ADMINISTRATIVE PROCEDURE

UMPQUA COMMUNITY COLLEGE

TITLE: College Governance

ADMINISTRATIVE PROCEDURE # 2510

RELATED TO POLICY # 2510 COLLEGE GOVERNANCE

A. **Definitions**.
   Governance and Administration are distinguished in the following manner:

   1. **Governance**: Governance is concerned with planning and policy development and includes representative voices from all constituent groups on campus. Governance groups develop plans and policies designed to fulfill the college's mission and make recommendations to the Board of Education through the College President. Governance includes the Board of Education, College President, College Council, and councils/committees that report to the Council; the Senior Leadership Team is included in governance through its membership on governance councils and committees.)

   2. **Administration**: Administration is not the same as those individuals on campus who have administrative titles. Instead, administration is made up of those groups who put plans and policies into action; i.e., they administer/manage/direct/oversee plans and policies. The administrative groups set goals and objectives, implement plans and policies, assess progress, and report progress to the board through the president. (These groups include members of the Senior Leadership Team; and administrative/operational committees and councils report to the Senior Leadership Team, either as a collective team or to individual team members.)

B. **Shared Governance Principles.** Shared governance is the means by which employees and students participate equitably and collegially in the decision-making process of the College. UCC's shared governance is guided by the following principles:

   1. Shared governance is a central value that requires open communication, reciprocal respect, implicit trust, and diligent effort.

2. The president, faculty, staff, administrators, students, and Board of Education work together as shared governance partners to support and achieve the College vision, mission, strategic direction, values, and core themes.

3. The governance system is efficient and effective, balancing the need for timely, informed decisions with the need to provide adequate time for meaningful participation in the decision-making processes.

C. Shared Governance Features.

1. Authority
   i. All campus governance groups are advisory.

   ii. Recommendations advanced by governance groups require the approval of the Senior Leadership Team.

   iii. Recommendations are moved from the Senior Leadership Team to the College Council, which seeks feedback from constituent groups before advising the College President.

   iv. Final authority lies with the College President and/or the Board of Education.

2. Structure
   i. In addition to the Board of Education, College President, and Senior Leadership Team, the governance system includes groups (councils and committees) that have defined responsibilities for major functional areas of the college, including but not limited to institutional effectiveness, academic planning and policies, student services planning and policies, facilities, technology, communications, and diversity/inclusion/equity. All governance groups report to the College Council.

   ii. Each governance body creates, and modifies as necessary, a charter that defines its membership.

      1. Typically, membership requires representation from each of the four constituent groups: faculty, classified staff, administrators, and students. Exceptions to this representation must be justified and approved by the College Council.

      2. Charters and any modifications are presented to the College Council for endorsement.

3. Timelines for policy and planning work will be established by the responsible administrators. College Council may assign tasks to governance bodies that are appropriate for their scope of work.

    v. Administration monitors governance body membership to assure that the needs and interest of all campus constituents are adequately represented.

    vi. Meetings are open to any campus member.

3. Responsibilities
    i. As part of its charter, each governance body creates, and modifies as necessary, a statement of purpose, list of duties/responsibilities, and procedures for conducting the business of the governance body.

    ii. Each governance body may deem it necessary at times to form sub-committee work groups to accomplish specialized tasks or focused work.

    iii. Governance body members are responsible for full participation in council work.

    iv. Governance body members are responsible for ensuring council charters are followed.

    v. Governance body members are responsible for contributing to the annual assessment of the governance system and, based upon the findings of the assessment, taking action to improve the system.

4. Communication
    i. Each governance body develops appropriate methods for listening, dialogue, and communication with the College community prior to, during, and following its deliberative process.

    ii. Each governance body is responsible for coordinating with the other governance councils and committees, keeping in mind the best interests of the College as a whole.

5. Documentation
    i. Each governance body maintains notes or minutes of its meetings, documenting discussions, decisions, and recommendations.

    ii. Each governance body posts meeting minutes/notes in a timely manner on the UCC Intranet.

    iii. Each governance body prepares a report to present to the College Council, showcasing the work of its committees. The College Council will determine the frequency and timing of the reports.

6. Assessment
   i. The governance system is assessed annually by the College Council in concert with governance groups. Assessment must address:

    1. Clarity of roles, responsibilities, and processes

    2. Wide and explicit communication with campus constituencies

    3. Participation of employees and students in problem-solving and decision-making

    4. Decision-making at the appropriate level by the appropriate group with the requisite expertise

    5. Efficiency and timeliness

    6. Contribution to the effective guidance of the campus

    ii. The annual assessment report is shared with the College and with the Board of Education.

    iii. Results of the assessment are used to refine and improve governance policy, procedures, and processes.

REFERENCES:
NWCCU Standards 2.A.4 *(updated 3/18/2021)*

RESPONSIBILITY:
The President, in concert with the College Council and Senior Leadership Team, is responsible for implementing these procedures and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION: 01/29/2019 by CC
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW: 5/11/2022