



# ACCREDITATION EVIDENCE

**Title:** Policy & Procedure Committee Charter

**Evidence Type:** Clear

**Date:** 2020

**WAN:** 22-0506

**Classification:** Clear

**PII:** No

**Redacted:** No



# **Western Wyoming Community College Standing Committee Charter**

**Committee Name: Policies & Procedures Committee**

**Mission (Why is the committee needed?):** This committee operates as a committee of the College for the development, review and revision of all codified policies and procedures, with the exception of the 7000 Series policies and procedures.

**Responsibilities (What are the expectations for this committee?):** To review/approve proposed revisions to codified policies and procedures, to initiate revisions when appropriate, to write new policies and procedures when appropriate, to review employee comments regarding new or revised policies and procedures and to make recommendations related to new or revised policies and procedures to the College President and/or the Board of Trustees.

**Chairperson(s) (Who will run this committee, set the agendas, conduct meetings, ensure minutes are kept and approved, and report the activities/actions of the committee?):** Kandy Frink

**Recorder(s) (Who will keep and distribute official minutes of meetings?):** The Executive Assistant to the President/Board of Trustees is permanently assigned as the recorder for the committee.

**Audience (What audience will receive the minutes?):** Faculty and staff

**Creating Membership (How are members appointed/elected?):** Faculty, Professional and Senate representatives are elected by the Senate; Paraprofessional Representatives are elected by the Paraprofessional Alliance; the Presidential Appointee is appointed by the College President; the Senate Past Chair and Paraprofessional Alliance Chair are automatic non-voting members.

**Term (What is the length of the service term for members?):** 2 years, with the exception of the SGA Representatives, the Senate Past Chair and the Paraprofessional Alliance Chair which are 1 year terms.

**Meeting Frequency (How often will the committee meet?):** Once each week for one hour, additional meetings when necessary.

**Measures of Success (How will we know if the committee is effective?): The efficiency of this committee is dependent upon how quickly policy stewards complete tasks assigned to them.**

**Sponsor (Who is the administrative sponsor of this committee?): Dr. Dale.**

**Membership Table:**

<b>Committee Position</b>	<b>Voting/ Nonvoting</b>	<b>Name of Individual</b>	<b>Term Begin</b>	<b>Term End</b>	<b>Approx. Annual Hours</b>
Chair & Recorder	Non-Voting	Kandy Frink	Permanent		120
Senate At-Large Representative	Voting	Cecily Brunelli	SU2019	SP2021	32
Faculty Representative	Voting	Jenny Daniel	SU2020	SP2022	32
Paraprofessional Representative	Voting	Megan Gabol	SU2019	SP2021	32
Professional Representative	Voting	Amy Galley	SU2020	SP2022	32
Paraprofessional Alliance Chair	Non-Voting	Kristy Kauppi	SU2020	SP2021	Doesn't attend
Senate Past Chair	Non-Voting	Christine Maddy	SU2020	SP2021	32
Faculty Representative	Voting	Chuck Newberg	SU2019	SP2021	32
Paraprofessional Representative	Voting	Katie Pastor	SU2020	SP2022	32
Presidential Appointee	Voting	David Tate	SU2020	SP2022	32
SGA Representative	Voting*	Drew Beardall	FA2020	SP2021	32
SGA Representative (Alternate)	Voting*	Brittany Stephenson	FA2020	SP2021	32
Paraprofessional Representative	Voting	Vacant			

Paraprofessional Representative	Voting	Vacant			

\*If both SGA representatives are present, they only get one vote between them.