

TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE

PROCEDURE NUMBER: 1-7-1012.1

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TITLE: Shared Governance

**RELATED POLICIES
AND PROCEDURES** 1-7-1012, Shared Governance Policy
1-7 – 1000, Decision-Making Process Policy

**ADMINISTRATIVE
RESPONSIBILITY:** President

**DATE APPROVED
BY PRESIDENT:** June 9, 2010

DATE LAST REVIEW: January 13, 2025

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Purpose

Tri-County Technical College provides opportunities for employees and students to participate in the governance and decision-making of the College. The Executive Staff advises the President on college-wide issues and initiatives and develops and systematically reviews College policies and procedures. Vice presidents, deans, and directors carry out administrative actions. To facilitate shared decision making the College uses advisory committees, advocacy committees, councils, and project teams that report to an Executive Staff sponsor.

Shared governance bodies at Tri-County Technical College will be formed as needed to ensure continuous improvement and for the completion of work on specific tasks.

Shared Governance Structure

The creation of college-wide committees and councils is the prerogative of the President. The College's shared governance structure is comprised of the following:

1. Advocacy Committees – advocate for the needs and interests of a specific population, such as faculty or staff, and provide mechanisms for open communication and input to administrative units of the College.
2. Division Committees – provide input and guidance on operations to academic

programs or organizational unit(s) of the college and provide mechanism for open communication.

3. Councils – study imminent and emerging systemic issues with potential college-wide impact and make recommendations for future policy or action when deemed advantageous.

4. Project Teams - subject matter experts responsible for the deliverables of a project as documented in a project charter.

Committee and Council Membership

Advocacy Committees, which include Faculty Senate and the Staff Advisory Board, are created by the president, sponsored by a vice president, and operate under an approved set of by laws that include a method for rotating representative membership. Division Committees are created by an executive staff member as deemed appropriate to provide research, analysis, guidance and other input needed to make the best operational decisions possible. These committees may be permanent or task-specific. The committees will be given a charter by the respective executive staff member who defines the scope and any decision-making authority that is delegated to the committee, as well as membership composition and terms of service. Unless specifically designated otherwise, all work of the committee is to be considered advisory. The responsibility and accountability for decisions and actions will remain with the executive staff member or the assigned operational level employee.

Councils are double-linked bodies created by and centered around a Core Council, which is made up of the leader and a delegate from each of the member councils. The Core Council determines the purpose and domain of each council, creates a method of rotating diverse membership from all levels of the organization and receives recommendations for action from member councils, including the chartering of operational project teams that subsequently report to an executive staff member.

Reporting Structure

Committees: Each committee reports to an Executive Staff member, who thereby serves as an ex-officio committee member. The chair is responsible for communicating in a timely manner to the Executive Staff member all actions taken and any other pertinent information and for requesting approval as required. Executive Staff members are responsible for communicating to the Executive Staff, as necessary, actions taken and any other pertinent information from committee work. The President or an executive staff member may dissolve an appointed committee at any time deemed appropriate.

Councils: Each council reports to the Core Council, which is made up of the leader and delegate of each of the member councils, including the executive staff member(s) most closely aligned to the purpose and domain of the member council.

Teams: Each team reports to the Project Sponsor as documented in the team's project charter.

Communication

A list of committees and councils will be available to employees via an online platform. The listing will include each committee's membership and charter or bylaws, or purpose. In addition, where the charter or bylaws require the recording of meeting minutes, those minutes will also be posted.

Task specific committee work will be documented via associated project charters and the final written recommendations.