

Central Virginia Community College Policies  
I – Organization of Central Virginia Community College  
I-6 CVCC Governance



Policy #:	CVCC0006
Effective:	Spring 2020
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Other Policy References:	NA

The purpose of the CVCC Governance Model is to provide a structure for decision-making that offers opportunities for all groups of stakeholders to participate. Additionally, the CVCC Governance Model supports the College’s mission statement.

The goals of the CVCC Governance model are to

- Foster an efficient and democratic process for decision making,
- Provide a broad-based understanding of the decision-making process,
- Examine policies and procedures across departments,
- Promote and enhance coordination among all stakeholders, and
- Encourage effective practices in meeting the goals of the College.

The objectives of the CVCC Governance model are to

- Establish an efficient and democratic process for decision making;
- Include members from all stakeholder groups;
- Ensure broad-based understanding by providing consistent, accurate, and timely information to the College community;
- Maintain open communication between administrators, faculty, and staff through consistent interaction during the decision-making process;

Ensure participation of stakeholders who are interested in or are “subject matter experts” as well as those charged with responsibility for proposing or implementing policies and programs.

# Governance Model

*for*

## Central Virginia Community College



Spring, 2020

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## **I. Introduction to the Governance Plan**

### **a. Background**

In 2011 the Administration of Central Virginia Community College (CVCC) identified the need to review the structure for governance. A team comprised of representatives from the faculty, staff and administration met over a period of six months and developed a comprehensive governance structure to present to the President's Cabinet and College community for approval.

### **b. Purpose**

The purpose of the CVCC Governance Model is to provide a structure for decision-making that offers opportunities for all groups of stakeholders to participate. Additionally, the CVCC Governance Model supports the College's mission statement:

- To provide open, flexible, affordable, quality learning opportunities for personal growth and the acquisition of knowledge and skills necessary for productive and meaningful life;
- To provide general education, transfer, applied science, certificate, and diploma programs;
- To determine the training needs of business, industry, and government to benefit the service area;
- To support workforce and economic development through participation in regional organizations and training for new and/or expanding businesses;
- To provide support services for education, training, technology infrastructure, and workforce development.

### **c. Goals of CVCC College Governance**

The goals of the CVCC Governance model are:

- To foster an efficient and democratic process for decision making;
- To provide a broad-based understanding of the decision-making process;
- To examine policies and procedures across departments;
- To promote and enhance coordination among all stakeholders;
- To encourage effective practices in meeting the goals of the College.

### **d. Objectives of CVCC College Governance**

The objectives of the CVCC Governance model are:

- Establish an efficient and democratic process for decision making;
- Include members from all stakeholder groups;
- Provide consistent, accurate, and timely information to the College community;
- Maintain open communication between administrators, faculty, and staff through consistent interaction during the decision-making process;
- Ensure participation of stakeholders who are interested in or are "subject matter experts" as well as those charged with responsibility for proposing or implementing policies and programs.
- Prioritize allocation of discretionary budget based on college goals.

### e. Changes to the CVCC Governance Model

Each year the President's Cabinet will appoint an *ad hoc* "Governance Model Committee" composed of broadly representative members of the college community who will be tasked with the responsibility of addressing and making changes to the Governance Model as requested by the College Governance Council (CGC). They will:

- Develop changes to the governance model
- Change committee representations as needed
- Develop new committees as needs arise or disband committees no longer needed
- Perform other services to modify the Governance Model as needed

All changes and other alterations to the Governance Model will be sent to the CGC for approval or revision.

## II. CVCC Governance Model

### a. Selection Process for Committee Membership

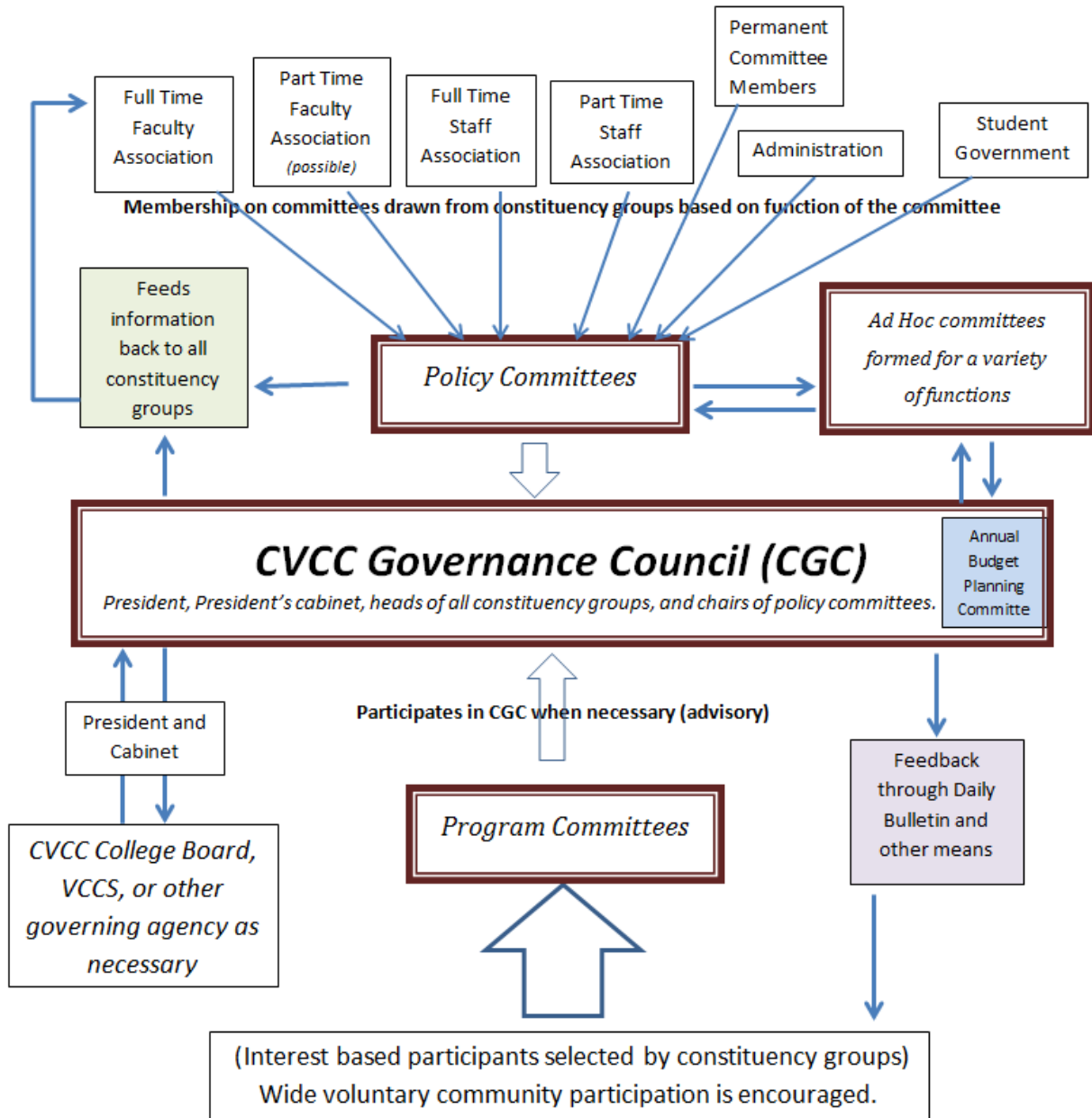
All members of the college community are strongly encouraged to serve on at least one committee. Members on the various committees are intended to be representatives of their particular constituency group and operating units. Constituency groups may use any mechanism they feel appropriate to determine which of their members serves on which committee.

Prior to April 1, each constituency group leader will identify those members whose terms have expired and are not currently eligible for membership on that committee. Each constituency group leader will identify willing individuals among their group to serve in those committee positions soon to be vacated. Each committee's membership table found on Communique will indicate the positions becoming vacant for the upcoming academic year. **To ensure maximum participation in College governance**, whenever possible, constituency groups should avoid having a single member serve on more than one policy or program committee. Members may not serve consecutive terms. No individual may serve as chair of any committee for more than two consecutive years.

Constituency group chairs must forward the updated membership lists to the Office of Institutional Effectiveness and Strategic Planning (OIESP) by May 1. The OIESP with input from all contributors, will compile these lists to generate the finalized committee membership tables for the following academic year. The OIESP will forward these finalized membership lists to the webmaster to be posted on Communique.

All meetings are open for anyone to attend. Only the official representatives may vote.

## CVCC Governance Model Schematic



### III. Roles and Responsibilities

a. **The Office of Institutional Effectiveness and Strategic Planning** will facilitate/oversee the operation and maintenance of the Governance Model to enhance better communication.

The Office of Institutional Effectiveness will be responsible for:

- Updates/changes to the model that comes through the College Governance Council (CGC).
- Ensure that committees' minutes are posted within two weeks of the meeting.
- Updates and publishes annual meeting calendar
- Updates and publishes committee membership roster based on input from constituency groups.
- Establish the Committee on Committees as an Ad Hoc committee.

b. **The College Governance Council (CGC)** is comprised of the chairs of all policy committees, the presidents of each constituency group, the President's Cabinet and the College President. The primary responsibility of this group is to accept or reject completed policy proposals that have been brought to the CGC after having been discussed and approved by a policy committee or constituency group and all other groups who are affected by that policy proposal. Rejected proposals will be sent back to the initiating group. The CGC will discuss and create policy proposals only on those issues that affect more than a single constituency group or department or fall outside of the purview of any existing committee.

Any policy proposals that are approved by the CGC must fall within the rules and procedures of State, VCCS, and local board requirements. All policy proposals approved by the CGC will be submitted as a *Consent Agenda Item* for inclusion in the next President's Cabinet meeting.

c. **The President's Cabinet** members are responsible for areas within their scope of responsibility. This group consists of the President, Vice Presidents, and Human Resources Director, constituency group Presidents, Dean of Institutional Effectiveness and Planning, and others upon request. They will revise and recommend policies based on mandates from the VCCS and other governing bodies and identify the need for new or revised policies. Policies presented to the President's Cabinet by the CGC become part of the *Consent Agenda*. Once approved as part of the consent agenda, the policies become effective and will be published by the Office of Institutional Effectiveness. Because consent agenda items emerge from the CGC, which includes the members of the President's Cabinet, any objectives should have been resolved prior to their presentation as Consent Agenda items. All other new governance policies and substantive revisions to existing policies must be reviewed and approved by the President's Cabinet before becoming official policy. After this process is completed, OIESP will ensure that the new policy is communicated to the CVCC community and appropriately published and enacted.

d. **Associate Vice Presidents and Deans** are responsible for assuring adherence to established policies in the conduct of College business. Associate Vice Presidents and Deans may issue procedures associated with a policy within their areas of responsibility and ensure the accuracy and timeliness of policies and procedures. This responsibility includes proper notification to respective faculty and staff of changes and updates to these policies and procedures.

**e. Constituency Groups** will provide representation and access for all segments of CVCC. Each group is self-governing and operates according to its own by-laws, sets its own agenda and provides representation on standing, ad hoc, program and policy committees from its membership. The purpose of the constituency group is:

- To create a forum to discuss concerns pertinent to the group;
- To disseminate information;
- To discuss proposed new policies and/or policy changes;
- To develop policies that are applicable only to that constituency group;
- To promote communication

***The current Constituency Groups are:***

- Faculty Association
- Classified Staff Association
- Part-time Employee Associations

**f. Policy Committees** will engage in policy-making recommendations that impact one or more aspects of teaching, learning, and operations. Completed policy recommendations are submitted to the CVCC Governance Council. The Policy Committees may be charged with addressing special projects, or strategic tasks of the College related to their area of responsibility. Committees may vary from year to year based on the changing needs of the College.

**g. Program Committees** will engage in supportive activities and programs of the college and make recommendations to the policy committees or constituency groups as appropriate.

**h. Standing Committees** may be established as needed for a specific task.

**i. Subcommittees** may be formed at the discretion of a governance committee or recommendation from the broader community to focus on particular issues or ideas and bring back program or policy suggestions to the main committee. Some permanent subcommittees are noted in several committees to carry out specific tasks that fall under the jurisdiction of that committee. All subcommittees must be chaired by a member of the parent committee and may include both committee and non-committee members, depending on the issues involved and the interests of members of the broader college community.



## IV. Strategic Planning and Budgeting Timeline Template

(For available budget only)

Activity	Due Date <sup>1</sup>	Person Responsible
Educational Program Assessments and Departmental Program Assessments identify expected outcomes, assess the extent to which these outcomes are achieved, and provide evidence of improvement.	Ongoing	Department Planning Coordinators <sup>2</sup> , Program Coordinators, Program Heads, Department Coordinators <sup>3</sup>
Available funds are identified from the prior year budget to be used by coordinators as a preliminary basis for budget requests.	By March 1	VP Finance and Administration
Program Coordinators, Program Heads, and Department Coordinators submit budget requests using the Budget Request Template. Requests should be developed by focusing in collaboration program faculty and with on CVCC's Mission and Goals as well as educational program outcomes.	By March 15	Program Coordinators, Program Heads, Department Coordinators
Department Planning Coordinators submit budget requests using the Budget Request Template in Compliance Assist. Requests should be formed with input from their departments regarding budget needs. Academic Associate Vice Presidents review budget requests submitted by Program Coordinators, Program Heads, and Department Coordinators and incorporate them into their departmental requests. Requests should be developed by focusing on CVCC's Mission and Goals as well as departmental and educational program outcomes.	By March 31	Department Planning Coordinators
Provide budget requests to the Annual Budget Planning Committee.	By April 15	Office of Institutional Effectiveness and Strategic Planning
Annual Budget Planning Committee reviews budget requests and prioritizes them using an objective analysis, focusing on supporting CVCC's overall Mission and Goals as well as departmental and educational program outcomes.	By April 30	Annual Budget Planning Committee
Projected available funds are calculated and communicated to the College. Priorities set by the Annual Budget Planning Committee are used to allocate available funds in the budget for the next fiscal year.	By May 31	Vice President of Finance and Administration
Prioritized budget initiatives are presented to President's Cabinet for approval.	By June 30	Annual Budget Planning Committee
Budget is revised, if necessary, approved, and published. Funds are allocated	By July 31	Annual Budget Planning Committee, VP of Finance and Administration
Present Executive Summary of the budget for the current academic year.	At fall convocation	VP Finance and Administration

As part of the on-going process of annual budget planning, Central Virginia Community College follows the schedule below:

<sup>1</sup> If the Due Date falls on a holiday or weekend it is due on the following business day.

<sup>2</sup> Department Planning Coordinators are the budget managers for administrative units and academic and student support services units.

<sup>3</sup> Program Coordinators, Program Heads, Department Coordinators are faculty members assigned to these duties.

## V. Guidelines for Governance Committees

- **The first meeting:** The Meeting Calendar will indicate the date, location, and time of the first meeting of each committee.
  
- **At the first meeting** the committee will
  - **Elect a recorder**
  - **Review the goals and objectives and add or revise as necessary.** These should be based on the responsibilities and duties as noted in the committee's description.
  - **Identify agenda items to address for the year.** The agenda items may come from any stakeholder and should coincide with the committee's description found in the Governance Model for CVCC.
  
- **Responsibilities of Officers**
  - **Chair:** Set and post the agenda of the committee, coordinate the responsibilities and duties of committee members, set up sub-committees as needed, and serve as liaison with the college community. (The chair of each policy committee will represent that committee on the CGC.)
  - **Recorder:** Produce minutes for each meeting and upload a draft copy to *Communique* within two weeks of the meeting.
  - The chair and recorder are responsible for designating a substitute from within the committee in case they cannot attend a meeting.
  
- **The last meeting:** During the final meeting of the academic year, **each committee will identify at least one goal and select a chair for the upcoming academic year.** The committee goals will be posted in the meeting minutes on *Communique*. The chair's name will be forwarded to the OIESP to be posted on *Communique*.
  
- **The Meeting Calendar:** The CGC will establish a time and place for dedicated meetings of the committees. The Meeting Calendar will be published in both the *Daily Bulletin* and *Communique* prior to the beginning of the academic year. For additional meetings the committees will determine a convenient time and necessary frequency based on their agenda.
  
- **Faculty representatives** may be full or part-time.
  
- **Permanent members** of committees who are also on the Governance Council will be non-voting members.
  
- **All meetings are open** (unless restricted by policy or law) and any community member is welcome to attend, participate, and make suggestions as a non-voting member. Community members requesting to have an item(s) placed on the agenda should contact the Committee Chair prior to the meeting.

## Recommendations for Agenda and Minutes Format

Committee Name:

Meeting Date:

Members Present (*list*):

Members Absent (*list*):

Old Business:

New Business:

Recommendations to the College Governance Committee:

Suggestions/Items to be shared with other groups (not recommendations but information that may be of value to other policy or program committees, or the constituency groups):

Submitted by (Recorder's name):

## VI. Committee Policy Approval Protocols

a. For those policy proposals or issues that affect more than a single constituency group or department, or fall outside the purview of any existing committee, the path of approval would be as follows:

1. The committee or constituency group initiating the proposal will conduct the research, collect any necessary data, and author the initial policy proposal.
2. The initiating group will determine other appropriate committees or constituency associations to which the proposal should be forwarded for consideration. They will also determine if an additional ad hoc committee should be assembled to consider the policy proposal.
3. If necessary, the initiating group will revisit the policy proposal after its consideration by the additional committees and modify the policy proposal accordingly.
4. The initiating group will then forward the policy proposal to the CGC.

5. The CGC will forward an approved policy proposal as a *Consent Agenda Item* to the President's Cabinet for publication and enactment. The CGC will return rejected proposals to the initiating group.

***Examples of this type of policy might include:***

- \* Changes in campus computer-use policy
- \* Updates of in-house security policy
- \* Updates policy for changing the college catalogue

B. For those policies or issues only affecting a single constituency group, committee, department, or falling within the purview of an existing committee, the path of approval would be as follows:

1. The single constituency group, committee, or department initiating the proposal will conduct the research, collect any necessary data, and author the initial proposal.
2. The initiating group will forward the proposal to the next appropriate governing body for consideration (i.e. Instructional issues will be forwarded to the Academic Associate Vice Presidents.
3. If approved by all appropriate governing bodies, the proposal will then be forwarded to the President's Cabinet for consideration and enactment or returned for further consideration. If rejected, the initiating group may modify the proposal and resubmit.

***Examples of this type of policy or issue might include:***

- \* Common syllabus elements policy developed by the Faculty Association
- \* Policy requiring all lab participants to wear lab coats, proposed by faculty, taken to the Dean, forwarded to Vice President of Academic Affairs and Student Services
- \* Policy regarding number of Student Government officers
- \* Policy regarding adjunct faculty use of email

## VII. Committees and Membership

### Policy Committees

**Curriculum and Instruction Policy Committee:** Reviews and makes recommendations for new and existing curriculum/courses of the College (including workforce offerings). Reviews proposals for curriculum changes and provide leadership for developing and reviewing policies and procedures that relate to curriculum and instruction.

Membership	Number	Term
Academic Division Associate Vice Presidents	2	Permanent
Dean of Enrollment Management	1	Permanent
Classified Staff representative	1	Two year
Registrar	1	Permanent
Dean of Institutional Effectiveness	1	Permanent
Dean of Student Services	1	Permanent
Faculty representatives (3 per Division)	6	Two year (overlapping)
Vice President for Academic Affairs, Student Services, and Workforce Development	1	Permanent
<b>Total</b>	<b>14</b>	

**Educational, E-Learning, and Information Technology Committee (E2IT):** 1) Researches, analyzes, and evaluates short and long-term instructional/educational technology needs of the College; 2) serves as a conduit for promoting innovative and best practice methods in the use of instructional/educational technology; 3) produces policy regarding Distance Education, and technology issues directly impacting instruction; 4) -; 5) makes recommendations for technology training; 6) -.

Membership	Number	Term
Academic Associate Vice President representative	1	Two year
Classified Staff representative	1	Two year
Coordinator of Instr. Tech. & Dis. Ed.	1	Permanent
Faculty representatives (at least one per division)	6	Two year (overlapping)
Off-site Center Director representative	1	Two year
Part-time Staff representative	1	Two year
Student representative	1	One year
Vice President for Academic Affairs, Student Services, and Workforce Development	1	Permanent
Vice President of Information Technology	1	Permanent
Workforce representative	1	Two year
<b>Total</b>	<b>15</b>	

**Employee Recognition Committee:** Enhances the pride and morale of employees by formally recognizing their contributions to the effective operation of the College. The committee will develop and administer a comprehensive recognition and reward program to encourage outstanding performance, reward excellence, and recognize exceptional workplace creativity and innovation.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Administrator representative	1	Two year
Classified Staff representative	3	Two year (overlapping)
Faculty representatives	3	Two year (overlapping)
Human Resources representative	1	Permanent
Part-time Staff representative	3	Two year (overlapping)
Public Relations representative	1	Two year
Student representative	1	One year
<b>Total</b>	<b>13</b>	

**Evaluation and Assessment Committee:** Provides advice and supports in the effective collection and use of information, data, evaluation, and research to accomplish the mission of Central Virginia Community College, specifically as it involves: 1) the Southern Association of Colleges and Schools (SACS) reaffirmation; 2) student course evaluation; 3) academic program assessment; 4) annual evaluation of employees by supervisors; and 5) annual administrator evaluation by faculty, staff, and secondary administrators.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Academic Division Associate Vice President or designee	2	Permanent
Amherst Hall Computer Lab Supervisor	1	Permanent
Classified Staff representative	1	Two year
CVCC representative to the Chancellor Faculty Advisory Committee	1	Permanent
Dean of Institutional Effectiveness	1	Permanent
Faculty representative (at least one per division)	6	Two year (overlapping)
Part-time Staff representative	1	Two year
Vice President for Academic Affairs, Student Services, and Workforce Development	1	Permanent
Workforce representation	1	Two year
<b>Total</b>	<b>15</b>	

**Finance, Facilities and Sustainability Committee:** Proposes policies and educates the college on topics relating to physical and financial resources of the College, especially those concerning conservation and efficient use of natural resources both on and offcampus.

<b>Member</b>	<b>Number</b>	<b>Term</b>
Academic Associate Vice President representative	1	Permanent
Business Manager	1	Permanent
Classified Staff representative	1	Two year
Emergency Management Coordinator	1	Permanent
Facilities Manager	1	Permanent
Facilities representatives	1	Two year
Faculty representatives	2	Two year (overlapping)
Information Technology Representative	1	Two year
Part-time Staff representative	1	Two year
Student representative	1	One year
Vice President of Finance & Administrative Services	1	Permanent
Workforce representative	1	Two year
<b>Total</b>	<b>13</b>	

**Professional Development Policy Committee:** Supports college personnel in achieving personal and professional goals associated with their college functions. The committee shall lead in identifying professional development needs, plan convocation activities, oversee the implementation of identified programs and activities, and develop a plan to equitably distribute available funds.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Academic Associate Vice President representative	1	Permanent
Classified Staff representative	1	Two year
Enrollment Management representative	1	Two year
CVCC Director of Professional Development	1	Permanent
CVCC representative to the Chancellor Faculty Advisory Committee	1	Permanent
Faculty representatives (3 per division)	6	Two year (overlapping)
Student Success representative	1	Two year
Part-time Staff representative	1	Two year
Vice President for Academic Affairs, Student Services, and Workforce Development	1	Permanent
Workforce representative	1	Two year
<b>Total</b>	<b>15</b>	

**Public Relations and Marketing Committee:** Develops policy and makes recommendations for new and existing marketing strategies for the College, and identify opportunities to use media releases of college events and successes, maintain and publicize a speaker's bureau and community outreach opportunities, and present the College in a favorable light to the community. The overall goal of this committee is to assist in developing multi-year strategic plans to market the College and its programs and utilize any resources efficiently.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Academic Counselor/Recruiter	1	Permanent
Center Directors	4	Permanent
Classified Staff representative	1	Two year
Dean of Enrollment Management	1	Permanent
Dean of Student Success or designee	1	Permanent
Faculty representatives	2	Two year
Marketing representative	1	Permanent
Part time staff representative	1	Two year
Media Specialist	1	Permanent
Student representative	1	One year
Vice President for Institutional Advancement	1	Permanent
Webmaster	1	Permanent
Workforce representative	1	Two year
<b>Total</b>	<b>17</b>	

**Safety and Security Committee:** Promotes and strengthens all aspects of safety and security on the College campuses.

<b>Member</b>	<b>Number</b>	<b>Term</b>
Buildings and Grounds Supervisor	1	Permanent
Division of Professional & Career Studies representative	1	Two year
Business Manager	1	Permanent
Coordinator of Library Services	1	Permanent
Emergency Management Coordinator	1	Permanent
EMS/EMT Program Head	1	Permanent
Division of Arts and Sciences representative	1	Two year
Police Chief	1	Permanent
Student Services representative	1	Two year
Vice President of Finance & Administrative Services	1	Permanent
Vice President of Information Technology	1	Permanent
<b>Total</b>	<b>11</b>	



**Student Success Committee:** Supports student success and retention by identifying barriers and providing policy solutions. *Permanent subcommittee: Commencement Subcommittee*

<b>Member</b>	<b>Number</b>	<b>Term</b>
ADA Counselor	1	Permanent
Admissions and Records representative	1	Two year
Marketing Coordinator	1	Permanent
Coordinator of the Student Success Center	1	Permanent
Counseling representative	1	Two year
Dean of Enrollment Management	1	Permanent
Dean of Student Success	1	Permanent
Faculty representatives	3	Two year (overlapping)
Financial Aid representative	1	Two year
Registrar	1	Permanent
IT representative	1	Two year
First Year Programs Coordinator	1	Permanent
Classified Staff	1	One Year
Student representative	3	One year
Part-time Staff	1	One Year
Workforce representative	1	Two year
Community Connections Coordinator	1	Permanent
<b>Total</b>	<b>21</b>	

**Program Committees**

**Culture, Diversity & International Education Committee:** Promotes global education and appreciation of a diverse population by planning, organizing and overseeing college-sponsored events relating to cultural diversity and international education.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Classified Staff representatives	2	Two year (overlapping)
Faculty representatives	6	Two year (overlapping)
Media Specialist	1	Permanent
Part-time Staff representative	1	Two year
Student Activities Coordinator	1	Permanent
Student representatives	2	One year
<b>Total</b>	<b>13</b>	

**Financial Aid Appeals Committee:** Reviews all student financial aid academic appeals and applies the campus satisfactory academic progress policies. These policies incorporate required federal elements, campus policies and procedures, and are based upon consistent and fair standards of practice.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Business Office representative	1	Permanent
Classified Staff representatives	2	Two Year (overlapping)
Dean of Enrollment Management	1	Permanent
Dean of Student Success	1	Permanent
Faculty representatives	2	Two Year (overlapping)
Financial Aid Director	1	Permanent
Part-time Staff representatives	2	Two Year (overlapping)
<b>Total</b>	<b>10</b>	

**Social Events Committee:** Plans and implements social activities for college employees such as: receptions for visiting dignitaries, picnics, the Holiday Party, and other social functions.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Marketing Representative	1	Permanent
Culinary Arts Program Director	1	Permanent
Classified Staff representatives	3	Two year (overlapping)
Faculty representatives	4	Two year (overlapping)
Part-time Staff representatives	2	Two year (overlapping)
Campus Police representative	1	One year
<b>Total</b>	<b>12</b>	

**Student Conduct Committee:** Promotes the principles of responsibility, accountability, respect, and fairness among CVCC students by hearing and resolving charges of alleged student misconduct. This committee meets only when required.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Associate Vice President or Dean of a division not involved in the case	1	Selected by Chair each hearing
Community Connections Coordinator	1	Permanent
Campus police officer/security personnel	1	Permanent
Classified Staff representative	1	Two year
Counseling representative	1	Two year
Faculty representatives (at least one from each division)	3	Two year (overlapping)
*Student representatives chosen from Student Ambassadors	(3-4)	One year
<b>Total</b>	<b>(11-12)</b>	

\*If less than 7 Student Ambassadors are available, the SGA officers will choose additional students as needed who meet qualifications for Student Ambassador.

**Standing Committee:**

**Annual Budget Planning Committee:** Reviews and prioritizes the financial requests of the budget managers based on College goals. Prepares and distributes the annual budget document. This standing committee will meet from March to June at their discretion and reports directly to the College Governance Council. For this committee only the Dean of Institutional Effectiveness will serve as the permanent chair.

<b>Membership</b>	<b>Number</b>	<b>Term</b>
Dean of Institutional Effectiveness (non-voting)	1	Permanent Chair
President	1	Permanent
VP of Academic Affairs, Student Services, and Workforce Development	1	
VP for Finance and Administrative Services	1	
VP of Information Technology	1	
VP of Institutional Advancement	1	
Associate Vice Presidents and Deans (non- voting)	4	
General Administration Coordinator (President's office)	1	
Faculty Representative two from each division	4	One-year
Counseling Representative	1	One-year
Classified Staff representative	1	One-year
Part-time Staff representative	1	One-year
Finance, Facilities, and Sustainability Committee Member	1	One-year
Student representative	1	One-year
<b>Total</b>	<b>20</b>	

## VIII. Forms

### Committee Recommendation Form—CVCC Governance Council (CGC)

*This form is to be used to forward a recommendation from a committee to the CVCC Governance Council*

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Date submitted:

Name of committee submitting form:

Chairperson of committee (name, email, and telephone number):

1. Brief description of recommendation or proposal:
  
2. Proposed action plan for implementation:
  
3. Are there any other offices/committees that should be included in this decision?

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#### CVCC Governance Council *response*

- Accept Recommendation
- Refer back to committee with changes
- Decline Recommendation

**Comments:**

## IX. Governance Model Evaluation

The Office of Institutional Effectiveness and Strategic Planning (OIESP) will conduct evaluation of the governance model periodically during the regular assessment timeline. Faculty and staff satisfaction levels specific to Governance Model will be determined through surveys. Results will be available on the OIESP shared site.

## X. Meeting Calendar Template

The following schedule will allow the Activity Hour to be utilized by the committees for their meetings and is designed to ensure that committees with permanent members do not have meetings at the same times. Additional meetings can be scheduled by any committee but should not be scheduled during the Activity Hour.

Fall Semester		Spring Semester	
Date (Tue, 1:00 PM)	Committee Group	Date (Tue, 1:00 PM)	Committee Group
Week 1	Constituency	Week 1	Constituency
Week 2	Group A	Week 2	Group A
Week 3	Group B	Week 3	Group B
Week 4	Group C	Week 4	Group C
Week 5	College Governance	Week 5	College Governance
Week 6	Constituency	Week 6	Constituency
Week 7	Group A	Week 7	Group A
Week 8	Fall Break	Week 8	Group B
Week 9	Group B	Week 9	Spring Break
Week 10	Group C	Week 110	Group C
Week 11	College Governance	Week 11	College Governance
Week 12	Constituency	Week 12	<b>Constituency: leaders identify expiring terms and new representatives for next school year.</b>
Week 13	Group A	Week 13	Group A
Week 14	Group B	Week 14	Group B
Week 15	Group C	Week 15	Group C
Week 16	College Governance	Week 16	College Governance
Exam Week	No Meetings	Exam Week	No Meetings; <b>constituency leaders notify CGC recorder of committee memberships for next school year by May 1</b>

## Sample Room Assignments for Activity Hour Meetings

Room (term)	Group A	Group B	Group C	Constituencies & College Governance
<b>2203</b>	Cultural Diversity	E2IT		Faculty Association (2123)
<b>2205</b>	Evaluation and Assessment	Employee Recognition	Facilities and Finance	College Governance
<b>2307</b>	Safety and Security	Student Success	Professional Development	Classified Association (5118)
<b>2309</b>			PR and Marketing	Part-time Association (5142)
<b>Culinary Building</b>	Social Events			

The Curriculum and Instruction Committee, Financial Aid Appeals Committee and the Student Conduct Committee do not meet during the Activity Hour.