



Category
President's Council - 6:10:00:01
Approval
President's Council Approved: 10/23/08
Effective Date/Approved: 10/23/08
Revised:
Responsible Party: President

PURPOSE

The purpose of the Motlow State Community College (MSCC) President's Council is to provide the opportunity to discuss on a regular basis issues/concerns and make decisions on programmatic and budgetary matters; assure consistency of purpose to improve service to students; provide an avenue to seek advice; and provide a forum for the frank exchange of ideas and issues to assist the college in better serving our customers--the students, receiving institutions, employers, taxpayers, and other employees.

I. DUTIES

The duties of the committee are:

1. Use the 4 C's (Candor, Courage, Creativity, and Commitment);
2. Participate fully;
3. Adopt a non-attribution policy;
4. Adhere to a professional atmosphere in which constructive dissent is encouraged;
5. Create an atmosphere in which people are not afraid to fail;
6. Tolerate other staff members' ideas and opinions, practicing patience and open-mindedness;
7. Use appropriate time for decision-making;
8. Attend regularly and be prompt for meetings;
9. Prepare in advance for discussion of agenda topics;
10. Operate the meeting with no hidden agendas;
11. Commit to keep units informed;

II. MEMBERS

The Council, with the President as Chair, is composed of the following members:

1. President (Ex-officio)
2. Vice-President for Academic Affairs (Ex-officio)
3. Vice-President for Business Affairs (Ex-officio)
4. Vice-President for Student Affairs (Ex-officio)
5. Vice President for Information Technology and Admin. Services (Ex-officio)
6. Vice President for Facilities (Ex-officio)
7. Chair of Administrative Council (Ex-officio)
8. Chair of Faculty Council (Ex-officio)
9. Chair of Support Staff Council (Ex-officio)
10. Affirmative Action Officer (Ex-officio)
11. Student Government Association President (Ex-officio)
12. Director of Community Relations, (Ex-officio, non-voting)
13. Administrative Assistant, President's Office, recording secretary (Ex-officio, non-voting)

III. MEETINGS

The Council meets a minimum of six (6) times during the academic year at a time subject to the schedule of its members.

Addendum to Policy No. 6:10:00:01

MSCC CONTINUOUS QUALITY IMPROVEMENT PROCESS

The Continuous Quality Improvement (CQI) process is designed to ensure an accessible, systematic and continuous process of quality improvement by individuals at all levels of the college. The President's Council acts as a centralized body through which improvement ideas can be identified and monitored.

1. Any employee may notify, in writing, any member of the President's Council of an improvement idea, which will be presented to the entire council.
2. The President's Council will determine whether the improvement idea is to be addressed through the CQI process or should, more appropriately, be handled through existing alternative channels.
3. The President's Council will assist, where necessary, in the selection of a team and the preparation of a mission statement to address improvement ideas appropriately handled through the CQI process. A member of the President's Council will be available to act as a liaison with the team.
4. The team will make periodic progress reports and a formal presentation to the President's Council prior to its recommendations being submitted to the president of the college.
5. The president's response to the recommendation will be communicated to the President's Council and Motlow employees. Implementation of any improvement idea, and subsequent progress updates, will likewise be communicated.