Institutional Effectiveness: Sooyeon Kim*Serves by virtue of position* | 1 year | July ‘23 – June ‘24 |

**Faculty**

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| **Member** | **Term** | **Term Dates** |
| California College Association (CCA) Representative: Ann Tatum*Appointed by CCA; reports out to all faculty* | 1 year | May ’23 – April ‘24 |
| Academic Senate President: Erica Menchaca*Serves by virtue of position; reports out to the Academic Senate* | 2 years  | July ‘23 – June ‘25 |
| Accreditation & Institutional Quality (AIQ) Committee Chair: Grace Commisso*Serves by virtue of position; reports out to the President and Academic Senate* | 2 years | July ‘23 – June ‘25 |
| Faculty Representative, A: Lindsay Ono *Elected by and reports to faculty in Ag, Allied Health, Applied Science & Tech, Business Education, Engineering & IT, FACE, Industrial Technology, Nursing* | 2 years | July ‘22 – June ‘24 |
| Faculty Representative, B: Clair Lahorgue *Elected by and reports to faculty in Education, English, EMLS, Mathematics* | 2 years | July ‘23 – June ‘25 |
| Faculty Representative, C: Vacant *Elected by and reports to faculty in Art, Comm, Foreign Lang, Performing Arts, Philosophy, Social Science* | 2 years | July ‘22 – June ‘24 |
| Faculty Representative, D: Nick Strobel *Elected by and reports to faculty in Behavioral Science, Biology, Public Safety TP, Kinesiology, Physical Sci* | 2 years | July ‘23 – June ‘25 |
| Faculty Representative, E: Victor Diaz *Elected by and reports to faculty in Counseling, Library/Academic Tech* | 2 years | July ‘23 – June ‘25 |
| Faculty Representative, Department Chair: Jason Stratton*Elected by and reports out to Department Chairs* | 1 year | July ‘23 – June ‘24 |
| Faculty Chairs & Directors Council (FCDC) Representative: Vacant*Selected by and reports out to all FCDC members* | 1 year | July ‘23 – June ‘24 |

**Classified**

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| **Member** | **Term** | **Term Dates** |
| California School Employees Association (CSEA) President: Chris Glaser*Serves by virtue of position; reports out to all classified staff* | 2 years | Jan – Dec |
| Classified Representative, Instruction: Vacant*Appointed by CSEA President; reports out to Instruction classified staff* | 2 years | July ‘23 – June ‘25 |
| Classified Representative, Student Affairs: Victor Crosthwaite*Appointed by CSEA President; reports out to Student Services classified staff* | 2 years | July ‘22 – June ‘24 |
| Classified Representative, Finance & Administrative Services: Scott Hallmark*Appointed by CSEA President; reports out to Finance & Administrative Services classified staff* | 2 years | July ‘23 – June ‘25 |

**Students**

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| Student Government Association (SGA) President: Cindy Ceja Miranda*Serves by virtue of position* | 1 year | July ‘23 – June ‘24 |