I. PURPOSE
The Support Staff Council (SSC) is organized to provide a setting for support staff to discuss concerns and issues of general interest.

II. DUTIES
The duties of the council are:
A. To foster open communication among support;
B. To promote professional development opportunities and training;
C. To encourage cooperation and strengthen communication between faculty, administrative staff, and support staff; and
D. To communicate suggestions for continuous improvement to the Leadership Council.

III. MEMBERSHIP
A. Each organizational unit of the college (as shown on the organizational chart) shall have at least one representative. For each unit with more than seven full-time support staff or major portion thereof, another representative may be elected.
B. Representatives are elected in June and the new member and officers (chair, vice-chair and secretary) assume duties at the beginning of the new fiscal year.
C. The Support Staff Council meets at least once each semester and as announced and additionally if called for as specified in the Support Staff Council Constitution (Policy 7:00:00:02). The constitution policy outlines and describes fully the function, structure, membership, procedures and bylaws of the council.