

COLLEGE CLOSURES

- I. Decision Process. Severe weather conditions occasionally require that all or part of the College be closed for part or all of a college class day.

The decision on whether any College entity remains open or closed rests with the president or designee and Director of the Gillette Campus for Campbell County Locations.

- II. The decision to close any part of the College is telephoned to the appropriate radio station in Sheridan, Gillette and Buffalo. This will be done prior to 7:00 a.m. for morning classes, and as determined during the day. If no announcement is made, college classes will be held.

- III. Wages. It is imperative to have emergency staff available at the college to ensure that security is maintained, the heating plant operational, roads and parking lots cleared, ad infinitum. Therefore, if the decision is made to close a college location, minimal security, maintenance, and custodial personnel are expected to be on duty.

The minimal level necessary shall be determined procedurally by the Vice President Administrative Services or designee prior to the actual closure.

If the college is closed due to an emergency situation, the president or designee has in effect granted emergency leave to all employees as specified in Series 4065 (4) and IIK(D).

Therefore, those employees designated to be present for the reasons defined above shall be paid for this service above and beyond the contracted rate as determined by the Vice President Administrative Services or designee.

Effective Date: February 8, 1985
Revised: July 1, 1987
April 11, 1991
February 1, 2003

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COMMITTEES

I. Chain of Authority

The effective administration of the College requires a chain of authority, whose members have specific duties, responsibilities and authority.

The Board of Trustees is an elected body and responsible to the citizens of the College district. The Board is responsible for College policy.

The President is responsible for the implementation of Board policy and all operations of the College.

The Vice Presidents, Chief Financial Officer (CFO), and Chief Student Affairs Officers and other executive staff as determined by the President are ultimately responsible for their areas and shall generally retain final decision-making authority unless otherwise directed by the President.

The Administrative Staff has specific responsibilities and authority for their areas, and generally retains final decision-making unless otherwise directed by the President or his Executive Staff.

Faculty and staff members have specific duties and responsibilities and supervision as described in position descriptions.

Student organizations have a hierarchy of authority, as well as duties and responsibilities, and these are detailed in their constitutions and operational procedures. In all cases the President of the College or CSAO may exercise the final authority if the President or CSAO deem it necessary.

II. Communication

Communication is the process that makes the college community effective as a unit. Communication is both an opportunity and a responsibility, and when it fails the system fails.

The governance system provides the framework for communication on the development, implementation, and review of policies and procedures.

Employees and students may participate in this process through the governance system and through management structures of the institution.

Committee members are expected to communicate regularly with the constituent groups they represent. They have a responsibility to bring the ideas and concerns of their constituency to the committee and return the same from the committee to their constituency.

Committees are required to record minutes at each meeting and post those minutes in the public folders on the College's e-mail system. Employees are encouraged to review minutes and provide feedback to committee members.

III. Senior Staff

Senior Staff consists of the President, direct reports to the President, and appointed Deans and Directors deemed appropriate by the President.

The Senior Staff reviews and recommends policy brought before them and the President carries recommendations forward to the Board of Trustees. Senior Staff also reviews and recommends procedures brought before them and carries decisions back to appropriate staff.

The Chief Financial Officer makes recommendations to the President on College financial matters.

IV. Standing Committees

Committees are identified as Governance, Advisory, and Working. Policy issues are handled by Governance Committees. Working Committees have defined areas of responsibility, an active workload at each meeting, and decision-making authority. Advisory Committees interact regularly and provide input and feedback to an area chief administrator. Any suggestions, concerns or recommendations related to College policy that is developed by working or advisory committees is forwarded to the appropriate governance committee.

Some committee appointments are voluntary while others are identified by job title. Volunteer positions are recommended by employee and student groups and confirmed by the President. Terms are for two years, with approximately 50 percent of the positions available each year. Appointments are made in the spring and terms begin with the start of the fall semester.

Committees are grouped under the headings of Academic Services, Administrative Services, and Student Services. Executive Staff in those three areas is responsible for providing an orientation to each committee in early fall and to ensure that each committee is functioning according to College procedure. At his/her discretion, the Executive Staff member may require a committee to develop a procedures manual.

Governance and working committees shall elect a chair, vice chair and recorder annually, unless otherwise noted.

The chair shall:

- Establish the agenda with appropriate input from members.
- Call and preside over meetings.
- Provide leadership to ensure focused discussion and timely action.
- Serve as spokesperson for the committee, as appropriate.
- Assign recording tasks when the recorder is absent.
- Ensure that all minutes are posted.
- Notify the President's Office of any vacancies requiring a new appointment.
- Participate in voting, except in the case of a recall vote of the chair.

The vice chair shall:

- Call and preside over meetings in the absence of the chair.
- Assist the chair with other relevant duties and responsibilities.
- Participate in voting, except in the case of a recall vote of the vice chair.

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Revised: May 18, 2006
April 19, 2007
March 8, 2011

The recorder shall:

- Record attendance.
- Record all actions of the committee along with discussion highlights. (Level of detail will depend on sensitivity of material being discussed.)
- Post draft minutes in public folders within two weeks following the meeting. Post the approved minutes within three days of approval and remove the draft minutes at that time.
- Participate in voting, except in the case of a recall vote of the recorder or when the recorder is an ex-officio member.

Recalls

Committee members may ask for the resignation of any committee officer who is not fulfilling his/her responsibilities. In the event that the officer refuses to resign, the committee may recall the officer by majority vote. If the recall vote passes, the individual will no longer be an officer of the committee but may remain as a member.

Attendance

Active participation by committee members is necessary for a committee to function optimally. Members should always notify the Chair if they will be absent from a meeting. The Chair may ask for the resignation of any member who misses three consecutive meetings or a total of five meetings. If the member refuses to resign, s/he may be removed by a majority vote of the committee. The appropriate academic administrator should be notified if the removed member is a faculty member.

Vacancies

Vacated volunteer positions on a committee will be filled if two or more months remain in the term of the appointment, and the replacement will serve the balance of the term. Committee chairs should notify the President's Office of any vacancies. The President will solicit volunteers through employee or student groups and confirm a new member. If the chair position becomes vacant, the vice chair will fill the vacancy for the remainder of the chair's term and the committee will elect a new vice chair. If the Vice Chair or recorder position becomes vacant, the committee will elect a member to fill that position.

Ex-officio Members

Ex-officio members serve in an advisory capacity and do not have voting rights. Ex-officio members may be appointed by the President or the appropriate Executive Staff member.

Quorum

A quorum is required for any action to be taken and shall consist of a simple majority of current members. Vacant and ex-officio positions should not be counted when determining a quorum.

Structure

Academic Services

- Deans' Council – governance committee
- Faculty Senate – governance committee
 - Curriculum & Standards Committee (C&S) – governance committee
 - Distance Education Committee – working committee
 - Student Progress and Learning Committee – working committee
 - Faculty Development Committee – working committee

Administrative Services

- Personnel Committee – governance committee
- Staff Development Committee – working committee
- Planning Committee – advisory committee to the executive administration

Student Services

- Student Issues & Concerns Committee – governance committee
- Student Appeals Committee – working committee

Governance Committees

A. Deans' Council

1. Purpose

Academic governance is a dual responsibility of the faculty and academic administration of the college. The Deans' Council represents the administrative branch of academic governance for the college and collaborates with the Faculty Senate and the C&S Committee to deliver institutional advancement of academic programs, identify academic support mechanisms, and ensure academic quality and integrity. Additionally, both the administrative and faculty branches of the academic governance structure generate academic policy and procedures proposals to be approved by the President and Board of Trustees. The CAO has final prudential authority on forwarding Academic Policies and Procedures to the President.

2. Membership

- CAO, Academic Deans, Assistant CAO, and the Dean of Students.
Collaborating guests representing important areas of academic concern are invited to the Deans' Council meetings as deemed appropriate by the CAO.

3. Tasks

The Deans' Council is responsible for ensuring the execution of academic policies, procedures and practices and for guiding the academic and scholarly climate of the college. The Deans' Council activities and roles include but are not limited to the following items:

- Collaborates, as a body, with the Faculty Senate and C&S Committee to ensure the advancement of long-term and short-term academic agenda items.
- Creates academic management practices at the college that, as necessary, are drafted and housed in the Office of Academic Affairs.
- Designs and executes academic systems of support for students that relate directly to the classroom and the faculty who teach classes. The Deans' Council provides administrative support in areas that traditionally emerge from enrollment services such as tutoring, orientation, advising, counseling, etc.
- Makes administrative recommendations concerning the development and discontinuation of academic programs.
- Participates, at the appropriate junctures, in the Program Development Process (PDP).
- Represents academic interests of the institution to Senior Staff.
- Serves as a consultation body to the CAO on issues related to faculty evaluation and tenure decisions.
- Serves as a leadership body to advance the academic vision for the institution.
- Coordinates with the Registrar on the creation of class schedules.
- Designs and executes systems of support for faculty as scholars and teachers.
- Provides leadership or essential support in areas such as modernization and maintenance of learning facilities, instructional capital investment, program review, academic assessment, faculty evaluation, intra-institutional communication, academic prioritization, faculty morale and concerns, student engagement, student success, and institutional strategic planning.
- Serves as a consultation body to the CAO in all academic decision-making.

4. Process

- The Deans' Council meets on a regular basis, no less than once per month.
- The Deans' Council invites relevant guests to regular meetings, as appropriate, to obtain information and assist the Council in decision-making and drafting recommendations.
- Recommendations regarding academic standards that originate within the Deans' Council are forwarded to the C&S committee for further consideration and action.
- Recommendations regarding the development of new programs follow the collaborative PDP. New programs forwarded to the C&S committee and Faculty Senate for formal action are approved by the Deans' Council and then forwarded to the Senior Staff and college President for further action.
- The Deans' Council offers recommendations concerning Policy and Procedure in consultation with the C&S Committee (if appropriate), Faculty Senate, registrar and Senior Staff. Recommendations are forwarded to Senior Staff for further action.
- The Deans' Council makes decisions about formalized academic practices that are documented in the Faculty Handbook or Academic Affairs Office. Such decisions are most often made in consultation with appropriate stakeholders (registrar's office, C&S Committee, enrollment services, Faculty Senate, business office, administrative services, etc.). All final decisions of formalized academic practice rest with the CAO.

- The Deans' Council is the academic council of the college. As such, the council receives recommendations and concerns from the C&S Committee, Faculty Senate, enrollment services, business office, registrar, college President, Senior Staff, etc. on academic matters for consideration or further action, as appropriate.
- The Deans' Council makes recommendations about the discontinuation of academic programs in consultation with the C&S Committee, Faculty Senate, enrollment services office, Senior Staff, the CFO, Gillette chief administrative officer (as appropriate) and college President. Recommendations are forwarded to Senior Staff and the college President for action. All final recommendations of program discontinuation emerging from the Deans' Council rest with the CAO.

B. Faculty Senate

1. Purpose

Faculty Senate participates in academic leadership through interaction with the CAO on academic issues and active communication with the C&S, Distance Education, Student Progress and Learning, and Faculty Development committees.

2. Membership

Faculty representatives are elected according to the Faculty Senate by-laws. The Faculty Senate President receives release time equivalent to 3 load hours per semester.

3. Tasks

- Select teaching professionals for C&S, Distance Education, Student Progress and Learning, and Faculty Development committees and forward names the College President.
- Review recommendations forwarded from the C&S, Distance Education, Student Progress and Learning, and Faculty Development committees.
- Collaborate with CAO, C&S and Registrar on academic policy and procedure.
- Address academic issues brought forward by faculty.
- Review annual preliminary budget proposal.
- Respond to requests from the President or CAO and make recommendations regarding a stated issue or concern.

4. Process

- The Faculty Senate recommends new programs that have been vetted by the Program Development Process (PDP) and approved by the C&S Committee. In considering potential new programs, the Faculty Senate weighs the overall value such programs bring to the college, and how they would impact the academic identity of the institution. Budget implications

involving the addition of new programs are addressed by the CFO, Senior Staff, the college President, and the Board of Trustees. Recommendations from Faculty Senate may include possible budgetary approaches and solutions to the financial challenges associated with the generation of new programs.

- The Faculty Senate President receives new program recommendations from the C&S Committee and forwards recommendations to the CAO.
- The CAO forwards recommendations to the President, who presents the information to the Board of Trustees.
- After Board approval, the CAO brings the new program proposal to the Wyoming Academic Affairs Council and the Wyoming Community College Commission.
- After WCCC approval, the CAO notifies the Deans' Council, Dean of Enrollment Services, Registrar, Faculty Senate President, C&S Chair and Public Information Office. The Registrar forwards all applicable information to Advisors.
- The Faculty Senate President actively communicates with the CAO on academic issues and with the Chairs from C&S, Distance Education, Student Progress and Learning, and Faculty Development, and regularly reports committee business back the Faculty Senate.
- The Faculty Senate collaborates with the CAO, C&S and Registrar in the creation of academic policy and procedure. The CAO has final prudential authority on forwarding academic policies and procedures to the President.
 - The CAO forwards recommendations to the President, who presents the information related to policy to the Board of Trustees. Procedure decisions are made by the President. When necessary, academic practices are drafted by the CAO in open consultation with the C&S Committee, Faculty Senate and the Registrar. Documentation of practices is then housed in the Academic Affairs Office.
 - After approval of new, or revised, Policies or Procedures, the CAO notifies the Deans' Council, Directors, Registrar, Faculty Senate President, and C&S Chair. The Registrar forwards all applicable information to Advisors.

C. Curriculum and Standards Committee

1. Purpose

The C&S Committee reviews information and makes recommendations on items that relate to proposed as well as established curriculum offerings, and that relate to standards in the teaching and learning partnership.

The C&S Committee vets new programs delivered to it by the Program Development Process (PDP). In considering potential new programs, the C&S Committee weighs the academic value of programs and the academic standards set by the curriculum design. After thorough review, the recommendation of the C&S Committee is forwarded to the Faculty Senate for action.

2. Membership

8 teaching professionals (primary responsibility is student instruction) (4 Gillette, 4 Sheridan), CAO (ex-officio), Assistant AO (ex-officio), Registrar (ex-officio), Administrative Assistant to the CAO (ex-officio)

- Membership represents academic transfer and occupational/technical programs.
- The C&S Chair receives release time equivalent to 3 load hours per semester.
- Administrative Assistant to the CAO serves as recorder.
- An editing subcommittee reviews submissions for completeness, content, grammar, and punctuation, as necessary.

3. Tasks

- Review and act on all course and program proposals, new and revised, consistent with the Program Development Process.
- Determine and ensure academic standards.
- Develop ad hoc subcommittees, as necessary, to research and analyze specific issues. Subcommittees may include resource individuals who are not members of the C&S committee.
- Periodically review College standards and criteria for credit courses, certificates, and degrees.
- Solicit input from Advisors on proposals.

4. Process

- The Chair forwards paperwork for new and revised courses and revised programs to the Registrar. After signing, the Registrar forwards the paperwork to the CAO. The Registrar posts applicable information.
- The Chair forwards new programs to Faculty Senate.
 - Faculty Senate forwards its recommendation to the CAO.
 - The CAO forwards the recommendation to the President, who presents the information to the Board of Trustees.
- The Chair forwards any other recommendations generated by the committee to Faculty Senate.
- The Chair shares any identified academic concerns with Faculty Senate and the CAO.
- The Chair actively communicates with the Faculty Senate President about C&S business.

D. Personnel Committee

1. Purpose

The Personnel Committee addresses issues related to College employment.

2. Membership

4 Administrative Staff (2 Gillette, 2 Sheridan) including the Administrative Staff President; 4 Classified Staff (2 Gillette, 2 Sheridan), including the Staff Association President; 4 Faculty (2 Gillette, 2 Sheridan), including Faculty Senate President; VP for Administration; Human Resources Director, President (ex-officio)

3. Tasks

- Address employee concerns brought before the committee or identified by a committee member.
- Discuss policy and procedure issues initiated by committee members or submitted by an employee.
- Actively communicate committee business back to constituent groups.

4. Process

- Employee representatives or the VP for Administration solicits feedback on policy and procedure issues by e-mail. Employee comments are reviewed and considered by this committee prior to making recommendations.
- The VP forwards policy recommendations to Senior Staff.
 - The President presents recommendations to the Board of Trustees.
- The VP communicates other recommendations to Senior Staff.
 - The President may act directly on procedure recommendations.
- Decisions are communicated to employees by the VP or Employee Chairs.

E. Student Issues and Concerns Committee

1. Purpose

The Student Issues and Concerns Committee addresses student concerns brought before it and explores ideas for enhancing the student experience.

2. Membership

2 Administrative Staff (1 Gillette, 1 Sheridan), 2 Classified Staff (1 Gillette, 1 Sheridan), 2 Faculty (1 Gillette, 1 Sheridan), 2 Students (1 Gillette, 1 Sheridan), Dean-of Students (ex-officio)

3. Tasks

- Address ideas, issues and concerns brought forward by students or employees.
- Periodically review College policies and procedures specific to students to ensure currency as well as consistency with our College mission and goals.
- Develop and propose new policies and/or procedures, as appropriate.
- Review and update student grievance procedure as necessary.

4. Process

- The Chair forwards all recommendations to Senior Staff.
 - The President presents policy recommendations to the Board of Trustees and may act directly on procedures.
- The Dean of Students reports any decisions of Senior Staff or the President back to the committee.

Working Committees

A. Distance Education Committee

1. Purpose

The Distance Education Committee establishes guidelines and works with academic divisions in meeting the distance education needs of our College community.

2. Membership

- 6 teaching professionals (primary responsibility is student instruction), Director of Distance & Distributive Learning, CIO (ex-officio), Library representative (ex-officio)
- Membership will represent academic transfer and occupational/technical programs and both campuses

3. Tasks

- Determine distance education standards.
- Interface with WyDEC.
- Identify course subjects that should be developed into online offerings.
- Approve course proposals for online offerings.
- Address any distance education concerns with divisions.
- Engage in long-range planning in concert with CAO and Deans' Council.

4. Process

- The Chair forwards any concerns or recommendations related to College policy to Faculty Senate.
- The Chair actively communicates with the Faculty Senate President about committee business.
- The Chair ensures that all recommendations and decisions are adequately communicated to Faculty Senate, Deans' Council, CAO, Assistant CAO, and faculty.

B. Student Progress and Learning Committee

1. Purpose

The Student Progress and Learning Committee oversees the College's assessment programs for general education and vocational programs in accordance with

accreditation requirements as well as administering an academic program review process.

2. Membership

- 7 teaching professionals (primary responsibility is student instruction), 3 members at large, CAO, assistant CAO, Academic Dean, Membership will represent academic transfer and occupational/technical programs and both campuses

3. Tasks

- Administer the General Education Assessment Program.
- Review individual vocational education assessment programs.
- Review annual reports and make recommendations.
- Develop and administer an Academic Program Review process.
- Develop procedures for assessing learning outcomes.

4. Process

- The Chair forwards any concerns or recommendations related to College policy to Faculty Senate.
- The Chair actively communicates with the Faculty Senate President about committee business.
- The Chair ensures that all recommendations and decisions are adequately communicated to Faculty Senate, Deans' Council, and faculty.

C. Faculty Development Committee

1. Purpose

The Faculty Development Committee supports the professional development needs of faculty.

2. Membership

4 Faculty (2 Gillette, 2 Sheridan), CAO

3. Tasks

- Identify faculty development needs.
- Identify institutional needs related to faculty performance.
- Develop and implement a faculty development process related to institutional priorities.
- Effectively manage institutional funds allocated for faculty development.

4. Process

- Committee decisions are communicated directly to faculty applying for funds.

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May 10, 2011

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- The HR Department handles paperwork associated with requisitions and payment for approved expenditures.
- Faculty members submit a written report upon completion of the development activity.
 - A faculty member may request to complete another activity in place of a written report.
- The Chair actively communicates with the Faculty Senate President about committee business.

D. Staff Development Committee

1. Purpose

The Staff Development Committee supports the professional development needs of Administrative Staff and Classified Staff employees.

2. Membership

2 Administrative Staff (1 Gillette, 1 Sheridan), 2 Classified Staff (1 Gillette, 1 Sheridan), Director of Human Resources

3. Tasks

- Identify employee development needs.
- Identify institutional needs related to employee performance.
- Develop and implement an employee development process related to institutional priorities.
- Effectively manage institutional funds allocated for staff development.

4. Process

- Committee decisions are communicated directly to employees applying for funds.
- The HR Department handles paperwork associated with requisitions and payment for approved expenditures.
- Employees submit a written report upon completion of the development activity.
 - The employee may request to complete another activity in place of a written report.

E. Student Appeals Committee

1. Purpose

The Student Appeals Committee hears appeals filed by students and develops a response following College policy, procedures, and practices.

2. Membership

2 Administrative Staff (1 Gillette, 1 Sheridan), 2 Classified Staff (1 Gillette, 1 Sheridan), 2 Faculty (1 Gillette, 1 Sheridan), 2 students (1 Gillette, 1 Sheridan),

Administrative Assistant to the Dean of Enrollment Services (ex-officio), Dean of Enrollment Services (ex-officio), Controller (ex-officio)

- Administrative Assistant serves as recorder.

3. Tasks

- Serve as an appeal body for students with appeals related to:
 - Financial Aid
 - Operations of the college
 - Residency
 - Academic standing
 - Academic concerns
 - Student Life

4. Process

- Student appeals are submitted to the Administrative Assistant for the Dean of Enrollment Services.
 - Appeals are reviewed by the Chair and the Dean of Enrollment Services, placed on the agenda, and communicated to the committee.
 - Responsibility for gathering appropriate materials to assist the committee in making an informed decision is assigned to the appropriate office depending on the type of appeal filed.
- The Administrative Assistant records minutes, prepares correspondence to students based on committee decisions, communicates decisions to the appropriate administrators, and maintains an ongoing record of appeals and actions.

Advisory Committees

A. Planning Committee

1. Purpose

The Planning Committee develops and maintains a long-range plan for developing infrastructure and allocating resources.

2. Membership

- CFO, CIO, Facilities Directors from each campus, Dean of Students, Dean of Enrollment Services, CAO, Assistant CAO, VP for Gillette College, Academic Deans, Faculty Senate President, Faculty Senate Vice President, 2 Classified Staff (1 Gillette, 1 Sheridan)

3. Tasks

- Engage in long-range planning for allocation of resources for infrastructure.
- Address resources related to facilities, technology, infrastructure and equipment.
- Recommend master plan updates to Senior Staff.
- Actively communicate with employees on committee work.

V. Ad Hoc Committees

The President and Executive Staff may create ad hoc committees as needed to address specific issues or short-term projects.

VI. Annual Reports

Each committee shall provide an annual report to Sr. Staff by April 30 of each year summarizing work from the past year and covering the following areas:

1. Summary or outline of work accomplished
Examples: programs and courses approved, applications for funding approved, policies addressed, appeals heard, recommendations issued, activities executed
2. Ways in which the committee has fostered communication between the committee and the College community
3. Any recommendations the committee may have for improving the effectiveness of the committee itself or the governance system as a whole

VII. Continuous Improvement

Senior Staff will review the governance system at least once a year to ensure that it is functioning optimally. If major revisions are called for, the president shall appoint a district-wide committee to recommend such revisions.

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December 30, 2008
March 8, 2011
June 25, 2013

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EMPLOYEE ORIENTATION

The Director of Employee Services is responsible for an orientation to the college for all new benefited employees. The breadth and depth of the orientation shall be appropriate to the position.

The Chief Academic Officer is responsible for the development and delivery of an orientation to all faculty teaching credit courses, delegating where appropriate. The orientation will cover faculty policies and procedures as well as job functions and expectations.

Each supervisor will conduct an orientation to the work area, position responsibilities and expectations.

STUDENT ORIENTATION

The Chief Student Services Officer, or designee, is responsible for providing an orientation for all first-time Northern Wyoming Community College District students who are degree-seeking or who are enrolled in six (6) or more credit hours. Topics will be delivered in the most appropriate manner to assist students in successfully achieving their educational goals.

A student who is unable to attend a regularly scheduled orientation session must complete an orientation using any one of the alternative options available. Students who do not fulfill the orientation requirement will be prohibited from registering for subsequent semesters until the requirement is satisfied.