

MOTLOW STATE COMMUNITY COLLEGE

SUBJECT: ADMINISTRATIVE COUNCIL

The Administrative Council provides a mechanism for administrators to discuss concerns and issues of general interest. Recommendations should be forwarded through the President to the President's Council. The duties of this committee are:

1. To provide a forum for and make recommendations concerning: Improvement/maintenance of open communication among administrators; empowerment of administrators; improvement and innovation among administrators; and suggestions and recommendations to the appropriate campus entity.
2. To address other issues which may be deemed appropriate and timely by the membership.

Each organizational unit of the college (as shown on the organizational chart) will have at least one representative. Each unit with more than seven full-time administrators or major portion thereof, another representative may be elected.

Representatives are elected for one-year terms and may be re-elected. They shall be elected in June and assume duties in the new fiscal year.

The Administrative Council meets at least once each semester as announced and additionally if called for as specified in the Administrative Council Constitution (Policy 7:00:00:00). A chair, vice-chair, and secretary are elected annually in June to assume office with the first meeting of the new fiscal year.

SOURCE: MOTLOW COLLEGE

XR: NONE