

Policy Series 2000

Procedures 2050.1 – 2050.15

Governance Procedures

Table of Contents

Procedure 2050.1: Governance Principles2
Procedure 2050.2: Roles and Responsibilities..... 3-4
Procedure 2050.3: Communication Responsibilities5
Procedure 2050.4: Committee Definitions and Diagram..... 6-7

Procedures 2050.5-2050.15: Governance Committees

Procedure 2050.5: District Council.....8
Procedure 2050.6: Faculty Senate Constitution..... 9-10
Procedure 2050.7: Administrative Staff Council.....11
Procedure 2050.8: Classified Staff Council.....12
Procedure 2050.9: Student Governments, Student Government Assoc. of Sheridan College13
Procedure 2050.10: Student Governments, Gillette College Student Government Assoc.14
Procedure 2050.11: Student Appeals Committee15
Procedure 2050.12: Student Progress and Learning Committee16
Procedure 2050.13: Curriculum and Standards Committee17
Procedure 2050.14: Faculty Development Committee.....18
Procedure 2050.15: Staff Development Committee19

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 1

NWCCD

Policy Series 2000

Procedure 2050.1

Governance Principles

Per Board Policy 2050, "... the Northern Wyoming Community College District 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 assure 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 shared governance engages these institutional constituencies to offer informed and timely input on college policy and decision-making.
- The Board of Trustees charge the President with implementing a governance process.
- NWCCD has one governing process. The membership and leadership of each Governance Committee will have equitable representation from appropriate parties.
- NWCCD Faculty should have primary responsibility to determine the curriculum, subject matter, methods of instruction, and other academic standards and processes.
- 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 Senior Student Affairs Officer 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.
- Procedures 2050.1 – 2050.5 outline how NWCCD Governance Committees will conduct business. In accordance with Board Policy 2150, all procedures will be reviewed a minimum of every four years 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.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 2

NWCCD

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 positions 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.
- Ensure that all minutes are posted to the Portal 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.

The Vice Chair or Vice President for each Governance Committee 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.

The Secretary/Recorder for each Governance Committee shall:

- Record attendance.
- Record all actions of the committee along with discussion highlights.
- Share meeting minutes on MyNWCCD.
- Participate in voting, except in the case of a recall vote of the recorder.

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.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

2050.2 Roles and Responsibilities (cont'd)

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 Executive Sponsor will solicit volunteers through the appropriate employee or student group and forward a recommendation to the President for confirmation. 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.

Executive Sponsor

Each committee identified as Governance falls under the purview of the College President or designated Vice President of the College. 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 his/her 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 two-year review cycle.

Ex-Officio Membership

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

Roberts Rules of Order

Roberts Rules of Order Simplified shall be parliamentary authority for all matters of procedure not specifically covered in these procedures.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 4

NWCCD

Policy Series 2000

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 MyNWCCD should provide access to all of this information, and should be kept up-to-date.

<https://mynwccd.sheridan.edu/EmployeeInfo/policiesandprocedures/Pages/default.aspx>

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

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 5

NWCCD

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 District's mission, strategies, and initiatives. Each executive staff member (President and Vice Presidents) may structure his/her 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: Committees labeled as 'Governance' are part of the official structure. 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:

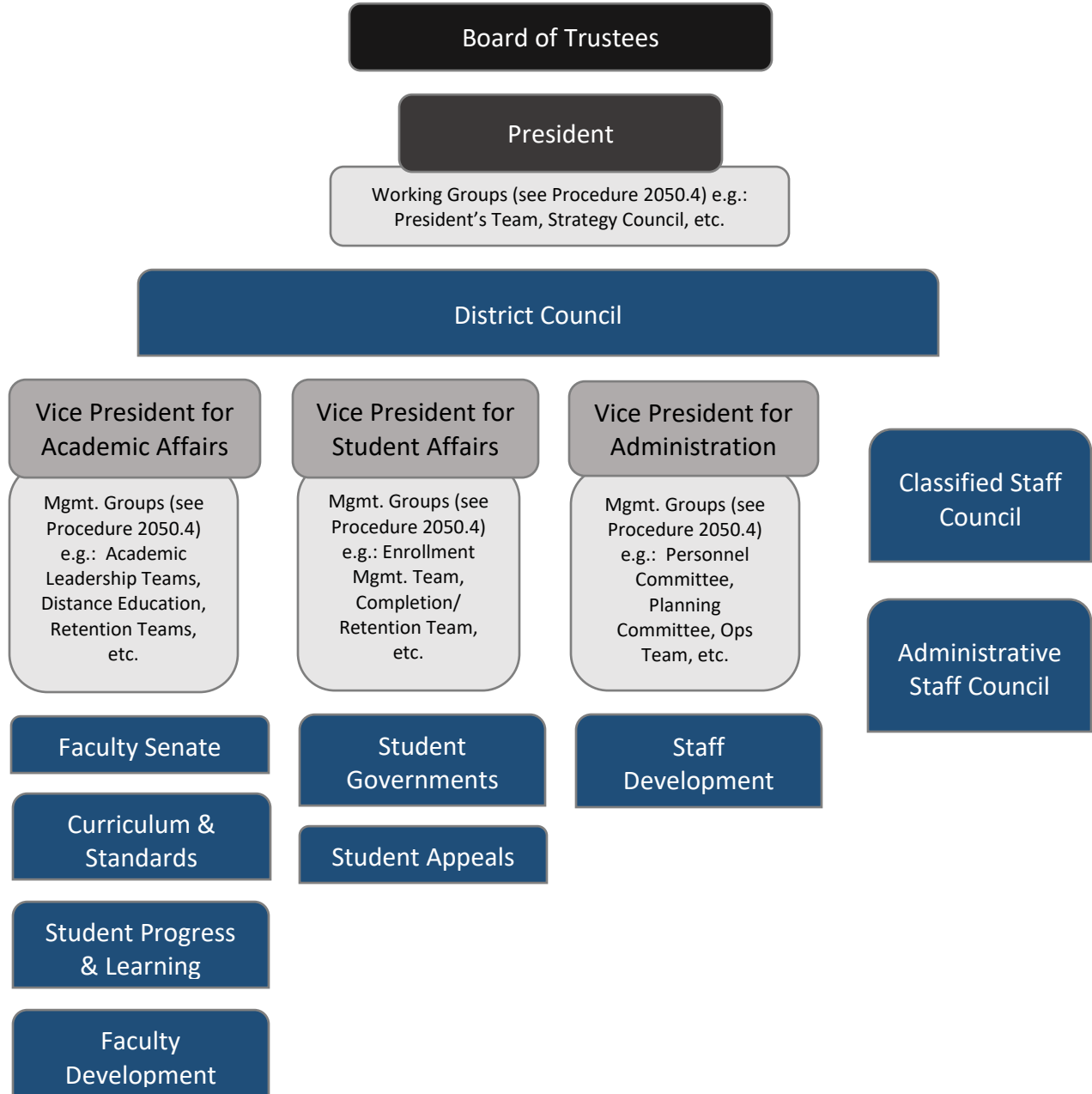
- District Council
- Administrative Staff Council
- Classified Staff Council
- Student Governments
- Faculty Senate
- Curriculum & Standards
- Student Progress & Learning
- Faculty Development
- Staff Development
- Student Appeals


Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Northern Wyoming Community College District
GOVERNANCE STRUCTURE



 = Governance Committees

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 7

NWCCD

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

Vice President of Gillette College

Faculty Senate President

Administrative Staff Council Chair

Administrative Staff Council Vice Chair

Classified Staff Council Chair

Classified Staff Council Vice Chair

GC Student Government Association President

SC Student Government Association President

Additional member of Faculty Senate (from the opposite campus than the President)

Two academic chairs (one from each campus)

Assistant Vice President of Strategic Communication - Ex-Officio

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 his/her 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.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Procedure 2050.6

Governance Committee – Faculty Senate

Faculty Senate (FS)

CONSTITUTION

ARTICLE I: Name

The organization which operates under this constitution and by-laws shall be known as the Northern Wyoming Community College District Faculty Senate, and will hereinafter be referred to as the Faculty Senate.

ARTICLE II: Purpose

The Board of Trustees of the Northern Wyoming Community College District encourages a system of participatory governance. The governance system provides the framework for communication on the development, implementation, and review of policies and procedures of the Northern Wyoming Community College District, hereinafter referred to as NWCCD. 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. These areas of collaboration may include, but are not limited to:

- Academic Policies and Procedures
- Accreditation
- Budget and Strategic Planning
- Curriculum and Program Review
- Student Engagement and Success
- Campus Climate Affecting Faculty

The Faculty Senate will participate in academic leadership regarding these and related issues through collaboration with the Vice President for Academic Affairs on academic issues and through active communication with the NWCCD's governance and working committees, including ad hoc and advisory committees. The Faculty Senate will recommend and/or approve all faculty appointments to the NWCCD's governance and working, advisory, and other relevant committees.

The Faculty Senate will further be the faculty voice to the NWCCD President and administration on issues of faculty development, evaluation, tenure, and campus climate as it affects faculty effectiveness. The Senate will contribute to faculty empowerment, student support, engagement and success, and the growth and improvement of the NWCCD.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

ARTICLE III: Senate Membership

The Faculty Senate shall consist of ten (10) senators with five (5) senators from Sheridan College and five (5) senators from Gillette College. Faculty Senate members will be full-time and designated part-time faculty that have completed at least one contract year at NWCCD. They 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.

ARTICLE IV: 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, in the month of May.

ARTICLE V: Senate Meetings

The Senate shall, during the final meeting of the academic year in the month of May, decide upon a regular meeting schedule for the upcoming academic year. Consistent with district policy, all Senate meetings are open to employees of the NWCCD.

ARTICLE VI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall be observed and shall be available at each meeting. These shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with the Faculty Senate Constitution and the policies and procedures of the NWCCD.

ARTICLE VII: Amendments to the Constitution

The Faculty Senate Constitution may be amended by a majority vote of two-thirds (2/3) of all full-time and designated part-time faculty. Proposed amendments will be made available to the faculty on both the Sheridan and Gillette campuses at least five (5) working days before the Senate votes to place a proposed amendment before the entire faculty.

ARTICLE VIII: Bylaws to the Constitution

The Faculty Senate will maintain bylaws detailing Faculty Senate procedures. These bylaws may be amended by a two-thirds (2/3) vote of the Faculty Senate.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 10

NWCCD

Procedure 2050.7

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 NWCCD community, as well as the Board of Trustees. The ASC shall provide a forum for administrative staff to participate in meaningful discussion regarding issues that affect our membership and the college community.

Membership:

All full-time administrative staff employees of NWCCD 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 quorum consists of a majority of the membership of the ASC present at the time of voting. A minimum of ten members must be present to proceed with voting on an action item. The Chair shall vote only in the event of a tie or when that vote is necessary to complete a quorum.

The ASC executive sponsor is the Vice President for Administration.

Officers:

The ASC shall be represented by three elected officials: Chair, Vice Chair, Secretary/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.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Procedure 2050.8

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 NWCCD community, as well as the Board of Trustees. The CSC shall provide a forum for classified staff to participate in meaningful discussion regarding issues that affect our membership and the college community.

Membership:

All full-time classified staff employees of NWCCD 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 quorum consists of a majority of the membership of the CSC present at the time of voting. A minimum of ten members must be present to proceed with voting on an action item. The Chair shall vote only in the event of a tie or when that vote is necessary to complete a quorum.

The CSC executive sponsor is the Vice President for Administration.

Officers:

The CSC shall be represented by three elected officials: Chair, Vice Chair, Secretary/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.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Policy Series 2000

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, "...student bodies at the Sheridan Campus and Gillette Campus are self-governing and operate under constitutions that are subject to approval by the College President."

The Student Government Association (SGA) of Sheridan College is the voice of the student body to the NWCCD 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 MyNWCCD 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 on each campus.

Officers:

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

Tasks:

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

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 13

NWCCD

Policy Series 2000

Procedure 2050.10

Governance Committee – Student Governments, GC Student Government Association

Student Governments- Gillette College Student Government Association (SGA)

Purpose/Charge:

Per Board Policy 5060, "...student bodies at the Sheridan Campus and Gillette Campus are self-governing and operate under constitutions that are subject to approval by the College President."

The GC Student Government Association is the voice of the student body to the NWCCD 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 MyNWCCD 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 on each campus.

Officers:

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

Tasks:

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

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 14

NWCCD

Policy Series 2000

Procedure 2050.11

Governance Committee – Student Appeals

Student Appeals Committee

Purpose/Charge:

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

Membership:

Two Administrative Staff (1 Gillette, 1 Sheridan)

Two Classified Staff (1 Gillette, 1 Sheridan)

Two Faculty (1 Gillette, 1 Sheridan)

Two Students (1 Gillette, 1 Sheridan)

Administrative Assistant to the Vice-President for Student Affairs (ex-officio)

Vice President for Student Affairs (ex-officio)

Controller (ex-officio).

The Administrative Assistant serves as recorder.

The Student Appeals Committee executive sponsor is the Vice President for Student Affairs.

Officers:

The Student Appeals Committee shall elect a chair, vice chair and recorder annually.

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

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Policy Series 2000

Procedure 2050.12

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 vocational 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:

Seven (7) teaching professionals, appointed by Faculty Senate (primary responsibility must be student instruction)

Three (3) members at large, appointed by the VPAA

Vice President for Academic Affairs

Assistant Academic Officer

Membership will represent academic transfer and occupational/technical programs and both campuses.

The Administrative Assistant to the Vice President for Academic Affairs serves as recorder.

The Student Progress and Learning Committee executive sponsor is the Vice President for 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 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.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Curriculum & Standards 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:

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 must represent academic transfer and occupational/technical programs.
The C&S Chair receives release time equivalent to three load hours per semester.
Administrative Assistant to the CAO serves as recorder.

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 courses, certificates, and degrees.
- Solicit input from Advisors on proposals.

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Policy Series 2000

Procedure 2050.14

Governance Committee – Faculty Development

Faculty Development 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:

Four Faculty (2 GC, 2 SC)

Vice President of Academic Affairs

One non-voting support materials coordinator

Officers: Roles are assigned to committee members annually.

Tasks:

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

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | **18**

NWCCD

Policy Series 2000

Procedure 2050.15

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 NWCCD's mission and goals.

Membership:

Two Administrative Staff (1 Gillette, 1 Sheridan)

Two Classified Staff (1 Gillette, 1 Sheridan)

Director of Human Resources

One non-voting support materials coordinator

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

Adoption Date: 05-04-2018

Review Dates: 09-04-2018

Revision Dates: 09-04-2018

Page | 19

NWCCD