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Shared Governance Handbook
September 2022

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Introduction

Employees of Western Wyoming Community College participate in shared governance through their committee memberships and by shaping governing policies and procedures through the internal approval process. The establishment of committees is governed by [Board Policy 2410A](#).

The College is best served through a participatory model that utilizes the knowledge, skills and values of its stakeholders to advance recommendations to the President and the President's Cabinet.

To ensure a broad perspective in all committee recommendations, committee membership should be cross-representative.

Recommendations are ultimately forwarded to the President's Cabinet and/or the President. Final decisions are made with due consideration of committee recommendations.

Our College operates best when all members are valued as contributing professionals and are afforded equal status, regardless of job title. Discussions should be governed by basic rules of diplomacy, professionalism and confidentiality. Information relayed or discussed in meetings may not be used for personal or professional gain. Meetings should be conducted in an effective manner to provide an avenue for constructive and ongoing dialogue and to ensure efficient utilization of staff resources and respect for varying perspectives.

It is the role of members to disseminate information to fellow constituents unless information is to be held in confidence.

Definitions

Titles:

Cabinet: Executive level team with college-wide decision-making authority as delegated to the President by the Board of Trustees

Committee: Standing representative group with consulting or decision-making authority in a specific area as delegated by the President's Cabinet

Council: Campus-wide or division-wide leadership groups with decision-making authority as delegated by the President's Cabinet

Taskforce: Ad hoc or temporary groups convened to make a recommendation specific to a related case or purpose

Membership:

Appointed: Membership chosen by leadership or the respective appointing body

Elected: Term limited position, typically elected through the representative group, e.g. Senate or Paraprofessional Alliance

Position: Membership dictated by an individual's position

Volunteer: Membership via open call for volunteers

Role:

Consulting: Gathers information and develops recommendations for a specified purpose

Communicating: Disseminates pertinent and appropriate information to an identified constituency in a proactive, professional manner

Decision-Making: Possesses and exercises delegated decision-making authority within established scope

CABINET

President's Cabinet

Purpose: The purpose of the President's Cabinet is as the executive-level team with College-wide decision-making authority as delegated to the President by the Board of Trustees.

Regular Activities: College-wide planning and operational decision-making; Board of Trustees and policy and fiscal recommendations

Chairperson: College President

Membership: Position based, permanent

- College President
- Associate Vice President of Finance
- Associate Vice President of Human Resources
- Associate Vice President of Institutional Effectiveness
- Dean of Enrollment Management
- Dean of Outreach and Workforce Development
- Dean of Students
- Director of Information Technology Services
- Executive Assistant to the President/Board of Trustees
- Vice President for Administrative Services (VPAS)
- Vice President for Academic and Student Affairs (VPASA)

Role: Decision-Making, communicating and consulting

COUNCILS

Academic & Student Affairs Council

Purpose: The purpose of the Academic & Student Affairs Council (ASAC) is as a consulting council to the VP for Academic & Student Affairs. ASAC also services as a means of disseminating information to the various areas of Academic & Student Affairs.

Regular Activities: Discuss budget and programmatic issues and opportunities; identify and prioritize staffing needs; communicate issues and expectations from President's Cabinet, WLC and other groups; communicate concerns from the various Academic & Student Affairs areas.

Chairperson: VP for Academic & Student Affairs, permanent

Membership: Position based, permanent

VP for Academic & Student Affairs
Chair, School of Business and Computer Technology
Chair, School of Health Sciences and Wellness
Chair, School of Liberal Arts and Education
Chair, School of Manufacturing and Industrial Technology
Chair, School of Math and Science
Dean of Enrollment Management
Dean of Outreach and Workforce Development
Dean of Students
Director of Library Services

Role: Consulting and communicating

Administrative Services Council

Purpose: The Administrative Services Council serves as a consulting body to the VP of Administrative Services. The council also serves to assist in sharing college-wide information and encourage communication within the Administrative Services Division

Regular Activities: Divisional areas share information regarding their various projects and solicit feedback from their peers. Area leaders advise the VP of Administrative Services regarding their suggestions to resolve any concerns and bring forward recommendations for President's Cabinet.

Chairperson: VP for Administrative Services

Membership: Position based, permanent

Administrative Services Officer
AVP of Finance
Bookstore Manager
Director of Information Technology Services
Director of Physical Resources
Executive Asst to VPAS
Protective Services Supervisor
VP for Administrative Services

Role: Consulting and communicating

Western Leadership Council

Purpose: Manage the strategic initiatives of the College, and provide for Cabinet consultation and communication to various stakeholders within the College.

Chairperson: College President or Designee

Membership: Appointed by President, *permanent*; *Elected, *one-year term*

College President
AVP of Finance
AVP of Human Resources
AVP of Institutional Effectiveness
Dean of Enrollment Management
Dean of Outreach and Workforce Development
Dean of Students
Director of Information Technology Services
Director of Instructional Support
Director of Marketing and Communications
Executive Assistant to VPAS
Paraprofessional Chair*
Paraprofessional Vice Chair*
School Chair Representative*
Senate Chair*
Senate Vice Chair*
VP for Academic and Student Affairs
VP for Administrative Services

Role: Consulting and communicating

COMMITTEES

Academic Calendar Committee

Purpose: To develop the academic calendar.

Regular Activities: Review and make changes to academic calendars for starting/ending dates, addition or deletion of holidays, and changes in the number of teaching days. Obtain feedback.

Chairperson: Vice President for Academic and Student Affairs

Membership: By position or appointed

Director of Financial Aid or designee
Faculty Representatives – 2, appointed by Senate
Registrar, or designee
Student Affairs Representative
VP for Academic and Student Affairs, or designee

Role: Recommending

ASAC Subcommittees

Deans Committee

Membership: Permanent, by position; *Appointed

Chairs' Representative*
Dean of Enrollment Management
Dean of Outreach and Workforce Development

Dean of Students

Chairs Committee

Membership: Permanent, by position

Chair, School of Business and Computer Technology

Chair, School of Health Sciences

Chair, School of Liberal Arts and Education

Chair, School of Manufacturing and Industrial Technology

Chair, School of Math and Science

Student Affairs Committee

Membership: Permanent, by position

Coordinator of Housing and Student Life

Dean of Students

Director of Athletics

Director of Children's Center

Director of Wellbeing & Accessibility

Enrollment Management Committee

Membership: Permanent, by position

Dean of Enrollment Management

Director of Admissions and Advising

Director of Financial Aid

Registrar

Outreach & Workforce Development Committee

Membership: Permanent, by position

Coordinator of Workforce Development

Dean of Outreach and Workforce Development

Director of College and Career Readiness

Director of GEAR UP

Senior Outreach Coordinator

Behavior Intervention Team (BIT)

Purpose: To recognize patterns of behavior that could compromise student success or campus wellbeing and proactively intervene through appropriate support services and resource referrals.

Regular Activities: Review reports submitted by employees, students, and community members. Meets to discuss reports and provide appropriate intervention.

Chairperson: Dean of Students, permanent

Membership: Position, *permanent*; Volunteers*, *permanent*

Dean of Students
Director of Wellbeing & Accessibility
Disability Support Services Specialist
Protective Services Supervisor
Faculty Representative* - 3

Role: Decision-making/Recommending (Dean of Students)

Co-Curricular Committee

Purpose: To create the institutional assessment outcomes and measures by which to assess co-curricular activities and learning.

Regular Activities: Create institutional co-curricular outcomes, design measurement tools to create framework for effective co-curricular assessment.

Chairperson: Dean of Students, permanent

Membership: Position, *permanent*; Appointed*, *2-year terms*

Administrative Assistant to the Dean of Students
Coordinator of Housing & Student Life
Coordinator of Institutional Effectiveness
Faculty Representative* - 4
Professional Representative*
Student Representative* - 2 (one-year terms)

Role: Decision-making/Recommending (Institutional Effectiveness)

Cultural Affairs

Purpose: The Cultural Affairs committee supports cultural activities to aid faculty in expanding, developing, and sharing their programs, events and knowledge with the campus community and the greater service community. Activity requests are encouraged to have a faculty sponsor, seek additional funding – department, SGA, BOCES, Wesswick, et. al., and have a shared component with the community at large.

Regular Activities: Solicit funding requests for cultural events; meet to vote and approve or reject funding requests. Funding is made available to the requestors and in turn, they provide the committee with a report following the event.

Chairperson: Vice President for Academic and Student Affairs

Membership: Position, permanent; Elected/Appointed

At-Large Faculty Representative – 2, elected
Director of Sweetwater BOCES or appointee, permanent, Ex-Officio
Professional Representative - elected
Paraprofessional Representative – elected
SGA Representative – 1, appointed by SGA

VP for Academic and Student Affairs, permanent
Wesswick Appointee – appointed by Wesswick Committee

Role: Decision making

Curriculum Committee

Purpose: Faculty based committee that approves all modifications to current courses and programs, the addition of new courses and programs, as well as curricular requirements for degrees and certificates.

Regular Activities: Reviews and approves (or denies) all new courses and programs of study offered by the College before implementation.

Chairperson: Vice President for Academic and Student Affairs, or designee, permanent

Membership: Position, *permanent*; Elected, *two-year terms*

Chair Representative - permanent

At-large Faculty Representative – 2

Recorder – Academic and Student Affairs Office Assistant, permanent

Registrar – permanent, serves as Chair if VPASA or designee is absent

Representative, School of Business and Computer Technology

Representative, School of Health Sciences and Wellness

Representative, School of Liberal Arts and Education

Representative, School of Manufacturing and Industrial Technology

Representative, School of Math and Science

Role: Decision Making

Data Governance

Purpose: Serves as the central coordinating body for prioritization, analysis, and communication of reporting efforts. Through on-going review and analysis of internally and externally derived data sets, this team will work to build and promote a culture of evidence in which data-derived information is used to improve institutional effectiveness.

Regular Activities:

- Ensure consistent standards with regards to data entry and retrieval
- Ensure validity and reliability of the data and research methodologies utilized
- Analyze and communicate internal and external data relevant to the needs of the institution
- Provide statistical and/or research consultation to help ensure that data is used and interpreted correctly
- Keep current about best research practices, IR technology, and trends in higher education
- Coordinate efforts to eliminate duplication and utilize internal and external information efficiently

Chairperson: AVP of Institutional Effectiveness, permanent

Membership: Position*, permanent

AVP of Institutional Effectiveness
AVP of Finance
AVP of Human Resources
Coordinator of Institutional Effectiveness
Data Scientist
Dean of Enrollment Management
Director of Admissions and Advising
Director of Financial Aid
Director of Information Technology Services
Enterprise Resource Planning and Information Systems Administrator
Registrar
Systems Analyst
*or designee

Role: Decision-making, specifically related to the use of Colleague

Dean of Students Committee

Purpose: To communicate between all Student Affairs offices. To share information and concerns about students.

Regular Activities: Meet regularly and post the minutes to the MyWestern Portal. Share information important to students and other Student Affairs departments.

Chairperson: Dean of Students

Membership: Position, permanent

Coordinator of Housing & Student Life
Dean of Students
Director of Athletics
Director of Children's Center
Director of Wellbeing & Accessibility
Admin. Asst. to Dean of Students

Role: Communicating

Diversity, Equity and Inclusion Committee

Purpose: Ongoing work on diversity, equity, and inclusion issues that affect all areas of the Western community.

Regular Activities: Employee training, event planning, facilitate surveys and focus groups on diversity issues

Chairperson: Chosen by committee

Membership: Volunteer, terms undetermined

Role: Consulting and communicating

Drug and Alcohol Prevention Committee

Purpose: To develop and review programs, policies and prevention plans that address campus alcohol and other drug use and abuse.

Regular Activities: Policy reform and advocacy.

Chairperson: Counselor, Wellbeing & Accessibility

Membership: By position, *permanent*; Volunteer/Appointed, *two-year terms*

Case Manager, Wellbeing & Accessibility, permanent

Community Representative – 2

Coordinator of Housing and Student Life, permanent

Counselor, Wellbeing & Accessibility, permanent

Faculty Representative – 1

Paraprofessional Representative – 1

Protective Services Representative – 1

SGA Representative – 2 (one-year term)

Wellbeing & Accessibility Office Assistant, permanent

Dual/Concurrent Advisory Committee

Purpose: To act as a collective voice for key-stakeholders in the Dual and Concurrent Enrollment programs, stay current with latest practices and to ensure Western's partnerships with K12 schools are effective and designed to best serve students.

Regular Activities: Evaluate and make recommendations to improve the quality of our dual and concurrent programs. Remain current on best-practice in the field and make recommendations as such.

Chair: Senior Outreach Coordinator

Membership: Appointed by Coordinator based on affiliation with the program

Outreach Representative – 3

Senior Outreach Coordinator

Service Area High School Representative – 6

Western Representative - 8

Role: Consulting

Employee Development and Recognition (EDR)

Purpose: Responsible for exploring and analyzing data and information to inform suggestions on how best to develop and recognize Western employees. Suggestions move forward to President's Cabinet for approval.

Regular Activities: Meet on a regular monthly basis, for a total of two hours per month. Subcommittee* meetings will occur in addition to regular meetings and will be scheduled as needed.

Facilitator: Associate Vice President of Human Resources

Membership: Appointed, two-year terms

Faculty Representative: Business and Computer Technology

Faculty Representative: Health Sciences and Wellness

Faculty Representative: Liberal Arts and Education

Faculty Representative: Manufacturing and Industrial Technology

Faculty Representative: Math and Science

Paraprofessional Representative, At-Large – 2

Paraprofessional Representative: Administrative Services

Paraprofessional Representative: Academic Affairs

Paraprofessional Representative: Student Affairs

Professional Representative: Academic Affairs

Professional Representative: Student Affairs

Professional Representative: Administrative Services

Role: Planning/Recommending (AVP Human Resources)

*It is important to note that the EDR was formed to be an overarching committee that handles the following work: Convocation and In-Service Planning, Academic Leave, Horizontal Advancement, Educational Achievement, Paraprofessional Performance Incentive Award, Winter Party and Western Celebrations.

EDR Subcommittees

Role: Consulting, communicating (to full EDR)

Academic Leave Committee

This committee has not been active because Academic Leave has been suspended by the Board of Trustees. The policy governing Academic Leave (4520E) will be revised once it has been reinstated, with the membership dependent on the results of the policy review and revision.

Horizontal Advancement Committee

This committee has not been active because Horizontal Advancement has been suspended by the Board of Trustees. The policy governing Horizontal Advancement (4220B) will be revised once it has been reinstated, with the membership dependent on the results of the policy review and revision.

Educational Achievement for Horizontal Advancement

This committee has not been active because Horizontal Advancement has been suspended by the Board of Trustees. The policy governing Horizontal Advancement (4220B) will be revised once it has been reinstated, with the membership dependent on the results of the policy review and revision.

Educational Achievement for Rank Advancement

This committee has not been active because Rank Advancement has been suspended by the Board of Trustees. The policy governing Horizontal Advancement (4220G) will be revised once it has been reinstated, with the membership dependent on the results of the policy review and revision.

Paraprofessional Performance Incentive Award

This committee has not been active because the Paraprofessional Performance Incentive Award has been suspended by the Board of Trustees. The policy governing the Paraprofessional Performance Incentive Award (4220E) will be revised once it has been reinstated, with the membership dependent on the results of the policy review and revision.

Food Service Advisory Committee (FSAC)

Purpose: To discuss and proposed practical solutions for food service issues through suggestions and creative ideas.

Chairperson: Administrative Services Officer, *permanent*

Membership: Volunteer, *two-year terms*; Position, *permanent*

Administrative Services Officer – permanent
Coordinator of Housing and Student Life – permanent
Faculty Representative
Paraprofessional Representative
Professional Representative
SGA Representative – 2 to 4
Sodexo Manager – permanent

Role: Communication/Feedback

Institutional Review Board

Purpose: Required by federal law to review human research that is either federally funded or subject to FDA oversight.

This institution assures that all of its activities related to human subjects' research, regardless of the source of support, will be guided by the following statement of principles governing the institution in the discharge of its responsibilities for protecting the rights and welfare of human subjects of research conducted at or sponsored by the institution: **Belmont Report 1979**

Regular Activities: Review all research involving human subjects.

Chairperson: Elected by Membership (annually)

Membership: Appointed via ASAC, two-year terms

AVP of Institutional Effectiveness, permanent

At least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution, with at least one whose primary concerns are in scientific areas, at least one whose primary concerns are in non-scientific areas, at least one who is not affiliated with the institution.

Role: Decision making

Military Affairs Committee

Purpose: To ensure recognition of men and women who have served or are serving their community.

Regular Activities: Find ways of honoring the Service of veterans and active duty military who are part of the WWCC family

Chair: Chosen by Committee

Membership: Volunteers with an interest in the military and its Servicemembers.

Role: Consulting

Paraprofessional Alliance (PPA)

Purpose: The Paraprofessional Alliance (PPA) provides an open forum for communication and represents and coordinates the interests of Paraprofessional employees of Western Wyoming Community College. All benefitted full-time and part-time Paraprofessional employees are eligible to hold office and serve on committees.

Regular Activities: Bimonthly meetings to discuss college business; discuss and coordinate fundraising for the Para Pantry and an additional donation determined by the Paraprofessional Alliance each spring; career development for paraprofessionals; Paraprofessional socials; and any concerns Paraprofessionals may have in regard to Western.

Membership: *Elected, two-year terms (except Co-Chair one year)*

Chair

Co-Chair

Division 1 Representative (2nd Floor/Library/ITS)

Division 2 Representative (3rd Floor)

Division 3 Representative (Maintenance and Custodial)

Division 4 Representative (GRC)

Division 5 Representative (1st Floor: Bookstore/Security/Theatre)

Division 6 Representative (1st Floor: Faculty Row/Annex/Children's Center/Pool)

Division 7 Representative (Mustang Central)

Past Chair, Ex-Officio

Secretary/Treasurer

Senate Representative

Senate Alternate

Role: Communicating

PPA Subcommittees

Role: Decision-making

Career Development Committee

Membership: Elected

Paraprofessional members -4

Fundraising Committee

Membership: Elected

Paraprofessional members – 3

Policies and Procedures Committee

Purpose: The Policies and Procedures committee develops, reviews, and revises all codified policies and procedures, with the exception of the 7000 Series policies, and other policies developed or revised by the Board of Trustees.

Regular Activities: Serves in an advisory capacity to the President with recommendations submitted to the President and/or Board of Trustees.

Chairperson: Executive Assistant to the President and Board of Trustees, *permanent*; Members elected or appointed, *two-year terms*

Executive Asst to President and Board of Trustees

Faculty Representative – 3

Paraprofessional Alliance Chair, Ex-Officio

Paraprofessional Representative – 4 (2 Clerical, 1 Service/Maintenance, 1 Technical/Skilled Craft)

Presidential Appointee – 1

Professional Representative – 1

SGA Representative – 1

Senate Past Chair, Ex-Officio

Role: Consulting (to President and/or Board of Trustees)

Program Review Committee

Purpose: To read and review every program review each year, and to provide an executive summary of each program review to the program and the President's Cabinet. This collaboration will ensure that the results of the program reviews are shared with institutional leaders.

Regular Activities: Review program reviews from June-August each year; work in teams to provide executive summaries of each review back to the program and to the President's Cabinet by August 31.

Chairperson: Coordinator of Institutional Effectiveness

Membership: Appointed by AVP of Institutional Effectiveness, permanent

AVP of Institutional Effectiveness

Chair, School of Business and Computer Technology

Chair, School of Health Sciences and Wellness

Chair, School of Liberal Arts and Education
Chair, School of Manufacturing and Industrial Technology
Chair, School of Math and Science
Dean of Enrollment Management
Dean of Outreach and Workforce Development
Dean of Students

Role: Consulting

Refund Consideration Committee

Purpose: The Refund Consideration Committee reviews and makes decisions concerning requests for refunded monies having to do with tuition and fees.

Regular Activities: Exception requests are turned in to Mustang Central and reviewed by the committee on a bi-weekly basis. There is no regular appeal process beyond the decision of this committee.

Chairperson: Registrar, *permanent*; Position, *permanent*, other members ex-officio plus one faculty member, appointed to *one-year term*.

Accounts Receivable Technician, permanent
Administrative Services Officer, permanent
Faculty Representative – 1
Financial Aid Representative - 1
Records and Registration Representative
Registrar

Role: Decision-making

Safety Committee

Purpose: To promote a safe environment conducive to learning for all students, employees and community members. To promote a more proactive environment regarding safety issues rather than a reactive one.

Regular Activities: To create and promote open communication among students, employees and community members about safety issues and concerns and how to relay those concerns to the committee so they can be resolved.

Chair: Protective Services Supervisor

Membership: Position*, solicited

Athletic Representative
Building Operations Systems Specialist
Dean of Students*
Director of Children's Center*
Director of Facilities*
Director of Information Technology Services*
Exec. Asst to VPAS*

Student Representative – 2
Workforce Development Office Assistant*

Role: Consulting and communicating

Senate

Purpose: To foster a spirit of unity and cooperation amongst all employees of the College; To promote and maintain effective channels of communication between all employees, the administration and the Board of Trustees; To provide all employees the opportunity to register their voices regarding policies, procedures, decisions, appointments, and other institutional actions; To promote academic excellence and support academic freedom; To support the College's Guiding Principles by serving as an advocate for all employees below the Dean level.

Regular Activities: Senate promotes and maintains effective channels of communication between all employees, the administration and the Board of Trustees

Membership: Elected, *two-year term* (except Chair and Vice Chair, *one year*)

*Chair

*Vice Chair

*Past Chair

Secretary (standing)

At Large Representative

Paraprofessional Alliance Representative (elected by Paraprofessionals)

Professional Representative – 2

School of Business and Computer Technology Representative

School of Liberal Arts and Education Representative

School of Health Sciences and Wellness Representative

School of Manufacturing and Industrial Technology Representative

School of Math and Science Representative

*Vice Chair elected annually, serves a one-year term as Vice Chair, a one-year term as Chair, and a one-year term as Past Chair

Role: Consulting and communicating

Strategic Enrollment Management (SEM)

Purpose: Guides the College in making data-informed decisions to help achieve and maintain optimum recruitment, retention, and graduation rates. SEM considers institutional data, national trends and state economic factors that help move us forward.

Chairperson: Dean of Enrollment Management

Membership: Position, plus one appointed faculty, *permanent*

Admissions Representative

AVP of Finance

AVP of Institutional Effectiveness

Dean of Students
Director of Financial Aid
Director of Student Marketing & Communications
Faculty Representative
Senior Outreach Coordinator
VP for Academic and Student Affairs

Role: Consulting and communicating

SEM Sub-Committees

Role: Tasked with developing specific task and goals to help achieve the broader goals established by SEM.

Recruitment Team

Membership: Appointed by Dean of Enrollment Management

AVP of Institutional Effectiveness
Dean of Enrollment Management (Chair)
Dean of Students
Director of Admissions and Advising
Director of GEAR UP
Director of Student Marketing and Communications
Faculty Representative
Recruiter
Senior Outreach Coordinator

Retention Team

Membership: Appointed by Dean of Enrollment Management

BIT Representative
Dean of Enrollment Management (Chair)
Director of Admissions and Advising
Director of Library Services
Director of Wellbeing & Accessibility
Faculty Representative
Student Success Coach

Completion Team

Membership: Appointed by Dean of Enrollment Management

Dean of Enrollment Management (Chair)
Faculty Representative
Interstate Passport Representative
Registrar
Student Success Coach

Technology Advisory Committee

Purpose: Investigates the impact of technology on education, employees, and students and makes recommendations to the IT department about the direction and priorities for existing and new technologies.

Regular Activities: Plan the use of technology as a tool to enable and support student learning and employee productivity; identify opportunities for improvement in technology systems, processes, policies, and communication.

Chairperson: Director of Information Technology Services

Membership: Volunteer

Role: Consulting, communicating

Wesswick Committee

Purpose: To sponsor extracurricular educational opportunities for students.

Regular Activities: Accept and consider applications for funding for guest speakers/writers and events.

Chairperson: Chosen by Committee

Membership: Volunteer/Solicited

Role: Decision-making

Western Accessibility Committee (formerly the ADA Advisory Council)

Purpose: Identify ADA and Rehabilitation Act needs on campus and involve students and staff in a conversation to keep current on accessibility updates.

Regular Activities: This committee will identify necessary updates to the physical campus, staff and student accessibility concerns on campus, and keep accessibility policies up to date.

Chairperson: ADA Coordinator and Director of Facilities, permanent

Membership: Appointment by the Co-Chairs and the VP for Academic and Student Affairs, permanent

Accessibility Specialist
ADA Coordinator
Counselor
Dean of Students
Director of Facilities
Director of Wellbeing & Accessibility
Executive Asst to VPAS
Senior Outreach Coordinator

Role: Communicating and consulting

TASKFORCES

Emergency Operations

Purpose: To maintain a culture of continuous planning, training, education and communication in order for the College and its constituents to be best prepared for, and appropriately respond to, all types of emergencies and disasters.

Regular Activities: Plan and oversee the actions and processes necessary to prepare the College for what to do during and after an emergency has occurred.

Chairperson: Vice President for Administrative Services, *permanent*

Membership: Position, *permanent*

Assistant Professor of Chemistry/Chemical Hygiene Officer

AVP of Finance

AVP of Human Resources

College President

Dean of Students

Director of Facilities

Director of Information Technology Services

Director of Marketing and Communications

Executive Assistant to VP for Admin Services

Protective Services Supervisor

VP for Administrative Services

Role: Recommending

STUDENT GOVERNMENT

Student Government Association (SGA)

Purpose: SGA Preamble: Student have the right, as well as the obligation, to pursue a significant role in providing for their education needs and interests. We, the members of the Western Wyoming Community College Student Government Association, in order to provide an effective form of communication, organization, and representation for the Western Wyoming Community College Student Body, do endorse and establish this Constitution.

Regular Activities: Oversees all student led clubs, represents the student body, and approves and denies budgets to be used from the student fee fund designated for the SGA to enhance students' experience at the College.

Advisors: Dean of Students, Coordinator of Housing and Student Life

Membership: Elected, *one-year term*

President

Vice President

Secretary

Treasurer

Senate Speaker
 Campus Activities Board Coordinator
 Campus Activities Board Members – 8
 Senators – 8

Role: Decision making, communicating and consulting

LIMITED TERM OR AS-NEEDED TASKFORCES

Title	Reference	Membership
Academic Grievance	Policy 5430B	3 students and one alternate, 3 faculty members, 1 professional or administrative member of Student Affairs
ADA Grievance	Policy 1310F	3 individuals appointed by President, 2 individuals from a list of 5 submitted by grievant and selected by President
Financial Aid Review	Policy 5310A	VP for Academic and Student Affairs, 2 faculty, 1 Student Affairs employee, Financial Aid Officer
Outstanding Graduate	N/A	Dean of Students (Chair), Dean of Enrollment Dean of Outreach and Workforce Development, Coordinator of Housing & Student Life, 1 faculty selected by each School Chair from their school
Professional Standards Board	Policy 4220B	Dependent upon type of position Two Senate appointees for faculty/administration positions and one for professional positions
Professor Emeritus	Policy 4220D	3 faculty members, 2 administrators, 2 students, VP for Academic and Student Affairs
Reclassification Review and Evaluation	Policy 4120A	Dependent upon type of position
Scheduling	N/A	Dependent upon type of position
Staff Grievance	Policy 4430B	Senate Chair, VP for Academic and Student Affairs, VP for Administrative Services, 3 employees (faculty or professional) from a list of 5 submitted by grievant and selected by President
Student Affairs Appeals	Policy 5430C	1 SGA officer, 1 RA Association officer, 2 students at-large, 2 staff members (faculty or professional), 1 administrator appointed by President
Testing Center Taskforce	N/A	Appointed by School of Math/Science Chair – 10 members

Items in red include members appointed by the Senate