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**Chancellor’s Advisory Council Charge**

**Purpose**
The Chancellor’s Advisory Council provides a structured opportunity for meaningful dialogue between the Chancellor and a representative group of employees from across the district. The Council ensures that the Chancellor remains closely connected to the experiences, concerns, and ideas of faculty and staff, who play a critical role in advancing the college’s mission and serving students and the community.

While not a decision-making body, the Advisory Council plays a vital role in fostering transparency, inclusiveness, and two-way communication. The Council helps inform institutional priorities, identifies emerging challenges and opportunities, and strengthens a culture of shared purpose across Eastern Iowa Community Colleges (EICC).

**Responsibilities**

* **Provide Insight and Feedback**
Offer direct and candid input to the Chancellor on matters impacting employees, students, and operations.
* **Support Open Communication**
Serve as a conduit for sharing key updates, gathering feedback, and building understanding across departments and campuses.
* **Promote Collaboration and Inclusion**
Represent a range of roles and perspectives, contributing to more informed and equitable institutional conversations.
* **Uplift Employee Voice**
Elevate innovative ideas and common concerns that can shape initiatives and strengthen the work environment.
* **Advise on Strategic Issues**
Engage in dialogue related to key initiatives, priorities, and directions affecting the college’s future.

**Composition**
The Council will be chaired by Chancellor Bryan Renfro, PhD, and include faculty and staff representatives from:

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| Group | Representatives |
| Students | 3 |
| CE/Workforce/ABE | 2 |
| Student Development (Advising, Admissions, Registration, Financial Aid, Career Services, Counseling, Frontline, Call Center) | 3 |
| Academic Affairs, Online, Concurrent, Curriculum | 1 |
| STEM | 1 |
| Business and Professional Programs | 1 |
| Liberal Arts | 1 |
| Health | 1 |
| Manufacturing and Skill Trades | 1 |
| Business Office, HR and Facilities, Custodians  | 1 |
| IT | 1 |
| CCC, MCC, SCC Campus Staff(non-Student Development), Presidents office, Foundation, Libraries, building managers | 1 |
| Chancellor’s Office, IR, Marketing, Assessment   | 1 |

Members will serve staggered terms to ensure continuity and fresh perspectives.

**Meeting Frequency**
The Council will meet **twice per semester** (Fall and Spring), with additional meetings scheduled as needed.

**Reporting and Communication**
Meeting summaries and key takeaways will be shared with the broader EICC community to ensure transparency and inclusiveness. Council members are also encouraged to bring forward ideas and concerns from their colleagues and share information back with their teams.

Ideas and insights gathered through the Council will be shared with the Senior Leadership Team (SLT), other councils and committees to inform decision-making and help identify and respond to areas of concern. This ensures that employee perspectives are meaningfully incorporated into institutional planning and action.