



Category
SUPPORT STAFF COUNCIL - 6:10:00:18
Approval
Leadership Council Approved: May 19, 2017
Effective Date/Approved: May 19, 2017
Revised: March 1, 2007; May 19, 2017
Responsible Party: Support Staff Council Officers

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.