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**College Council Charge, Procedures, Membership**

**BAKERSFIELD COLLEGE COUNCIL**

*Adopted: April 3, 2009*

**CHARGE OF THE COUNCIL**

College Council is a collegial consultative body designed to serve the good of the College. The group facilitates timely, factual, and clear communication between constituents and the President as a means to develop recommendations to the President for decisions on College-wide issues. [e.g. Budget (use of unallocated resources & dealing with cuts or enhancements), Planning (2012 & enrollment management), Accreditation (self-study, midterm report, etc.), Facilities (swing-space, construction & new sites).]

**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.
- 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).

*GOAL: College Council website with links to college committee reports and information.*

- 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.

MEMBER	TERM LENGTH	TERM DATE
College President	ongoing	NOW – end of tenure
Vice-President, Academic Affairs	1 year	July – June

<i>Serves by virtue of position; reports to Academic Affairs administrators</i>		
<b>Instructional Administrator</b> <i>Appointed by the President; 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>Student Services Administrator</b> <i>Appointed by the President; reports to Student Services administrators</i>	1 year	July - June
<b>Executive Director of Administrative Services</b> <i>Serves by virtue of position; reports to Administrative Services administrators</i>	1 year	July – June
<b>Management Association</b> <i>Selected by and reports to Management Association members</i>	2 years	Jan 09 – June 11
<b>Student Government Association</b> <i>Appointed by SGA President; reports to Student Government Association members</i>	1 year	July - June
<b>CCA – Faculty Association</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>	1 year	Jan 09 – June 10
<b>Faculty Representative - Career &amp; Technical Education</b> <i>Elected by and reports to faculty in Ag, AH, BMIT, EIT, FACE &amp; Nursing</i>	2 years	Jan 09 – June 10
<b>Faculty Representative – Basic Skills/ESL</b> <i>Elected by and reports to faculty in Academic Development, English, ESL &amp; Math</i>	2 years	Jan 09 – June 11
<b>Faculty Representative – Arts &amp; Humanities</b> <i>Elected by and reports to faculty in Art, Communication, Foreign Lang, Performing Arts, Philosophy &amp; Social Science</i>	2 years	Jan 09 – June 10
<b>Faculty Representative – Science, Health &amp; Physical Ed</b> <i>Elected by and reports to faculty in Behavioral Science, Biology, Health/PE &amp; Physical Science</i>	2 years	Jan 09 – June 11
<b>Faculty Representative – Student Services</b> <i>Elected by and reports to faculty in Counseling &amp; Library/Inst. Tech.</i>	2 years	Jan 09 – June 11
<b>Faculty Representative – Faculty Department Chairs</b> <i>Elected by and reports to Department Chairs</i>	1 year	Jan 09 – June 10
<b>Faculty Chairs &amp; Directors Council Representative</b> <i>Selected by and reports to all FCDC members</i>	1 year	Jan 09 – June 10
<b>CSEA President</b> <i>Serves by virtue of position; reports to all classified staff</i>	2 years	Jan 09 – June 10
<b>Classified Representative – Instructional</b> <i>Appointed by CSEA President; reports to Instructional classified staff</i>	2 years	Jan 09 – June 10
<b>Classified Representative – Student Services</b> <i>Appointed by CSEA President; reports to Student Services classified staff</i>	2 years	Jan 09 – June 11
<b>Classified Representative – Administrative Services</b> <i>Appointed by CSEA President; reports to Administrative Services classified staff</i>	2 years	Jan 09 – June 11

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