

## BASIS FOR CONSULTATION COUNCIL

The Chancellor shall appoint a Consultation Council to assist in the solution of issues, formation of educational policies, and strategic planning.

## CHARGE OF THE COUNCIL

Consultation Council is a collegial consultative body designed to serve the good of the District. The group facilitates timely, factual, and clear communication between constituents and the Chancellor as a means to help make informed District-wide decisions.

## DUTIES OF MEMBERS

Members of the Council fill a unique place in the District's structure. As members, they are the primary and most visible representative of their constituent groups. They set the standard for civility, candor, and accuracy in collegial discussion, within Council meetings and in their interactions with others in the college communities. Members are conduits of information to and from their respective groups. They should strive to understand and accept diverse points of view while attempting to reach a consensus to best serve the District as a whole.

## PROCEDURES

Agendas, minutes, and support documents will be provided at least two (2) working days before any scheduled meetings. The minutes will reflect actions discussed. Issues and ideas should be reported without being attributed to specific Council members.

The Consultation Council is a select group; invited guests are appropriate if they are relevant to an agenda item with the understanding that they may only contribute via their representative, not directly to the Council unless otherwise invited to do so.

At the close of each session, time will be set aside to recap the meeting. The group will decide those issues that are to be taken back immediately to their respective constituent groups and those issues that should be deferred until the next meeting.

The goal of the Consultation Council is to provide accurate, factual information. When asked a specific question by a constituent, a Council member may respond with appropriate information if it is available. If the information is not available at that time, the Council member should either inform the constituent that he or she will get the requested information or will direct the question to a more appropriate person, who will respond to the constituent.

Approved by Consultation Council (Chancellor's Cabinet)  
June 20, 2006