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College Communication Councils

College Communication Councils exist to enable college administrative or organizational units to share information, conduct routine business, and discuss issues of mutual concern. Membership on College Communication Councils is based on one's assigned, appointed, or elected position at the college.

Administrative Council

Charge: The Administrative Council serves as a staff meeting and discussion forum for the President, the Executive Vice President of Student Learning, the Vice President of Business Services, and the Deans. The Academic Senate President and Classified Senate President are invited to participate on the Council for communication purposes.

Membership: College President; Executive Vice President of Student Learning; Vice President of Business Services; deans and assistant deans. Guests: Technology Support Services Supervisor; Academic Senate President; Classified Senate President.

Chair: Executive Vice-President (co-chair), Vice President for Business Services (co-chair)

Meetings: First & Third Wednesdays of each month, 9:00 a.m., Campus Center Conference Room.

Deans Council

Charge:

Membership:

Chair:

Meetings:

Department Chair & Coordinator Council

Charge: The **Department Chair and Coordinator Council** provides a forum for the discussion of academic issues that affect department chairs, facilitators and coordinators, and makes recommendations to the Administrative Council.

Membership: Executive Vice President of Student Learning; department chairs (or vice chairs); coordinators; Academic Senate President (or designee); Deans.

Chair: Executive Vice President of Student Learning

Meetings: Last Tuesday of the month, 3:30 PM, MCW-312 Conference Room, [Minutes](#)

Executive Team Council

Charge:

Membership:

Chair:

Meetings:

Safety and Wellness Work Group

Charge: The Health and Safety Work Group aids and advises both management and employees on matters of health and safety pertaining to college operations. Members discuss safety policies and provide recommendations, review accidents, discover unsafe conditions and practices, and provide recommendations for preventing future occurrences and/or correcting unsafe conditions. In addition, the Work Group provides educational safety information for all staff, evaluates the progress of the college's accident prevention efforts, and monitors facility inspections.

Membership: Student Health Center; Campus Police; Human Resources; Athletic Trainer; Health Sciences; Vice President of Business Services

Chair: Maintenance Supervisor and Coordinator, Student Health Center

Meetings: The third Tuesday of the month, 2:00 - 3:30 PM, CCCR. [Minutes](#)

Student Support Leadership Council

Charge: The Student Support Leadership Council is a collaborative forum with the purpose of making recommendations to Administrative Council on issues to strengthen, support, and improve student services. The discussion topics include those deemed critical to student support service programs, operational best practices, future needs, and the viability of student service.

Membership: Leads and Supervisors of Student Supporting Programs

Chair: Vice President of Student Affairs, Patricia Ewins and Co-Chair, Counselor Marcelino De Cierdo

Meetings: Second Tuesdays at 9:00 AM in CCCR