

College Council guidelines for meeting participation by SFCC personnel and students

The College Council is interested in employee and student viewpoints. The College Council Agenda and Governance Regulation, states:

2.7 Meetings will be open to college personnel and students. The Council will make rules governing input by guests.

To that end, the council has established the following rules governing input by employees and students.

- A period for employee and student comments will be established as the first agenda item at each College Council meeting. The time allotted for all comments shall not exceed 10 minutes, unless a motion to extend the comment period is made and passed by the council prior to the beginning of the comment period. The chair of the meeting shall establish a uniform time limit for each speaker present.
- Any SFCC employee or student who wishes to address the council must contact a representative on the council no later than the last Friday of the month, and must disclose the nature of his/her comments. The representative will notify the council chair of the name of the speaker and nature of the intended comments.
- Employees and students should address problems through the appropriate procedure before coming to the council. The council may refuse to address an issue that has not gone through the appropriate procedure.
- The council reserves the right to impose reasonable restrictions on the number of comments to receive in a meeting. If the agenda is full, the council reserves the right to reschedule comments for the next regular meeting.
- All comments should pertain to issues within the jurisdiction of the College Council. The council has no authority to act on concerns involving college personnel, therefore no comments regarding personnel or any specific college employee will be entertained.
- All comments will be heard respectfully, and the council will not engage in conversation regarding any comment during the comment period. However, members of the council may move to add a topic to the agenda of the current or a future meeting based on employee or student comments.

Adopted Oct. 5, 2018