

<b>College Council Procedure</b>	Procedure Number	1.1.5P
	Effective Date	May 29, 2012

**1.0 PURPOSE**

A. General

Laramie County Community College (LCCC) is vested in the active involvement of all College constituencies in the governance of the institution through an ongoing participative process of shared governance. The Board of Trustees affirms this belief by supporting the right of faculty, staff, administration, and students to express ideas and opinions with the assurance that such opinions will be given respectful consideration in the major decisions of the College.

B. Purpose

The LCCC College Council is a representative, shared governance body designed to ensure the College is effectively and efficiently achieving the institution’s mission. The College Council facilitates this through timely, factual, and clear communication between constituent groups regarding major institutional decisions. It promotes transparent and respectful communications at all levels of the college community to ensure collaborative and committed decisions are made regarding the direction of the College. It will serve as a deliberating body to discuss college-wide issues, to make collaborative decisions, and to formulate recommendations to the President of the College.

More specifically, the purposes of the College Council include: (1) educating the college community regarding the processes, deliberations, and outcomes of the Council, (2) establishing College policies and procedures, (3) conducting institutional planning, (4) guiding the strategic and annual allocation of resources to improve institutional effectiveness, and (5) evaluating the performance and effectiveness of the institution. Collectively, these purposes form the foundation of the College’s model of continuous improvement. College Council is not intended to be involved in the day-to-day operations of the institution, which are delegated to the President’s Cabinet and other operational groups at the College.

Within this capacity, the College Council will strive to meet the following objectives:

- 1) Facilitate timely, candid, civil, and accurate communication within the Council and across the college community;
- 2) Assess institutional effectiveness data on an annual basis and make recommendations to the Council membership and the Board of Trustees on areas of opportunity and/or concern;
- 3) Establish annual institutional goals for improved performance/continuous improvement in regards to institutional effectiveness;
- 4) Coordinate and guide the strategic planning of the College;
- 5) Facilitate the development of unit operational plans aligned with the College’s strategic priorities and areas identified in the assessment of institutional effectiveness;
- 6) Establish annual budget projections (all revenue sources), and facilitate the development of the annual operating budget;
- 7) Establish and prioritize the new human resource needs of the College;

- 8) Consider requests for new allocation of fiscal, physical and human resources not falling within the annual budget process;
- 9) Educate the college community on the processes associated with the major areas of work within the Council's purview; and
- 10) Serve as a clearinghouse for questions or areas of concern from any constituent group at LCCC.

## **2.0 REVISION HISTORY**

Adopted on: 5/29/12 by President's Cabinet  
Revised on: 10/25/12 by College Council

## **3.0 PERSONS AFFECTED**

All members of the college community at LCCC are affected, and thus have a role, in the utilization and outcomes of this policy and College Council.

## **4.0 DEFINITIONS**

- A. *Shared Governance* – Shared governance is an organizational belief system of self-government. This system begets accompanying policies, procedures, and practices under which all major institutional constituencies contribute to, and participate in, the major decisions determining the direction and operation of the institution. Decisions that arise from a process of shared governance result in a shared commitment and a cycle of institutional self-evaluation through which the College collectively directs its efforts and resources to continuous, meaningful improvement.

Shared governance at LCCC recognizes the ultimate decision-making for the College rests with the Board of Trustees. The Board entrusts day-to-day administration to the President. The President delegates this decision-making authority to individuals and campus groups possessing the expertise necessary to make sound decisions impacting the institution.

## **5.0 PROCEDURES**

- A. Membership

College Council membership requires diligence and commitment to actively participate in the conversation as well as ensuring consistent communication. Council members are expected to represent the wisdom and knowledge of their constituent groups. Members should bring the collective voice of their constituency to the Council, and while they bring the voice (perspective, wisdom, and knowledge of their constituency), when taking action they must act in the best interest of the College.

College Council is comprised of voting representation from all major constituencies of the institution, including administrators, faculty, professional and classified staff, and students. Representation is structured around two primary purposes: (1) to include those individuals who are responsible for managing the processes behind and implementing the decisions made by the Council, and (2) to include individuals who represent their constituencies and serve as the

conduit for communication to and from the Council. College Council also includes non-voting, ex-officio members who provide expertise and assistance to the body's deliberations and proceedings.

The College Council members shall:

- 1) Resolve emerging issues while developing a vision for the future;
- 2) Foster a climate of trust and respect;
- 3) Ensure all members of the Council are able to express their opinions on all issues;
- 4) Represent and advocate for their respective constituents while maintaining a commitment to the good of LCCC as a whole;
- 5) Promote and support decisions made through the College Council proceedings;
- 6) Participate actively and professionally in all Council proceedings;
- 7) Prepare for all scheduled meetings to work effectively and efficiently; and
- 8) Be open to all views on a subject before reaching a decision.

Voting Members of the College Council include:

- 1) Vice President, Academic Affairs
- 2) Vice President, Administration and Finance
- 3) Vice President, Student Services
- 4) Vice President, Workforce Development
- 5) Associate Vice President, Albany County Campus
- 6) Associate Vice President, Institutional Advancement
- 7) Executive Director, Human Resources
- 8) Faculty – Three Seats
  - a. One appointed by Faculty Senate
  - b. Two nominated and elected at-large to alternating terms of 2 years each
  - c. Eligibility: Any fulltime member of the faculty may serve as a representative.
- 9) Professional Staff – Three Seats
  - a. One appointed by Staff Senate (Professional Staff members)
  - b. Two nominated and elected at-large to alternating terms of 2 years each.
  - c. Eligibility: Benefitted, professional Educational Services Staff members.
- 10) Classified Staff – Three Seats
  - a. One appointed by Staff Senate (Classified Staff Members)
  - b. Two nominated and elected at-large to alternating terms of 2 years each.
  - c. Eligibility: Benefitted, classified Educational Services Staff members.
- 11) Mid-Level Management – Three Seats
  - a. Three nominated at-large by the employee group, and appointed by the President to alternating terms of 2 years each.
  - b. Eligibility: Benefitted, Mid-Level Administrators (e.g., Deans, Directors, or others responsible for sub-executive administrative duties)
- 12) Students – Three Seats
  - a. One appointed by Student Government Association (SGA)
  - b. Two nominated and elected at large to alternating terms of 1 to 2 years each (terms of one year are the standard with a second year as optional to allow for flexibility in student tenure at the College).
  - c. Eligibility: Students registered in good standing are eligible to serve.

Non-Voting/Ex-Officio Members of the College Council include:

- 1) President (co-chair, ex-officio, non-voting except as tie-breaker)
- 2) Director of Institutional Research (ex-officio, non-voting)
- 3) Budget Coordinator (ex-officio, non-voting)

Members selected from the Faculty Senate, Staff Senate (both Professional and Classified), and SGA will be chosen through an appropriate nomination and election mechanism determined by their respective group; each member from these groups will serve a two-year term, but may be selected to serve up to two consecutive terms for a maximum of four years. The terms will be staggered. Students are exempted from serving two-year terms as necessitated by their educational plans.

The College Council shall elect a voting member to serve as co-chair with the President at the first meeting in September of each year; the co-chair will serve for one year.

Members who have more than three absences without advanced notice from regularly scheduled meetings shall be sent a letter from the College Council co-chairs reminding them of their obligations. Members who, without advanced notice, have five or more absences from regularly scheduled meetings during the year may be subject to replacement.

An independent recorder will be present to record minutes for the College Council.

#### B. Operations

Institutional processes that require the Council to act on issues in a consistent and timely fashion guide the College Council. Agendas, meeting minutes, and supporting documents will be provided to the college community at least four (4) working days prior to any scheduled meeting. Any College Council member may submit an agenda item to the Council co-chairs at least five (5) working days prior to any scheduled meeting. All items requiring action by the Council must adhere to this timeline to allow for adequate preparation for discussion and decision. At the beginning of each meeting, a Council member may request the inclusion of an item for discussion if all members agree. If there is insufficient time for discussion, the item will be carried over to the next agenda, or a special meeting may be called.

#### C. Meetings

The LCCC College Council will meet at regularly scheduled times throughout the year, as necessary to facilitate the processes and institutional decision-making entrusted to the body. Meetings will generally focus on continuous improvement, primarily on budget, institutional planning, and assessment of institutional effectiveness process. Other areas of focus include entertaining requests for the allocation of new resources or discussing campus-wide issues pertaining to resources, progress on the strategic and operational plans, and/or areas of campus concern and major institutional change.

For items requiring action by the Council, a quorum is required. A quorum consists of a majority of the Council's voting members. If a quorum is not present at any meeting, the College Council

meeting may proceed. However, items requiring formal approval shall not be acted upon. In some instances of significant action (e.g., annual budget approval) action items may be moved to the President, and/or the Board of Trustees for final ratification.

College Council business may be conducted via electronic mediums such as Televideo or email in some instances.

To honor transparency, all members of the college community and public are encouraged to attend meetings of the LCCC College Council.

#### 1) Agenda Setting Procedures

The College Council is charged with facilitating broad-based, inclusive conversations regarding overall governance, planning, new resource allocation, and other major institutional issues for Laramie County Community College. Where appropriate, College Council is also responsible for making formal recommendations to the President on these issues. As such, College Council must review, discuss, debate all items of this nature and recommend action on them to direct the institution.

To facilitate this conversation, the following process outlines the development of College Council meeting agendas, as well as the process for adding items to the Council's meeting agenda. College departments and divisions wishing to submit an item for College Council deliberations should follow the process as outlined below.

The Office of the President is charged with preparing the agenda for all College Council meetings and keeping succinct minutes of the Council's proceedings. Agenda items may be submitted by any voting member of the College Council, the President, or a member of the College community upon approval of the President. Items added to the Council's agenda will fall into three areas: (1) Information items; (2) Discussion items; or (3) Action items. The "Executive Assistant to the President" will place approved items into the appropriate classification on the agenda.

##### a) Agenda-Setting and Item Submission Process

###### **Step One**

Approximately two weeks prior to a College Council meeting, an email will be sent from the "Executive Assistant to the President" to College Council members requesting agenda items. The email will include a due date for agenda items and supporting materials.

###### **Step Two**

By the due date provided, send the item via email to the "Executive Assistant to the President." The item should include:

- i. The name of your item
- ii. A brief description of the item, specifically what you are asking the Council to do

- iii. How much time you will need to present the item and who will present
- iv. A note if supporting materials will be included for review prior to the meeting.

If you are submitting a request for a new position, a justification for the position needs to be completed and turned in one week prior to the meeting. The justification can be obtained from Human Resources, who can also assist you in completing the form.

**Step Three**

Submit any additional supporting material to the “Executive Assistant to the President” by the assigned due date.

**Step Four**

An agenda and all supporting materials will be sent out to the Council members at least four working days prior to the meeting. Since materials are sent out prior to the meeting, it is important to have all supporting materials turned in on time. This provides Council members time to review the material prior to the meeting instead of during it.

**Step Five**

Come to the meeting prepared to discuss and answer any questions regarding this topic. College Council will entertain the item and give you ample time to present. When presentation and discussion is complete, if necessary, the Council will take action on the item or determine an appropriate course of response.

**D. Communications**

A fundamental element of successful shared governance is the communication happening amongst and between all constituencies of the college community. Therefore, it is paramount that the members of the College Council commit to, and fulfill the responsibility of, effective communication. In addition, the Council itself, guided by its co-chairs, should ensure effective and timely communication of meeting agendas, supporting materials on any item of action and/or discussion, and complete succinct communications of the Council’s proceedings.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Joe Schaffer, President	5/29/12
Approval by President’s Cabinet		5/29/12
Approval by College Council President (Signature)		5/29/12