

Policy Series 2000

Procedures 2050.1 – 2050.13

Governance Procedures

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April 2023 updates to Procedures 2050.1 – 2050.13

These procedures were updated in April 2023. The primary driver for this update is the effort underway to separate Gillette College (GC) from the operations of SC. GC (under a new college district) is a separate entity and no longer an integral part of SC operations. Therefore, GC membership and responsibility has been removed. Other substantial changes included in this procedure are the reclassification of the Student Appeals committee from a Governance Committee to a Management Committee (therefore removing it from this procedure), clarification regarding the role of the recorder, and additional information regarding the ways in which the Classified Staff Council and Administrative Staff Council may choose to collaborate.

Also during the 2022-23 academic year, Faculty Senate (FS) has created an updated constitution and by-laws, reflecting the need to eliminate any role of faculty located in Gillette. In addition, FS will be reviewing and potentially updating their committee structure in the next academic year.

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Procedure 2050.1

Governance Principles

Per Board Policy 2050, "... the Northern Wyoming Community College District (NWCCD) shall provide a broad-based opportunity for input in the District governance process."

This procedure will outline the NWCCD participatory governance process.

Guiding Principles

- Participatory governance is the foundational building block in assuring institutional effectiveness. Its primary goal is to ensure NWCCD achieves its mission and goals in a manner that is effective, efficient, and beneficial to the college and our students. Each institutional constituency has separate but complementary roles and responsibilities, and participatory governance engages these institutional constituencies to offer informed and timely input on college-related issues and policy.
- The Board of Trustees (BOT) charge the President with implementing a governance process (per Board Policy 2050).
- SC has one governing process. The membership and leadership of each Governance Committee will have equitable representation from appropriate parties.
- SC Faculty have primary responsibility to determine the curriculum, subject matter, methods of instruction, and other academic standards.
- Student organizations have a hierarchy of authority, as well as duties and responsibilities, which are detailed in their operational procedures. In all cases, the College President or designee may exercise the final authority if deemed necessary.
- Communication between groups' members and the constituents they represent is important and should be a priority of all participants.
- All meetings of Committees designated as Governance shall be open to any member of the college community.
- Procedures 2050.1 – 2050.4 outline how NWCCD Governance Committees will conduct business. In accordance with Board Policy 2150, all procedures will be reviewed regularly and is the responsibility of each Executive Sponsor. Changes to procedures require review by the appropriate Vice President(s) and final approval by the College President. Where procedures deal with multiple employee units, every attempt shall be made to allow for stakeholder feedback. However, in the case of certain time-sensitive issues, the administration has the right and responsibility to update procedures and communicate appropriately.

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Procedure 2050.2

Roles and Responsibilities

Eligible membership for each Governance Committee is outlined in the following pages under specific committees. Some committee appointments are voluntary, while others are identified by job title or appointed by the President or Executive Sponsor. Volunteer committee members are solicited by the appropriate employee or student group and recommendations are forwarded to the President for confirmation through the appropriate Executive Sponsor. Terms shall be predetermined by individual committees.

The Chair or President for each Governance Committee 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.
- Work with the Recorder to ensure all minutes are posted to the HUB in a timely fashion.
- 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 or President.

The Vice Chair or Vice President for each Governance Committee shall:

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

The Treasurer, if the Committee elects one, shall:

- Along with the Chair or President, manage all appropriate budgets assigned to the Committee.
- Assist the chair with other relevant duties and responsibilities.

The Recorder for each Governance Committee will be assigned by the Executive Sponsor of the committee. If the recorder is unable to attend, the recorder will find a replacement. The Recorder shall:

- Develop a process with the Executive Sponsor of the committee regarding how meeting notes or minutes are reviewed, finalized, and posted.
- Record meeting notes or minutes, which include attendance, actions of the committee (if applicable), and discussion highlights (meeting notes or minutes are not transcripts of the meeting).
- Post meeting minutes to the HUB.
- Assist with logistics (sending meeting invitations, reserving room if needed, sharing agenda, etc.)

Recalls

Committee members may ask for the resignation of any committee officer who is not fulfilling their 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.

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Attendance

Active participation by committee members is necessary for a committee to function optimally. Members should always notify the Chair or President and the Recorder if they will be absent from a meeting. The Chair or President 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, they 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.

Executive Sponsor

Each committee identified as Governance falls under the purview of the College President or designated Vice President of the District. This person is referred to as that committee's Executive Sponsor. This person is ultimately responsible for ensuring that each committee is in compliance with approved procedures and processes.

The Executive Sponsor may or may not attend all meetings of their committee(s). However, they must be involved in all recommendations coming to or from the committee. They must also ensure each committee honors the required regular review cycle.

Ex-Officio Membership

An ex-officio member of a group is one whose membership is typically due to their role within the institution and may not be of a representational manner. Within our governance system, ex-officio members do not hold voting membership (if applicable). Such members serve in an advisory capacity and may be designated in the membership of a committee or appointed by the President or appropriate Executive Sponsor.

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Procedure 2050.3

Communication Responsibilities

Communication is both an opportunity and a responsibility. In order for all employees to participate in the governance process, transparency must be a priority and information must be shared. Committee members are expected to communicate regularly with the constituent groups they represent. Members have a responsibility to bring ideas and concerns from their constituency to the committee, and return the same from the committee to their constituency.

Information regarding all NWCCD Policies and Procedures, as well as governance committee general information, membership, terms, and meeting minutes should be easy to access for all employees. The Governance information page found in the HUB should provide access to all of this information, and should be kept up-to-date.

<https://livesheridan.sharepoint.com/sites/EmployeeInformation/SitePages/Governance.aspx>

Employees are encouraged to review minutes and provide feedback to committee members.

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Procedure 2050.4

Committee Definitions

Committees are identified as Management, Governance, or Ad Hoc/Task Forces/Working Groups.

Management: The primary function of the various management teams is to ensure coordination of effort in service of the College’s mission, vision, strategies, and initiatives. Each executive staff member (President and Vice Presidents) may structure their management teams/groups/committees differently and those structures are subject to change.

Management teams are created to (a) build clear plans and establish goals, measures and timelines for initiatives; (b) train and develop others, which requires regular feedback and coaching; (c) model high ethical standards; (d) be up-to-date in their areas of expertise; and (e) promote a positive working climate within and across departmental boundaries.

Ad Hoc Groups/ Working Groups/Task Forces: Additional groups may be created and associated with a specific project, event or initiative. These groups may exist for a short or long period of time, and may or may not be tied to any specific management or governance committee.

Governance: There could be many definitions for ‘Governance Committee.’ For the purpose of this procedure, the label refers to a group of committees that play an integral role in the effective management of Sheridan College’s participatory governance system, as directed by the President, and/or is part of the necessary structure to meet regulatory requirements for accreditation or other federal or state compliance items.

Committee purpose, membership, and processes are defined for each one within this procedural series. Each committee falls under the purview of either the President, Vice President of Academic Affairs, Vice President of Administration or Vice President of Student Affairs. This executive sponsor is ultimately responsible for ensuring that each committee is in compliance with approved procedures and processes.

Governance Committees include:

- District Council
- Administrative Staff Council
- Classified Staff Council
- Student Governments
- Faculty Senate
- Curriculum & Standards
- Student Progress & Learning
- Faculty Development
- Staff Development

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Procedure 2050.5

Governance Committee – District Council

District Council (DC)

Purpose/Charge:

This Council facilitates the flow of information across all layers of the organization and promotes our system of participatory governance. The DC, with representation from student and employee groups, is the primary body through which recommendations from all Governance Committees shall flow.

Membership:

President (Chair)

Vice President of Academic Affairs

Vice President of Administration

Vice President of Student Affairs

Faculty Senate President

Administrative Staff Council Chair

Classified Staff Council Chair

SC Student Government Association President

One Academic Chair

Vice President of Comm. Engagement and Strategic Communication

Assistant Vice President for Human Resources

The Administrative Assistant to the College President serves as recorder.

In the absence of any one member, it is expected that the individual unable to attend will find a representative to take their place and fulfill all expected communication responsibilities before and after the meeting. It is the responsibility of the member missing the meeting to ensure their replacement is prepared for the meeting they will attend.

Tasks:

- Act as a conduit for information dissemination to the President and executive leadership regarding issues and concerns from employee and student groups.
- Communicate regularly with constituents and others across departmental and specific college boundaries.

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Procedure 2050.6

Governance Committee – Faculty Senate

Faculty Senate (FS)

Purpose

The Faculty Senate is the voice of the faculty to the NWCCD President, administration, and the Board of Trustees and allows for input from all faculty members. The Faculty Senate provides leadership and collaborates with administration, providing faculty input into the college governance process on academic and related professional issues.

The Senate will contribute to faculty development, student support, engagement and success, and the growth and improvement of Sheridan College.

Membership

The Faculty Senate shall consist of five (5) senators. They must be full-time faculty and shall be elected as representatives of academic areas designated by the Faculty Senate and detailed in the Faculty Senate Bylaws. Each senator will have an equal vote in all matters before the Faculty Senate and motions will be defeated in the event of a tie vote. Senators will serve two-year terms and will not be term limited.

The Faculty Senate Executive Sponsor is the Vice President for Academic Affairs.

The Faculty Senate Recorder is the Coordinator of Academic Affairs.

Senate Officers

The Faculty Senate shall elect from its membership a vice president and a president for a one-year term. Following the election of new senators, the Faculty Senate will elect officers at the last Faculty Senate meeting of the academic year.

FS Constitution

Faculty Senate operations are governed by a self-approved Constitution. The FS Constitution may not include any rules inconsistent with federal, state, and local law or Sheridan College policies and procedures.

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Governance Committee – Administrative Staff Council

Administrative Staff Council (ASC)

Purpose/Charge:

The purpose of the ASC shall be to serve as a communication channel amongst all levels of non-faculty employees, between non-faculty employees and other members of the SC community. The ASC shall provide a forum for administrative staff to participate in meaningful discussion regarding issues that affect administrative staff and the college community. Members of the ASC may choose to collaborate with the Classified Staff Council or other groups.

Membership & Quorum:

All full-time administrative staff employees of SC become members of the ASC upon date of employment. All members may vote on any ASC business, hold office as provided in procedures, attend all ASC meetings, and participate in all ASC activities.

The ASC membership shall meet on a regular basis and/or for special meetings as called by the Chair or ASC quorum. Officials shall meet regularly as warranted. A minimum of ten members must be present to be considered a quorum and to proceed with voting on an action item.

The ASC executive sponsor is the Vice President for Administration, and their designated administrative assistant shall serve as recorder or they may designate a volunteer recorder.

Officers:

The ASC may be represented by three elected officials: Chair, Vice Chair, Treasurer

All ASC members are eligible to hold office. Each of the three elected officials' terms shall last a pre-determined amount of time, but not longer than two consecutive years. Elections will happen in May of each year and those elected will take office July 1 of the same year.

Tasks:

- The ASC shall serve as the advocate for Administrative Staff issues and concerns.
- Representatives from the ASC shall serve on all appropriate governance committees and provide necessary information to all constituencies.
- The ASC shall promote positive working relationships throughout all levels of the organization.
- The ASC shall provide feedback and recommendations regarding concerns and issues of interest to District Council, through the appropriate executive sponsor.

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Governance Committee – Classified Staff Council

Classified Staff Council (CSC)

Purpose/Charge:

The purpose of the CSC shall be to serve as a communication channel amongst all levels of non-exempt employees, between non-exempt employees and other members of the SC community. The CSC shall provide a forum for classified staff to participate in meaningful discussion regarding issues that affect classified staff and the college community. Members of the CSC may choose to collaborate with the Administrative Staff Council or other groups.

Membership & Quorum:

All full-time classified staff employees of SC become members of the CSC upon date of employment. All members may vote on any CSC business, hold office as provided in procedures, attend all CSC meetings, and participate in all CSC activities.

The CSC membership shall meet on a regular basis and/or for special meetings as called by the Chair or CSC quorum. Officials shall meet regularly as warranted. A minimum of ten members must be present to be considered a quorum and to proceed with voting on an action item.

The CSC executive sponsor is the Vice President for Administration, and their designated administrative assistant shall serve as recorder or they may designate a volunteer recorder.

Officers:

The CSC may be represented by three elected officials: Chair, Vice Chair, Treasurer

All CSC members are eligible to hold office. Each of the three elected officials' terms shall last a pre-determined amount of time, but not longer than two consecutive years. Elections will happen in May of each year and those elected will take office July 1 of the same year.

Tasks:

- The CSC shall serve as the advocate for Classified Staff issues and concerns.
- Representatives from the CSC shall serve on all appropriate governance committees and provide necessary information to all constituencies.
- The CSC shall promote positive working relationships throughout all levels of the organization.
- The CSC shall provide feedback and recommendations regarding concerns and issues of interest to District Council, through the appropriate executive sponsor.

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Procedure 2050.9

Governance Committee – Student Governments, Student Government Association of SC

Student Governments- Student Government Association of Sheridan College

Purpose/Charge:

Per Board Policy 5060, and Procedure 5060.1, NWCCD utilizes student organizations as a way to complement academic offerings.

The Student Government Association (SGA) of Sheridan College is the voice of the student body to the President, administration, and Board of Trustees and allows for input from all students. The SGA provides leadership regarding student issues and concerns in all aspects of the college experience.

The SGA maintains a constitution and by-laws of student governance. These documents may be found on the HUB and are subject to the governance procedures in NWCCD Policy Series 2000, Procedures 2050.1 – 2050.4.

Membership:

Refer to constitution and by-laws of student governance.

Officers:

Refer to the constitution and by-laws of student governance.

Tasks:

Refer to the constitution and by-laws of student governance.

NOTE: Beginning in the fall 2022, the student government group on the campus in Gillette is governed by the Gillette Community College District President or designee.

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Procedure 2050.10

Governance Committee – Student Progress and Learning

Student Progress and Learning Committee (SPAL)

Purpose/Charge:

The Student Progress and Learning Committee oversees the College’s assessment programs for general education and career technical education programs, under the direction of the Vice President for Academic Affairs. The group’s work is in accordance with accreditation requirements and includes the coordination of the academic program review process.

Membership:

Four (4) teaching professionals, appointed by Faculty Senate (primary responsibility must be student instruction)

Up to three (3) members at large, appointed by the VPAA

Vice President for Academic Affairs, or designee (ex-officio)

Coordinator of Academic Affairs (ex-officio)

Membership will represent academic transfer and career/technical education programs.

The Student Progress and Learning Executive Sponsor is the Vice President for Academic Affairs.

The Student Progress and Learning Recorder is the Coordinator of Academic Affairs.

Officers:

The Student Progress and Learning Committee shall elect a chair and vice chair annually.

Tasks:

- Administer the Core Ability Assessment Program.
- Review annual reports and make recommendations.
- Develop and administer an Academic Program Review process.
- Develop procedures for assessing learning outcomes.

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Governance Committee – Curriculum and Standards

Curriculum and Standards (C&S) Committee

Purpose/Charge:

The Curriculum and Standards 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.

Membership:

4 Sheridan College teaching professionals (primary responsibility is student instruction)

Vice President for Academic Affairs, or designee (ex-officio)

Registrar (ex-officio)

Coordinator of Academic Affairs (ex-officio)

Membership must represent academic transfer and occupational/technical programs.

The C&S Chair receives release time equivalent to three load hours per semester.

The C&S Executive Sponsor is the Vice President for Academic Affairs.

The C&S Recorder is the Coordinator of Academic Affairs.

Tasks:

- Review and act on all course and program proposals, new and revised.
- 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 and non-credit courses, certificates, and degrees.
- Solicit input from Advisors on proposals.

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Procedure 2050.12

Governance Committee – Faculty Development

Faculty Development (FD) Committee

Purpose/Charge:

The purpose of the Faculty Development Committee is to create and manage a process for the distribution of available professional development funding to qualified faculty members.

Criteria includes:

- Value to the institution
- Professional value of request
- Total cost versus available funds
- Other available funding requests

Membership:

Three (3) Sheridan College Faculty

Vice President for Academic Affairs, or designee (ex-officio)

Coordinator of Academic Affairs (ex-officio)

Officers: Roles are assigned to committee members annually.

The FD Executive Sponsor is the Vice President for Academic Affairs.

The FD Recorder is the Coordinator of Academic Affairs.

Tasks:

- Assist with the coordination of In-Service presenters
- Allocate faculty development funds to aid in professional development
- Stay within budgetary guidelines
- Use a strategic approach in processing requests

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Procedure 2050.13

Governance Committee – Staff Development

Staff Development Committee

Purpose/Charge:

The purpose of the Staff Development Committee is to manage a process for the distribution of available professional development funding to qualified staff members. Guidelines for the application process include consideration of funding available, as well as the direct support of SC's mission and goals.

Membership:

Two Administrative Staff

Two Classified Staff

Director of Human Resources

The CSC executive sponsor is the Vice President for Administration, and their designated administrative assistant shall serve as recorder.

Officers: The Director of HR is the chair. Roles are assigned to committee members annually.

Tasks:

- Allocate staff development funds to aid in professional development
- Stay within budgetary guidelines
- Use a strategic approach in processing requests

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