

KENNEBEC VALLEY COMMUNITY COLLEGE



GOVERNANCE DOCUMENT

KENNEBEC VALLEY COMMUNITY COLLEGE COLLEGE GOVERNANCE STRUCTURE

PREFACE

The Maine Community College System (MCCS) Board of Trustees is the governing body for all colleges in the System including Kennebec Valley Community College (KVCC). The Trustees determine overall policy for the System and Colleges. The System President serves as the Trustees' agent in the implementation of System-Wide policy.

At KVCC, the President is responsible for implementing policies of the Trustees. Within the context of this structure, the President is responsible for college policy and administration. In formulation of college policy, the President seeks participation of the various internal and external constituencies.

The College Governance Structure is composed of personnel with complex and overlapping responsibilities. The KVCC Governance Structure is designed to provide a process of communication within the college among faculty, staff, student body and administration to foster a system which assists the President in making informed decisions. The Governance Structure is participatory in so far as it assists in formulating College policy related to academics, student services, technology and facilities, and makes recommendations to the President for consideration. The Governance Structure will not consider items that are the direct responsibility of Trustees, statutory issues or contractual in nature.

The College bases its Governance Structure on the principle that all members of the College community are treated with respect. All members are provided opportunities to express their views.

Article I Name

The name given to the formal communication process of Kennebec Valley Community College (KVCC) Governance System shall be the **COLLEGE GOVERNANCE STRUCTURE**.

Article II Purpose

- A. Philosophy:** The College Governance Structure relies on the values of mutual respect, effective communication, and honest collaboration and cooperation.
- B. Purpose:** The College Governance Structure is an established process of communication. Faculty, staff, administration and students help shape the college's programs and policies through participation on a number of standing and ad hoc committees by attending meetings as requested and through productive use of established channels of communication. The primary purpose of this Governance Structure is to facilitate the accomplishment of KVCC's mission and to institutionalize effective and efficient communications processes enabling KVCC to achieve excellence in its undertakings.

Article III Composition of the Leadership Team

- A. Composition of the Executive Committee:**
 - President
 - Vice President/Academic Dean
 - Dean of Student Affairs
 - Dean of Finance and Administration
 - Dean of Technology
- B. Composition of the Leadership Team:** Leadership team includes following designated representatives:
 - President
 - Vice President/Academic Dean
 - Dean of Student Affairs
 - Dean of Finance and Administration
 - Dean of Technology
 - Faculty Senate representative
 - Maine Education Association (MEA) faculty representative
 - MEA Administrative representative
 - Maine State Employees Association (MSEA) representative
 - Student representative
 - Administrative Assistant to the President

- C. Quorum:** In order to conduct business at all meetings of the Leadership Team, a quorum must be present. A quorum shall consist of 2/3 of the membership of the Leadership Team.

Article IV General Governance Structure

- A. Membership:** Membership in the College Governance System shall consist of all current employees and all students, herein after referred to as “Member(s)”.
- B. Organization:** The decision making authority of the governance structure lies within its central body, the Leadership Team. The Leadership Team shall meet bi-monthly during the academic year. Members can address an issue through their designated representative. The Leadership Team meeting is the forum for discussion on policies and/or resolutions. A majority vote serves as a recommendation to the President for action.
- C. Timely Action:** The College President, or his/her designee, shall communicate decisions to Members in a timely manner.
- D. Operational Procedures:** The Leadership Team and all its College Committees will operate according to the principles of respect and efficiency. Robert’s Rules of Order are available for use and are suggested for expediently carrying out duties.

Article V Appointments and Elections of Leadership Team Representatives

- A. Purpose:** The appointment and election procedures described herein are designed to assure fair representation of all groups.
- B. Method:**
1. Appointments are made by the College president.
 2. Elected representatives are chosen biannually. They include:
 - Faculty Senate representative
 - MEA faculty representative
 - MEA administrative representative
 - MSEA representative
 - Student representative
- C. Terms of Office:** Vary according to representative group.

Article VI College Standing Committees

- A. Authority:** All College Standing Committees report to the Leadership Team. All College Standing Committees report a summary of activities to the Leadership Team annually. Recommended changes in College policy require the action of the Leadership Team.
- B. Participation:** Participation is encouraged on College Standing Committees.
- C. Standing College Committees:**
- ACADEMIC STANDARDS COMMITTEE
 - COMMUNITY LIBRARY COMMITTEE
 - CURRICULUM COMMITTEE
 - DIVERSITY ON CAMPUS COMMITTEE
 - EMPLOYEE RECOGNITION COMMITTEE
 - INSTITUTIONAL ASSESSMENT COMMITTEE
 - INSTRUCTIONAL TECHNOLOGY COMMITTEE
 - MARKETING COMMITTEE
 - PROFESSIONAL DEVELOPMENT COMMITTEE
 - PUBLICATIONS COMMITTEE
 - RETENTION COMMITTEE
 - SAFETY COMMITTEE
 - STRATEGIC PLANNING COMMITTEE

Article VII Special Committees

The Leadership Team, as the deliberative body representing the College community, and in conjunction with the President, will have authority to appoint *ad hoc* committees to address specific topics that fall either across or outside areas of responsibility identified for College Standing Committees. College Standing Committees will have authority to appoint *ad hoc* sub-committees to address specific topics that fall within the areas of responsibilities identified for that College Standing Committee.

Article VIII College Forum

The College Forum encourages two-way communication between the President and the Members.

- A. Purpose:** The Forum shall provide opportunities for exchange of information. The agenda provides for discussion of issues relevant to the College Community and its Members.

B. Operational Procedures:

1. The Forum will be held at least one time per fall and spring semesters.
2. The Forum will be scheduled at the start of each semester fall and spring.
3. The President will arrange, schedule and moderate each forum.
4. All Members are invited to send agenda items to the President 10 days prior to the scheduled Forum.
5. Minutes will be summary in nature and posted in a timely manner prior to the next Forum.
6. The president, or designee, will communicate decisions to the Members in a timely fashion.

Article IX**Governance Structure Review and Assessment**

It is the responsibility of the Leadership Team to oversee the College Governance Structure. The Leadership Team will periodically designate a special committee to review and assess the effectiveness of this Structure. The special committee shall seek input from all Members prior to making revisions and recommendations to the Leadership Team for review. The President will distribute notification of changes to all Members.

Article X**Standing Rules for Leadership Team and College Standing Committees**

- A. Minutes:** Minutes of the Leadership Team and all College Standing Committees shall be summary in nature. Following acceptance, a copy of the minutes, as approved, shall be posted on the intranet so that they may be accessible to all Members.
- B. Compilation of Institutional Policies:** The President shall enter all policies approved by the Leadership Team in the Institution's Policy Manual to be posted electronically on the intranet. A print version will be housed in the KVCC library.