

EMPLOYEE COUNCIL

The primary role of Employee Council is to provide another communication link between staff employees and the College and to provide a discussion forum for matters of general concern to staff employees. Employee Council is not intended to replace any regular channels of direct communication between the College and employees nor is it a policy making body.

Employee Council designates staff representatives to serve on the Budget Committee, the Committee on Campus Life, the Welfare Committee and other standing college committees that include a staff member. Employee Council also designates a staff representative to attend Faculty Meetings.

The secondary roles of Employee Council are to serve as a staff nominating committee when needed and to allocate Staff Professional Development Funds in response to employee requests (see the Staff Professional Development Fund section in the *Staff Handbook*).

Seven Employee Council members are chosen by staff employees annually in the spring, with terms beginning in the following fall. The Assistant Vice President for Business Operations serves as an ex-officio member and attends all Employee Council meetings. He/she is also responsible for appointing a staff employee as secretary to take the minutes which are subject to the approval of Employee Council. Employees may serve on Employee Council for more than one year. The Faculty also select one member of the faculty to serve as a liaison to Employee Council.

Employee Council normally meets on a monthly basis, but may schedule more frequent meetings if a matter requires special consideration.