CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY

GUIDELINES FOR CITRUS COLLEGE ADMINISTRATIVE COUNCIL

Membership

The Administrative Council will be composed of the full time administrators and may include others appointed at the discretion of the President/Superintendent of the College.

Purposes and Functions

1. Promote and improve the educational program.

2. Provide for better communications with the administrative staff college community.

3. Coordinate all phases of the college program.

4. Serve in an advisory capacity to the President/Superintendent.

Meetings

1. The President/Superintendent of the College will preside at Administrative Council meetings. At the discretion of the President/Superintendent other members of the Council may be appointed to preside.

2. The Administrative Council will meet at least once a month during the school year, or at times requested by the President/Superintendent of the College.

3. The President/Superintendent will appoint a recorder who will be responsible for the minutes of each meeting. Minutes will be distributed to all Council members.

Adopted 12/18/63
Revised 11/1/66
12/14/76