



Institutional Leadership Council (ILC) Charter

Effective August 12, 2025

Article I. Name and Purpose

Section 1. Name

The name of this body shall be the Institutional Leadership Council (ILC) of Coastal Bend College.

Section 2. Mission

To serve as the primary communication bridge between presidential cabinet decisions and institutional leadership, ensuring consistent information flow, aligned implementation, and coordinated execution of institutional priorities across all divisions.

Section 3. Purpose

The Institutional Leadership Council serves as a cross-functional leadership body composed of administrative staff and upper-level management. The Council exists to:

- Facilitate communication across divisions and departments
- Identify institutional challenges and recommend solutions
- Monitor progress on strategic priorities and institutional goals
- Foster collaboration and operational alignment
- Promote accountability in institutional effectiveness and student success

Article II. Authority

The Council is an advisory body empowered by the College President. While the Council does not hold formal decision-making authority, its recommendations may inform administrative action and institutional strategy.

Article III. Membership

Section 1. Composition

Membership shall consist of administrative staff and upper-level management appointed by their division heads or designated by the President. Members may include, but are not limited to:

- Deans
- Directors
- Department Leads and Program Managers/Coordinators (Academic Coordinators)
- Faculty Senate Officers

Cabinet members and the President shall not be members of the Council but may attend as ex-officio participants.



Section 2. Term of Service

Appointments are reviewed annually but may continue indefinitely based on institutional need and supervisory recommendation.

Section 3. Responsibilities of Members

Council members are expected to:

- Attend all scheduled meetings
- Represent their division and communicate relevant updates
- Contribute actively to agenda items and institutional dialogue
- Champion cross-divisional collaboration

Article IV. Leadership and Governance

Section 1. Council Chair

The Council Chair shall be appointed by the President and serve a renewable one-year term.

The Chair shall:

- Develop meeting agendas in consultation with senior leadership
- Preside over all ILC meetings
- Serve as the primary liaison between the Council and the President
- Coordinate follow-up actions and communication

Section 2. Vice Chair (Optional)

The Chair may appoint a Vice Chair to assist with duties and serve in their absence.

Section 3. Administrative Support

The Office of the President or its designee shall provide administrative support, including scheduling, documentation, and communications.

Article V. Meetings

Section 1. Meeting Cadence

The Council shall meet on the last Friday of each month, unless otherwise scheduled due to holidays or institutional priorities.

Section 2. Agenda and Minutes

- Meeting agendas shall be distributed at least three business days prior to each meeting.
- Meeting minutes shall be recorded and archived, with a summary distributed to members within five business days.

Section 3. Submission of Agenda Items

Council members or institutional stakeholders may submit agenda items for consideration by contacting the Council Chair no later than seven calendar days prior to the scheduled meeting.

- Submissions must include a clear title, brief description, and any relevant documentation.
- The Chair reserves the discretion to prioritize or defer agenda items based on institutional



urgency, alignment with Council scope, or available time.

- Urgent matters submitted after the deadline may be added at the Chair's discretion or held for the following meeting.

Section 4. Quorum and Voting

While the Council is primarily advisory, when formal recommendations are made, a simple majority of members present shall constitute quorum for consensus-based decisions.

Article VI. Amendments and Review

Section 1. Amendments

This charter may be amended upon recommendation by the Council Chair and approval by the College President.

Section 2. Annual Review

The Institutional Leadership Council shall conduct an annual review of this charter during its final meeting of the academic year. Recommendations for revisions may be proposed by any Council member and shall be submitted to the Chair for inclusion on the meeting agenda. Any proposed changes must be approved by the College President before taking effect.

Approved by:

A handwritten signature in black ink, appearing to read "ZS", is written above a horizontal line.

Dr. Zachary Z. Suarez
President