

Umpqua Community College Governance and Administration

1. Definitions

- a. **Governance:** Develops plans and policies designed to fulfill the college's mission and makes recommendations to the board through the president. (Governance includes the board of trustees, 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.)
- b. **Administration:** Sets goals and objectives, implements plans and policies, assesses progress, and reports progress to the board through the president. (These are members of the Senior Leadership Team; administrative/operational committees and councils report to the Senior Leadership Team, either as a collective team or to individual team members.)
- c. **Management:** Coordinates the efforts of people to accomplish goals and objectives by using available resources efficiently and effectively. (These are other administrators/directors on campus.)

2. Responsibilities

- a. **Board of Trustees:** Responsible to the public, provides general supervision and control of the college; legally vested with final decision-making authority in all matters of college policies, programs, facilities, budget and personnel; monitors the effectiveness of the college; prescribes policies regarding the effective operation of the college; and supervises the president.
- b. **President:** Operates the college in compliance with Board policies and executive directions. The president is directly accountable and responsible to the board for the educational leadership and effective management of the college's human, physical and fiscal resources.
- c. **College Council:** Major governance body that steers and assesses governance councils; monitors and ensures transparency and interaction among the governance groups for which it has oversight, delegates work to those governance groups, reviews recommendations and policies proposed by the groups, and makes recommendations to the president regarding policies and plans; convenes campus listening forums on college-wide issues and advises the president regarding campus input.
 - i. **Policy Committee:** Develops and carries out a process for review, creation, modification or decommission of College Board Policies and Administrative Procedures; communicates the process to the campus community, standardizes the language and style of written policies, and maintains a history of policy development and review.
 - ii. **Institutional Effectiveness Council:** Aligns the college's strategic planning, assessment processes, and resource allocations; plays leadership role in developing, assessing, and updating the college's strategic plan; coordinates college-wide assessment processes, including use of results for improvement; recommends criteria for budget allocations and for the budget development process; and oversees allocation of strategic initiative funds and the effectiveness of the use of said funds.
 - iii. **Academic Council:** Develops, reviews, and evaluates plans, policies, and directions for instruction and learning in accordance with the vision, mission, core themes, and strategic plan

of the college; reviews and evaluates proposals to initiate or change courses and programs, assuring excellence, high standards, and meaningful assessment.

1. **Curriculum Committee:** Provides guidance to faculty and department in the preparation of curricula additions, deletions, and modifications.
 2. **Academic Standards and Appeals.** Reviews, creates, and modifies standards related to academic progress; reviews student appeals and makes recommendations for acceptance of appeals.
- iv. **Student Services Council:** Develops, reviews, and evaluates plans to assure excellence of student services and holistic student development practices; reviews and updates Student Code of Conduct.
- v. **Diversity, Inclusion, and Equity Council.** Develops, reviews, and evaluates policies and procedures to assure continuous support and provision of an inclusive, accessible environment that celebrates and promotes understanding and respect of diverse people; facilitates campus-wide dialogue regarding issues of diversity, inclusion, and equity; provides direction for compliance with Oregon HB 2864.
- vi. **Technology Council** Synthesizes technology needs of the college in a technology master plan; monitors and assesses the effectiveness of the technology plan; advises on updates for the technology plan; develops, reviews, and approves college-wide computer technology practices.
- vii. **Facilities Council.** Reviews, makes recommendations for, and assesses the facilities master plan, construction and renovation plans, critical maintenance plans, sustainability plan, and parking; monitors the college's overall compliance with the Americans with Disabilities Act and other legal directives.
- viii. **Communications Council.** Reviews, develops, and evaluates plans and policies for creating internal and external communications, recruitment and marketing strategies, and website quality.
- d. **Senior Leadership Team:** Leads and directs college operations; coordinates and implements college plans, budgets and programs at the administrative level; works as individuals for respective units and as a collective for the college as a whole; collaborates with governance councils; and advises the president on matters relevant to their areas of responsibility.
- i. **Provost's Council.** Reviews, creates, coordinates, and assesses plans and programs in academics and student services.
1. **Accreditation Committee.** Provides campus-wide leadership for the continual institutional accreditation process; educates campus constituents regarding NWCCU accreditation eligibility requirements and standards; guides and engages the college community in the accreditation process.
 2. **Enrollment and Retention Committee.** Reviews, creates, and assesses policies related to student enrollment, retention, and success; analyzes enrollment and retention data and uses results to inform planning and programming; reviews student engagement and

student satisfaction data to determine areas of strength and concern that impact enrollment; determines additional research needed regarding enrollment and retention; examines issues of student success and creates retention goals and strategies; monitors progress toward enrollment and retention goals.

3. **Workforce Development Committee.** Coordinates and assesses the college's workforce development plan and activities to better meet the needs of employers and students.

4. **Assessment Committee.** Oversees implementation of learning outcomes assessment plans and operational outcomes by departments and programs; reviews guidelines, policies, and templates/forms for assessment plans and reports; reviews annual assessment plans and reports, providing feedback; reviews results of programs reviews, providing feedback; works with the provost to create an annual schedule of assessment activities, plans, and reports.

ii. **Safety, Security, and Emergency Management Committee:** Assists in monitoring, improving, and maintaining job site safety and occupational health as mandated by OSHA regulations; makes recommendations for improving campus safety and security; reviews policies and procedures and makes recommendations for meeting regional, state, local and institutional needs and requirements for effective emergency plans and operations.

iii. **Employee Wellness Committee.** Organizes, directs, and assesses educational and recreational activities to enhance employees' health, well-being, and productivity.

iv. **Professional Development Committee.** Oversees the application for and disbursement of professional development funds; assesses the contribution of funded professional activities to the college's mission, values, and goals; organizes opportunities for funded individuals to share knowledge and skills gained through funded professional development activities; advises administration about professional development needs on campus.

3. Other decision-making bodies external to governance and administration

a. **ACEUCC.** The Association of Classified Employees at Umpqua Community College is the bargaining unit for classified employees and addresses issues of salary and work conditions through collective bargaining.

b. **UCCFA.** The Umpqua Community College Faculty Association is the bargaining unit for faculty members and addresses issues of salary and work conditions through collective bargaining.

c. **UCCPTA.** The Umpqua Community College Faculty Association is the bargaining unit for part-time faculty members and addresses issues of salary and work conditions through collective bargaining.

d. **ASUCC.** The Association of Students at Umpqua Community College represents the students' voices in campus governance, keeps students informed about administrative or legislative policies that directly affect students, fosters community through campus activities, and provides opportunities for student leadership skill development.