

Shawnee Community College



Shared Governance Manual

2021- 2022



Shared Governance Manual

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Mission: SCC provides quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

HLC Criterion Relevant to the College's Shared Governance Process:

2.C. The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.

1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.
2. The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents.
3. The institution's administration ensures that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures.



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Appendix - Policy Numbering Procedure



Policy

Policy Title: Participation in Local Decision-Making

Number:B2005

Policy Type: Board – Board Principal Delegation

Responsible: President

Related Policies:

Linked Procedures:

Related Laws:

Related Standards:

HLC Criterion:

Policy Statement

The Board, through the Illinois Community College Act, has the responsibility to govern the College. In Board's Governance Commitment policy, the Board expresses commitment to govern the College using the principles outlined in the Carver Policy Governance model. Consistent with HLC expectations and the Carver model, the Board delegates administrative and operational authority to the President through the Delegation to the President policy while retaining fiduciary oversight. The Board expects the President to delegate administrative and operational authority to the College's administration, which will employ a collaborative decision-making system (i.e. shared governance structure) that allows employee input into decisions that influence strategic priorities, administrative policy, rules, guidelines, procedures, and plans through established roles and responsibilities. The President, however, will retain final authority and responsibility for all administrative and operational decisions. In developing a collaborative decision-making system, the Board recognizes that "collaborative" does not mean that every constituency has an opportunity to contribute at every stage; nor does it mean that any single constituency exercises complete control over the process.

As it relates to the administration and operation of the College, the Board recognizes that institutional change is necessary, constant, and inevitable. In order to ensure the College remains relevant to a dynamically changing external environment, the Board expects all stakeholders to be open to doing things differently when circumstances require. In addition, the Board values forms of decision-making that promote transparency, communication, and accountability. Further, the Board recognizes that focusing the talent, creativity, engagement, and collective intelligence of employees will contribute to effective decisions that lead to positive outcomes for students and the community. Additionally, the Board believes that a culture of collaborative decision-making, with defined roles and responsibilities, that integrates cooperative approaches for the development and implementation of ideas, plans, and operational decisions will enhance organizational unity, improve employee morale, nurture trust, encourage respect, foster feelings of inclusion, and create a culture of continuous



improvement. Finally, the Board believes these principles provide the foundation for an effective collaborative decision-making system.

Accordingly, the Board directs the President to develop and implement a collaborative decision-making system for College administrative and operational practices that:

- Focuses on the achievement of the Board’s Strategic Outcomes;
- Establishes clear roles and responsibilities in the decision-making process;
- Promotes a collegial and transparent work environment that builds trust and respect;
- Provides for key employee input into decisions that influence strategic priorities, administrative policy, rules, guidelines, procedures, and plans;
- Provides faculty with a central role and responsibility in the oversight of academic policy, rules, guidelines, and procedures that directly influence academic matters and in ways that holds faculty accountable for the continuous improvement of academic quality;
- Allows for flexible roles based on the uniqueness of situation, the rights and interests of individuals impacted, and the particular expertise required;
- Communicates clear lines of accountability;
- Provides leadership development opportunities for employees at all levels;
- Endeavors to balance the need for timely decisions with the need to provide adequate time for meaningful collaboration;
- Ensures access to appropriate and relevant information needed to have effective input;
- Clearly defines participant roles within the decision-making process.

Change Log

Date of Change	Description of Change	Responsible Party





Policy

Policy Title: Shared Governance

Number:A1300

Policy Type: Administrative

Responsible: President

Related Policies: B2005 Participation in Local Decision-Making

Linked Procedures:

Related Laws:

Related Standards:

HLC Criterion: 5A

Policy Statement

As a fundamental principle, the College thrives when diverse groups of people participate in the decision-making process, understand developments within the College, and contribute as true partners in an equitable manner. To support this principle and foster an inclusive organizational climate focused on mutual respect, transparency, and open communication, the College employs a collaborative decision-making structure and process which embraces the tenants of shared governance.

With a focused purpose of encouraging successful organizational outcomes and the continuous improvement of the College’s student learning and support systems, shared governance allows employee input into decisions that influence strategic priorities, administrative policies, rules, guidelines, procedures, and plans through the establishment of defined roles with a clear designation of public accountability.

As it pertains to collaborative decision-making in a shared governance system, the College recognizes that “*shared*” does not mean that every constituency gets to participate at every stage; nor does it mean that any constituency exercises complete control over the process. Further, shared governance does not usurp administrative authority to make operational decisions, supersede collective bargaining agreements, or infringe on faculty academic freedoms. The key to genuine and effective shared governance is continuous transparent communication in ways that nurture mutual respect and inclusion between all stakeholder groups.

To demonstrate these guiding values, the College will develop, operate, and continuously improve a shared governance system. Further the College will develop and periodically update a shared governance manual. The shared governance manual will be made publicly available for all to review.

Change Log

Date of Change	Description of Change	Responsible Party
12-10-20	Initial Adoption	President





Definitions

Administrative Rules - specific statements, adopted by the College's Administration, that define behavioral standards and expectations for students, employees, and other individuals that use College resources.

Administrative Policy - broad statements, adopted by the College's Administration, that inform students, employees, and the community about the rules of College operation and the appropriate use of College resources, which are consistent with public statutes and accreditation standards. Policy categories include Academic Services, Administrative Services, Business Services, Human Resources, and Student Services.

Board - All seven elected trustees acting as a group that have authority and responsibility defined in the Illinois Community Act.

Board Policy - broad rules, guidelines, and expectations adopted by the Board that clarify parameters of **College** operation, which are consistent with public statutes and accreditation standards. Policy categories include: Strategic Outcomes, Delegation of Authority, Executive Limitations, and Bylaws. Generally, all policy statements include an expression of value and direction to the CEO. Strategic Outcome policies may include reporting and feedback expectations.

Board Bylaws - rules, guidelines, and expectations adopted by the Board that clarify parameters of **Board** operation, which are consistent with public statute and accreditation standards.

CEO - The Board's primary employee that performs the functions outlined in the Illinois Community College Act. The President is the Chief Executive Officer of the College.

CFO - The Vice President of Finance and College Operations is the College's Chief Financial Officer. The CFO is an employee of the College. The CFO is hired by and reports to the CEO.

College - The collective of the Board and all of the College's employees, including the CEO.

Community Stakeholders - The term community stakeholders encompass the College's entire service area including (but not limited to): County and neighboring residents; students; area school districts; local, regional and state businesses and employers; alumni; benefactors; investors; local, regional and state governmental entities and agencies; university/college partners and others that may be affected in a broad sense by the Ends to be determined by the Board.





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Delegation of Authority Policies - describe how authority and accountability are delegated to the CEO; describe the Board's expectations and how the Board will monitor CEO performance; and establish parameters for how the Board will engage with College employees.

Executive Limitation Policies - constrains CEO executive authority by establishing prudent and ethical boundaries within which all Means activity and decisions must take place.

Governance Process Bylaws - special bylaws that specify how the Board conceives, carries out, and monitors its oversight role.

Guidelines - specific statements that provide decision-making parameters for employees who are completing a task or process.

Means - Used in many Board policies and alludes to the administrative and operation functions of the College that are the responsibility of the CEO. Examples include: administrative activities of the college; actions, plans, program services and operations used to achieve the Board's Strategic Outcomes. These describe how the Strategic Outcomes will be achieved.

Policy/Policies - Guiding or governing principles, used as a basis for making decisions in furtherance of the College's mission and values. Policy does not include procedures used to implement the policy.

Procedures - specific statements clarifying the steps needed to successfully complete a task or process. Generally, these statements are aimed at establishing efficiency, consistency, responsibility, and accountability.

Strategic Outcome Policies - The College's purpose, vision, mission, strategic plan, and other related statements that clearly state the desired results of the College's actions; the benefits of college programs and services from the community's perspective (i.e. describes the needs to be met, for whom, and at what cost); and establish a framework for accountability.

Substantive Change - changes that materially change the intent, direction, or impact of a policy.

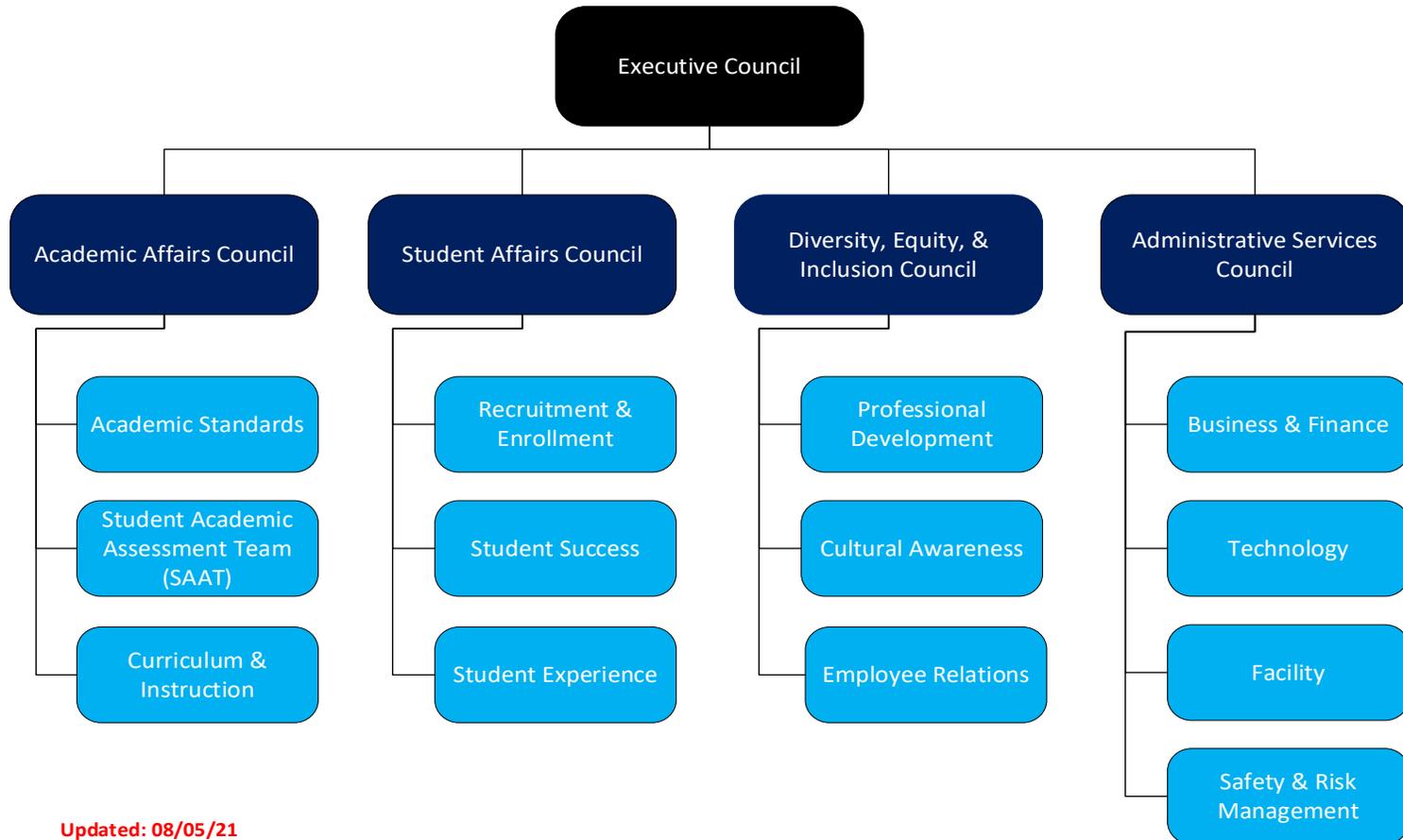
Supermajority - Five or more votes on an issue or decision from Trustees at a properly noticed public meeting.

Trustee - Any duly elected qualified person residing within the College's district as noted in the Illinois Community College Act.





Governance Committee Structure

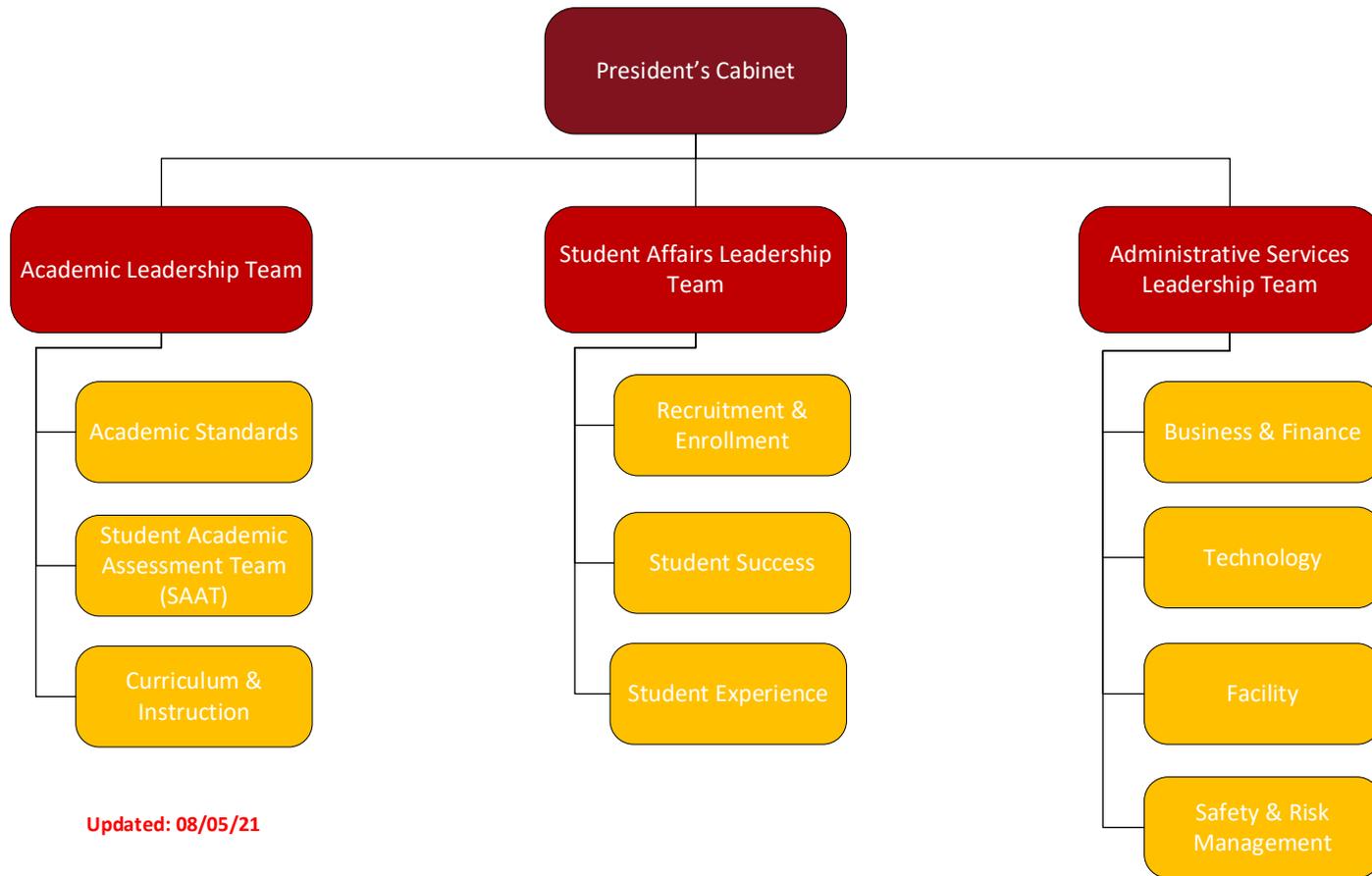


Updated: 08/05/21





Operational Committee Structure



Updated: 08/05/21





Guidelines for All Governance Councils & Operational Teams

The following guidelines apply to all governance councils and operational teams, including any appointed ad-hoc teams:

Evaluation/Assessment: Each Council or Team will conduct a periodic self-assessment of its effectiveness. Where feedback suggests areas of improvement, an improvement plan will be developed that includes expected outcomes, benchmarks and a timeline for completion.

Decision-making process: The decision-making process occurs through recommendations made to the President (policy) and/or Vice President (Operations). Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the Council, Team, or Committee shall decide by majority vote of members present.

Further, in the event that consensus cannot be achieved within timelines identified for council, team, or committee decisions, a majority and minority position will be developed and presented to the President or appropriate Vice President for consideration. Once a majority and minority position is received, the President or Vice President will consider them, and either return the deliberations to the council or team with advice on resolving the issue(s), or, resolve the issue and provide the rationale to the council or team.

Member Term: Council & Team members, other than by position appointments, will have a term limit of two years with two renewal for a maximum of four continuous years.

Chair: Council Chairs will rotate annually between a faculty member, staff member, and administrator. Operational Team Chairs will be assigned by the appropriate Vice President. The Chair is responsible for:

- Soliciting agenda items and meeting materials.
- Preparing agendas.
- Securing location.
- Ensure meeting materials are prepared in advance of meetings.
- Distributing agendas and meeting materials.





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Member Responsibility: All members within a council or team will recognize that each member brings a unique perspective to the table, adding value to each council or team. As such, each member shall:

- Prepare for meetings in advance which includes reading relevant materials, consulting with constituencies, researching issues on the agenda, and completing assigned tasks prior to meeting.
- Attend all meetings and recognize constructive participation fosters relationship-building.
- Participate in decisions and contribute to informed decision making.
- Communicate with representative constituencies and avoid personal comments that do not represent that membership.
- Inform the Chair if they must miss a scheduled meeting.
- Acknowledge other members have the right to be heard and will endeavor to not interrupt others when speaking.
- Raise alternative ideas/opinions issues (in a mutually respectful way) aimed at improving our College and our Community.
- Cooperate with colleagues despite political and pedagogical differences.
- Act in good faith and work for the common good.

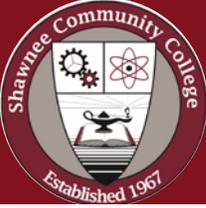
Vacancies: A council or team can only function with regular attendance of its membership. Council or team members who are unable to attend the regularly designated meeting time, should inform the chair so a new appointment can be made.

Quorum: Seven members must be present to conduct a meeting. A decision can be made by 50% +1 of members attending the meeting.

Minutes: Will provide:

- Date of the meeting.
- Time the meeting was called to order.
- Names of the meeting participants and absentees.
- Corrections and amendments to previous meeting minutes.
- Additions to the current agenda.
- Whether a quorum is present.
- Motions taken or rejected.
- Voting-that there was a motion and second, and the outcome of the vote.
- Actions taken or agreed to be taken.
- Next steps.
- Items to be held over.
- New business.
- Open discussion or public participation.
- Next meeting date and time.
- Time of adjournment.





Committee Charge

Committee Name: Executive Council

Committee Type: Administrative - Policy

Mission/Purpose: The Executive Council (EC) will serve as the major planning and policy body of the College and is responsible for strategic planning, policy development, institutional effectiveness and coordinating the Councils that are part of the governance system.

Scope of Responsibility: The EC shall:

- Oversee College policy, procedure, and guideline development.
- Ensure policies, procedures, plans, and other matters are directed to the appropriate governance, administrative, or representative groups.
- Ensure governance processes, accreditation processes, integrated plans, and activities promote institutional effectiveness, through informed data-driven decision-making, collaboration, assessment, communication, coordination, and refinement.
- Make recommendations to the President regarding the implementation and progress of major college-wide planning and initiatives.
- Develop and monitor implementation of the College's strategic plan.
- Review Strategic Plan Board Monitoring Reports.
- Review and revise the College's Mission, Vision, and Values Statements on a periodic basis.
- Review and revise the College's shared governance structure on a periodic basis.
- Assess the College's model of integrated planning.
- Develop or suspend committees as needed through use of ad-hoc groups to research, analyze, and make recommendations.
- Receive and review periodic updates and reports from committees.

Policy Responsibility: General (A1xxx), Public Relations (A8xxx), College Advancement (A9xxx).

Reporting: The EC reports to the President. The President will consider all recommendations made by EC and endorse those that benefit the College. All approved recommendations will be shared as informational items with the Board of Trustees.

Associated Committees: Academic Affairs Council; Student Affairs Council; Diversity, Equity, and Inclusion Council; and Administrative Services Council.

Composition: VP's, Executive Directors, Faculty (3), Staff (2), Subcommittee Chairs

Meeting Dates: First Thursday of Month from 10:00a - 12:00p.





Committee Charge

Committee Name: Academic Affairs Council

Committee Type: Administrative - Policy

Mission/Purpose: The Academic Affairs Council (AAC) will serve as the academic planning and academic policy making body of the College and is responsible for strategic planning, policy development, institutional effectiveness and coordinating the policy functions of the Academic Standards, Curriculum & Instruction, and the Student Academic Assessment Teams.

Scope of Responsibility: The AAC shall:

- Oversee academic policy, procedure, and guideline development.
- Ensure academic policies, procedures, plans, and other matters are directed to the appropriate governance, administrative, or representative groups.
- Ensure academic-related processes, accreditation processes, integrated plans, and activities promote institutional effectiveness, through informed data-driven decision-making, collaboration, assessment, communication, coordination, and refinement.
- Review and recommend policies and procedures for Academic Affairs areas.
- Make recommendations to the Vice President of Academic Affairs (VPAA) regarding the implementation and progress of major college-wide academic initiatives.
- Implement strategic plan initiatives assigned to the VPAA.
- Develop and review academic related Board Monitoring Reports.
- Review efficacy of persistence & completion efforts as they evolve collegewide.
- Receive and review periodic updates and reports from teams.
- Review student affairs policies and procedures as they pertain to academic services.
- Serve as a communication conduit to the College.
- Assist in maintaining accreditation requirements for HLC.
- Develop, implement and evaluate academic-related student support services.
- Develop or suspend committees as needed through use of ad-hoc groups to research, analyze, and make recommendations.

Policy Responsibility: Academic Affairs (A21xx, A22xx, and A23xx)

Reporting: The AAC reports to the Vice-President of Academic Affairs (VPAA). The VPAA will consider all recommendations made by AAC and endorse those that benefit the College. All approved policy recommendations will be sent to the Executive Council for approval.

Associated Committees: Executive Council, Academic Standards Team; Student Academic Assessment Team; Curriculum & Instruction Team, and Academic Leadership Team.





Committee Charge

Composition: Faculty (3), Staff (2), Subcommittee Chairs

Meeting Dates: First Thursday of Month from 10:00a - 12:00p.





Committee Charge

Committee Name: Student Affairs Council

Committee Type: Administrative - Policy

Mission/Purpose: The Student Affairs Council (SAC) is the primary planning and policy-making committee for the Student Services Division and is responsible for the continuous quality improvement and consistency of the student's experience with the College's academic and student support services and programs.

Scope of Responsibility: The SAC shall:

- Oversee Student Affairs policy, procedure, and guideline development.
- Develop, implement, and evaluate student support services including processes for: recruitment, pre-enrollment, admission, career interest, orientation, placement testing, advisement/registration, financial aid and internal scholarships, supplemental education support, student engagement, retention support, student judicial, student life/co-curricular, student mental and physical health/wellness, assisting students with fundamental needs (e.g. housing, transportation, food, etc.), athletics, graduation functions at the campus and college levels, certification exams and career services.
- Review and recommend policies and procedures for Student Affairs areas.
- Implement strategic plan initiatives assigned to the Vice President of Student Affairs (VPSA).
- Develop and review the Student Services Board Monitoring Report
- Review of the efficacy of persistence and completion efforts as they evolve collegewide.
- Review of academic policies and procedures as they pertain to student services.
- Evaluate academic and student support services initiatives across the College.
- Serve as a communication conduit to the College.
- Assist in maintaining accreditation requirements for HLC.
- Develop or suspend committees, as needed, through use of ad-hoc groups to research, analyze, and make recommendations

Policy Responsibility: Student Affairs (A31xx, A32xx, A33xx, A34xx).

Reporting: The SAC advises the VPSA.

Associated Committees: Executive Council, Recruitment & Enrollment Team, Student Success Team, Student Experience Team, and the Student Affairs Leadership Team.





Committee Charge

Composition: Dean of Student Success, Director of Financial Aid, Director of Student Support Center, Director of Education Talent Search, Director of Student Support Services, Athletic Director, Extension Center Coordinator, Advisor, Registrar, Career Services Coordinator, 1 Transfer Faculty, 1 CTE Faculty

Meeting Dates: Second Tuesday of Month from 10:00-12:00.





Committee Charge

Committee Name: Diversity, Equity, and Inclusion Council

Committee Type: Administrative - Policy

Mission/Purpose: The Diversity, Equity, and Inclusion (DEI) Council serves as the major planning and policy-making body for the College's human resource and cultural improvement activities. The DEI Council is responsible for creating equitable and inclusive policies for the College's talent acquisition, professional development, employee retention and engagement, performance management, compensation, and legal compliance processes. Further, the DEI Council will provide recommendations to the College's other governance councils and administrative teams on climate and culture improvement opportunities.

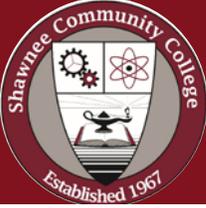
Scope of Responsibility: The DEI Council shall:

- Oversee human resource policy, procedure, and guideline development.
- Ensure human resource policies comply with Federal, State, and local laws/regulations.
- Develop and improve DEI policy assessment rubrics to be used by all governance committees.
- Review all administrative policies, procedures, and guidelines to ensure they promote equity and inclusion.
- Analyze employee professional development needs and recommend appropriate training.
- Make recommendations to the Executive Council regarding strategic initiatives and events aimed at improving equity and inclusion throughout the College.
- Develop and monitor implementation of DEI and human resource strategic plan initiatives.
- Develop and present DEI Board Monitoring Reports.
- Share best practices, and seek innovative approaches to strengthen workforce and marketplace inclusion and diversity.
- Develop or suspend committees, as needed, through use of ad-hoc groups to research, analyze, and make recommendations.

Policy Responsibility: Human Resources (A41xx, A42xx, A43xx, A44xx, A45xx, A46xx, A47xx, A48xx, and A49xx)..

Reporting: The DEI Council reports to the Executive Director of Human Resources. The Executive Director will consider all recommendations made by the DEI Council and approve those that are informed by best practice and compliant with applicable law. All approved recommendations will be forwarded to the Executive Council for final review and adoption.





Committee Charge

Associated Committees: Executive Council, Academic Affairs Council; Student Affairs Council; and, Administrative Services Council.

Composition: Faculty (3), Staff (3), Administration (3)

Meeting Dates: Second Thursday of Month from 10:00a - 12:00p.





Committee Charge

Committee Name: Administrative Services Council

Committee Type: Administrative - Policy

Mission/Purpose: The Administrative Services (AS) Council is the primary planning and policy-making committee for the Administrative Services Division and is responsible for the continuous quality improvement and consistency of the College's business, finance, information technology, and infrastructure improvement activities.

Scope of Responsibility: The AS Council shall:

- Oversee AS policy, procedure, and guideline development.
- Develop, implement, and evaluate AS policy in the following areas: financial/fiscal operations, budgeting, purchasing, auxiliary operations, risk management, grants, contracts, inventory control, information management, information security, technology standards, building/grounds, plant operations, construction, facility usage, and emergency operations.
- Ensure AS policies comply with Federal, State, and local laws/regulations.
- Ensure AS processes, accreditation processes, integrated plans, and activities promote institutional effectiveness, through informed data-driven decision-making, collaboration, assessment, communication, coordination, and refinement.
- Review all AS policies, procedures, and guidelines to ensure they align with externally recognized best practices.
- Make recommendations to the Vice President of Administrative Services (VPAS) regarding the implementation and progress of major college-wide AS initiatives.
- Implement strategic plan initiatives assigned to the VPAS.
- Develop and review AS related Board Monitoring Reports.
- Receive and review periodic updates and reports from teams.
- Serve as a communication conduit to the College.
- Assist in maintaining accreditation requirements for HLC.
- Develop or suspend committees as needed through use of ad-hoc groups to research, analyze, and make recommendations.

Policy Responsibility: Business & Financial Services (A5xxx), Information Technology (A6xxx), and College Facility (A7xxx).

Reporting: The AS Council reports to the VPAS. The VPAS will consider all recommendations made by the AS Council and approve those that are informed by best practice and compliant with applicable law. All approved recommendations will be forwarded to the Executive Council for final review and adoption.





Committee Charge

Associated Committees: Executive Council, Business & Finance Team, Technology Team, Facility Team, Risk Management Team, and the Administrative Services Leadership Team.

Composition: Director of Business Services, Director of Information Technology Services, Director of Facility Services, Bookstore Manager, Faculty (2), Staff (2), Administrator from Academic Affairs (1), and an Administrator from Student Affairs (1)

Meeting Dates: Second Wednesday of Month from 10:00a - 12:00p.





Committee Charge

Committee Name: President's Cabinet

Committee Type: Administrative - Operations

Mission/Purpose: The President's Cabinet (PC) serves as the major operational decision-making body of the College and is responsible for creating and sustaining a vibrant entrepreneurial culture that is focused on helping students achieve their learning goals in a safe and supportive environment. The PC develops, nurtures, and facilitates collaborative decision-making through inclusive and intentional communication with the effective allocation of resources throughout the College.

Scope of Responsibility: The PC shall:

- Oversee College operations and ensure employee efforts are optimized towards the attainment of the College's strategic goals and the Board's strategic outcomes.
- Review and make recommendations on ideas, strategies, emerging from campus-wide dialogue and review progress in achieving goals.
- Promote collaboration among divisions, departments, programs, and employees throughout the College to facilitate the achievement of goals, initiatives and projects.
- Facilitate input from, and communication with, a broad-based campus and community population.
- Evaluate and recommend improvements to the College's strategic and annual planning processes.
- Assess the College's budget and recommend allocation priorities.
- Ensure college compliance with federal, state, and local laws and regulations.
- Recommend Marketing & Public Relations initiatives.
- Review Institutional Effectiveness efforts and use key performance metrics to improve operational practices.
- Delegate operational decision-making authority to the most appropriate level in the organization and ensure alignment of employee effort.
- Provide guidance to all levels of the organization to assist with planning, implementation, and evaluation of organizational strategy/initiatives.
- Ensure operational processes and activities promote institutional effectiveness, through informed data-driven decision-making, collaboration, assessment, communication, coordination, and refinement.
- Make recommendations to the President regarding the implementation and progress of major college-wide planning and initiatives.
- Develop and monitor implementation of the College's strategic plan.
- Review Strategic Plan Board Monitoring Reports.
- Receive and review periodic updates and reports from operational committees and employees.

Policy Responsibility: None.





Committee Charge

Reporting: The PC advises the President. The President will consider all recommendations made by the PC and implement those that benefit the College.

Associated Committees: Executive Council; Diversity, Equity, and Inclusion Council; Academic Leadership Team; Student Affairs Leadership Team; and Administrative Services Leadership Team.

Composition: VP's, Executive Directors, Deans, Directors, & Executive Assistant to the President

Meeting Dates: Monday's from 10:00a - 12:00p.





Committee Charge

Committee Name: Academic Leadership Team





Committee Charge

Committee Name: Student Affairs Leadership Team





Committee Charge

Committee Name: Administrative Services Leadership Team





Committee Charge

Committee Name: Academic Standards Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Academic Standards Team (AST) is responsible for ensuring the academic integrity and quality of the College's courses and programs. The AST provides oversight on activities related to academic program requirements, student preparation standards, student performance standards, standards of instruction, standards for faculty development, and standards for teaching.

Scope of Responsibility:

Policy functions of the AST are:

- Recommend improvement to the College's academic standard policies, procedures and guidelines, including but not limited to grading, attendance, honors, withdrawal, graduation, transfer, degree standards, certificate standards, dual credit, dual enrollment, performance testing, advanced standing, transfer credit, remedial standards, academic dishonesty, academic probation, academic appeal, academic calendar, faculty preparation, faculty preparation, and faculty credentialing
- Recommend policies, procedures, and guidelines to ensure academic standards information is accurately portrayed in the College Catalog and any student handbook.

Operational functions of the AST are:

- Oversee the development, delivery, and improvement of the College's curriculum.
- Ensure curriculum is academically sound, comprehensive, and responsive to community needs and reflective of the Board's Strategic Outcomes.
- Ensure curriculum delivery standards are consistent with student interests.
- Provide oversight of all new courses and programs to ensure that academic standards are maintained.
- Recommend new credit courses and programs for approval.
- Recommend program changes and course revisions for approval.
- Recommend degree and general education requirements for all programs.
- Oversee processes to resolve academic integrity issues and student appeals.
- Provide a forum for innovation in teaching and learning.
- Oversee faculty tenure processes.
- Oversee faculty development processes.
- Recommend, annually, an academic calendar for consideration of approval.
- Ensure catalog and student handbooks have accurate information as it relates to academic standards.
- Develop and implement standards for academic related web content.





Committee Charge

Policy Responsibility: Academic Standards (A22xx) and Faculty Standard (A23xx)

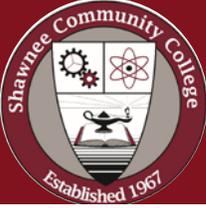
Reporting: The AST reports to the Vice President of Academic Affairs (VPAA). The VPAA will consider all recommendations made by AST and endorse those that benefit the College. All approved policy recommendations will be sent to the Executive Council for approval.

Associated Committees: Academic Affairs Council; Academic Leadership Team Academic Standards Team; Student Academic Assessment Team; Executive Council; and Diversity, Equity, and Inclusion Council.

Composition: Dean of Academic Affairs, Dean of Workforce Innovation and Adult Basic Education, Director of Nursing, Department Chairs (4), Director of Financial Aid, Registrar, Staff (2); and Faculty (3). The Dean of Academic Affairs Chairs this Committee.

Meeting Dates: Monthly??





Committee Charge

Committee Name: Student Academic Assessment Team

Committee Type: Administrative - Hybrid

Mission/Purpose. The Student Academic Assessment Team (SAAT) promotes assessment practices which support the continuous improvement of student learning and institutional effectiveness. Further, SAAT provides planning, support, and leadership to promote the achievement of college goals pertaining to outcomes assessment. Academic assessment provides systematic, routine processes that allow the faculty/staff to determine the degree that students are achieving the stated student learning objectives.

Scope of Responsibility:

Policy functions of the SAAT are:

- Recommend improvement to the College's curricular and co-curricular assessment policies, procedures and guidelines.
- Recommend improvement to the College's institutional effectiveness and institutional research policies, procedures and guidelines they relate to assessment practices.
- Recommend policies, procedures, and guidelines for promoting assessment training for all employees.

Operational functions of the SAAT are:

- Offer input into the process of assessment across the institution, and make recommendations in support of continuous quality improvement.
- Lead assessment practices that are sustainable for integration into institutional planning and decision-making.
- Support continuous accreditation requirements with the ongoing Assessment Cycle through the collection and analysis of evidence of student learning.
- Facilitate meaningful reporting on the Assessment of Student Learning to appropriate stakeholders.
- Evaluate course, discipline, and program-level assessment processes, and make recommendations for improvement to the Vice President of Academic Affairs.
- Lead program review processes and ensure improvement strategies are considered for inclusion in the Strategic Plan and College budget.

Policy Responsibility: Institutional Effectiveness (A15xx), Institutional Research (A16xx), and Academic Affairs (A2xxx)

Reporting: The SAAT reports to the Vice President of Academic Affairs, and is chaired by the Assessment Coordinator (full-time faculty member).





Committee Charge

Associated Committees: Executive Council; Academic Affairs Council; Academic Standards Team; Curriculum and Instruction Team; Diversity, Equity, and Inclusion Council; and Academic Leadership Team

Composition: Assessment Coordinator, Dean of Academic Affairs, Director of IR, faculty from each academic division, and staff from Advising, Registration, Learning Resource Center, Student Support Services, and Student Services.

Meeting Dates: Monthly??





Committee Charge

Committee Name: Curriculum and Instruction Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Curriculum & Instruction (C&IT) Team is responsible for ensuring the College's courses and programs meet State and Federal guidelines. The C&IT provides oversight on activities related to course development, program development, and curriculum management. The C&IT manages the curriculum processes outlined in the Illinois Community College Board's (ICCB) Program Manual.

Scope of Responsibility:

Policy functions of the C&IT are:

- Recommend improvement to the College's curriculum management policies, procedures and guidelines.
- Recommend policies, procedures, and guidelines to ensure academic information is accurately portrayed in the College Catalog and any student handbook.

Operational functions of the C&IT are:

- Ensure all College programs and courses meet ICCB Administrative Rules.
- Ensure accuracy of the College's Curriculum Master File and Master Program File.
- Ensure all new courses are assigned the proper codes using ICCB's Generic Course List.
- Review curriculum proposals and make recommendations for approval.
- Review transfer and cooperative agreements to ensure they meet all program and course standards.
- Review programs and courses in a systematic manner on a regular basis to ensure that courses are kept current and relevant.
- Prepare appropriate (i.e. addition, modification, deletion) curriculum forms that are consistent with procedures outlined in ICCB's Program Manual.
- Prepare a summary of curriculum actions for annual Board review.

Policy Responsibility: Curriculum Management (A21xx)

Reporting: The C&IT reports to the Vice President of Academic Affairs (VPAA). The VPAA will consider all recommendations made by C&IT and endorse those that benefit the College. All approved policy recommendations will be sent to the Executive Council for approval.

Associated Committees: Academic Affairs Council; Academic Leadership Team Academic Standards Team; Student Academic Assessment Team; Executive Council; and Diversity, Equity, and Inclusion Council.





Committee Charge

Composition: Dean of Academic Affairs, Dean of Workforce Innovation and Adult Basic Education, Director of Nursing, Department Chairs (4), Director of Financial Aid, Registrar, Staff (2); and Faculty (3). The Dean of Academic Affairs Chairs this Committee.

Meeting Dates: Monthly??





Committee Charge

Committee Name: Recruitment & Enrollment Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Recruitment and Enrollment Team (RET) supports the efforts of the Student Affairs Council but the College overall in implementation and analysis of effective enrollment strategies. Enrollment Management must be seen as an undertaking of the entire College and intertwined in all areas.

Scope of Responsibility:

Policy functions of the RET are:

- Recommend improvement to the College's recruitment, admissions, testing, advising, and registration policies, procedures and guidelines.
- Recommend policies, procedures, and guidelines to ensure academic information is accurately portrayed in the College Catalog and any student handbook.

Operational functions of the RET are:

- Monitor recruitment activities and provide a monthly report.
- Implement best practices for enrollment management for community colleges.
- Review and recommend improvements to the College's enrollment management (from inquiry through graduation) efforts.
- Assess student satisfaction and implement initiatives for improved service.
- Craft and deliver a thorough, full-year recruitment marketing plan to include social media messaging, text messaging, mailings, enrollment blitzes.
- Focus enrollment equity initiatives for non-traditional, low-income, and minority students.
- Identify points throughout the semester in which students cease enrollment/attendance in courses and programs and recommend plans for improvement.

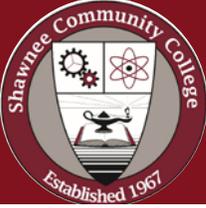
Policy Responsibility: Admissions (A31xx) and Enrollment Services (A33xx)

Reporting: The RET advises the Vice President of Student Affairs through policy recommendations to the Student Affairs Council and performs operational activities for the Student Affairs Leadership Team

Associated Committees: Executive Council, Student Affairs Council; Student Life Committee, Marketing and Public Relations

Composition: Dean of Student Services, Director of Communication & Public Relations, Student Ambassador Sponsor, Registrar, Transfer Faculty, CTE Faculty, Director of Institutional Research



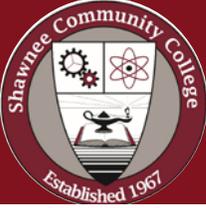


Committee Charge

Member Terms: Committee members, other than by position appointments, will have a term limit of two years.

Meeting Dates: Fourth Tuesday of month, 9:00-11:00





Committee Charge

Committee Name: Student Success Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Student Success Team (SST) supports student retention and persistence strategies that facilitate course and program completion.

Scope of Responsibility:

Policy functions of the SST are:

- Recommend improvement to the College's academic support, financial aid, career services, veterans services, and records policies, procedures and guidelines.
- Recommend policies, procedures, and guidelines to ensure academic information is accurately portrayed in the College Catalog and any student handbook.

Operational functions of the SST are:

- Monitor retention and persistence activities and provide a monthly report.
- Implement the Saints Alert program.
- Implement enrollment management strategies found in the College's Strategic Plan.
- Review and recommend improvements to the College's enrollment management (from inquiry through graduation) efforts.
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment.
- Craft and deliver a thorough, full-year recruitment marketing plan to include social media messaging, text messaging, mailings, enrollment blitzes.
- Focus on retention and persistence equity initiatives for under-prepared, non-traditional, low-income, and minority students.
- Evaluate annual student success and equity data and make recommendations for improvement.
- Recommend support programs and services that promote student equity.
- Provide an annual summary of outcomes/achievements to the Student Affairs Council
- Research best practices and provide training related to improving student success.

Policy Responsibility: Financial Aid (A32xx) and Enrollment Services (A33xx)

Reporting: The SST advises the Vice President of Student Affairs through policy recommendations to the Student Affairs Council and performs operational activities for the Student Affairs Leadership Team





Committee Charge

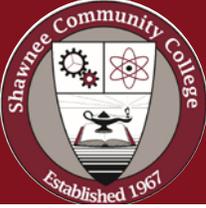
Associated Committees: Executive Council, Student Affairs Council; Student Life Committee, Marketing and Public Relations

Composition: Dean of Student Services, Director of Communication & Public Relations, Student Ambassador Sponsor, Registrar, Transfer Faculty, CTE Faculty, Director of Institutional Research

Member Terms: Committee members, other than by position appointments, will have a term limit of two years.

Meeting Dates: Third Tuesday of month, 9:00-11:00





Committee Charge

Committee Name: Student Experience Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Student Experience Team (SET) supports academic and personal success for all students by recommending co-curricular policies and performing strategic activities aimed at improving the college experience for all students. The Team focuses on improving the physical, emotional, and social well-being of our students through the implementation of evidence-based best practices that improve the student experience and confirms the effectiveness of these practices by obtaining student feedback.

Scope of Responsibility:

Policy functions of the SET are:

- Recommend improvement to the College's co-curricular policies, procedures and guidelines.
- Recommend policies, procedures, and guidelines for promoting campus safety, accessibility, and promoting an inclusive campus climate for students.
- Recommend policies, procedures, and guidelines for student conduct and discipline.
- Recommend policies, procedures, and guidelines aimed at assisting students with obtaining their fundamental needs (housing, transportation, food, professional clothing, etc.).

Operational functions of the SET are:

- Perform strategic initiatives aimed at creating a healthy and safe campus environment.
- Expand and support the diversity of the College's student population.
- Promote initiatives that provide opportunities for the development of our students and community.
- Provide a first-year experience program.
- Offer student engagement activities i.e. guest speakers, clubs, support groups.
- Create and update the student handbook.
- Assist with the election and recommendation for Student Trustee.
- Provide multicultural events aimed at creating a more inclusive and unifying student experience.
- Assist students with the operation of a student governance structure.
- Plan annual commencement activities.
- Review and recommend approval status of charters for student organizations.
- Review and provide input on the College's academic calendar.

Policy Responsibility: Student Life (A34xx)





Committee Charge

Reporting: The SET advises the Vice President of Student Affairs through policy recommendations to the Student Affairs Council and performs operational activities for the Student Affairs Leadership Team.

Associated Committees: Student Affairs Council, Student Affairs Leadership Team, Recruitment & Enrollment, Student Success, SAAC, DEI, and, Safety.

Composition: Dean of Student Success, Athletic Director, 2 Academic Advisors, Director of Marketing & Public Relations, 1 Transfer Faculty, 1 CTE Faculty, Student Ambassador Sponsor, PTK Sponsor, Student Senate Sponsor, Information Technology Staff

Meeting Dates: Third Wednesday of the month from 9:00-11:00.





Committee Charge

Committee Name: Professional Development Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Professional Development (PDEV) Council will serve as the major planning and policy-making body for the College's faculty & staff professional development activities. The PDEV Council is responsible for creating equitable and inclusive policies for the College's professional development and legal compliance processes. Further, the PDEV Council will provide recommendations to the College's other governance councils and administrative teams on professional development opportunities.

Scope of Responsibility: The PDEV Council shall:

- Analyze employee professional development needs and recommend appropriate training.
- Make recommendations to the Executive Council regarding strategic initiatives and events aimed at improving equity and inclusion throughout the College.
- Increase employee talent, technical capability, and leadership skills. (Goal 3.2)
- Provide advanced ERP (Colleague) and CROA training. (Goal 3.2.A)
- Provide customer service training. (Goal 3.2.B)
- Provide advanced training for Microsoft Office products. (Goal 3.2.C)
- Consider each administrative employee achieving the Microsoft Office Specialist Certificate for WORD and EXCEL.
- Develop and monitor implementation of PDEV strategic plan initiatives.
- Share best practices, and seek innovative approaches to strengthen professional development.
- Explore establishing an externship (or exchange) experience program for interested employees. Program where employees can learn best practices to bring back to SCC. (Goal 3.2.D)
- Assist with identifying talent gaps & recommend personalized professional development needs to enhance employee job performance. (Goal 3.3.B)
- Establish cross-training opportunities to ensure our workforce are better trained (Goal 3.3.C)

Policy Responsibility: Human Resources (A4xxx) and Performance Review (A48xx).

Reporting: The PDEV Council reports to the Executive Director of Human Resources. The Executive Director will consider all recommendations made by the PDEV Council and approve those that are informed by best practice and compliant with applicable law. All approved recommendations will be forwarded to the Executive Council for final review and adoption.

Associated Committees: Executive Council, DEI Council





Committee Charge

Composition: Faculty (3), Staff (3), Administration (3)

Meeting Dates: Second Thursday of Month from 10:00a - 12:00p.





Committee Charge

Committee Name: Cultural Awareness Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Cultural Awareness Team (CAT) will serve as the major planning and policy-making body for the College's cultural improvement activities. The CAT is responsible for creating equitable and inclusive policies for employee retention. Further, the CAT will provide recommendations to the College's other governance councils and administrative teams on climate and culture improvement opportunities.

Scope of Responsibility: The Cultural Awareness Council shall:

- Integrate elements of diversity, equity, and inclusion into all administrative policies, procedures, and guidelines to ensure they promote equity and inclusion. (Goal 3.1)
- Make recommendations to the DEI Council regarding strategic initiatives and events aimed at improving equity and inclusion throughout the College.
- Develop and monitor implementation of DEI and human resource strategic plan initiatives.
- Share best practices, and seek innovative approaches to strengthen workforce and marketplace inclusion and diversity.
- Increase awareness of diversity, equity, and inclusion through multicultural activities in classrooms and throughout camps. (Goal 3.1.C)
- Develop employee engagement survey and distribute through Exec. Director of IR.
- Set a goal for 10% increase in employee satisfaction. (Goal 3.1.E)
- Develop events that promote inclusive employee interaction (Goal 3.5.E)

Policy Responsibility: Human Resources (A4xxx); Compensation, Benefits, Rewards, and Recognition (A42xx); Ethics & Conduct (A45xx); and, Safety & Wellness (A49xx).

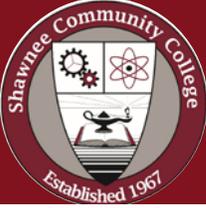
Reporting: The Cultural Awareness Council reports to the Executive Director of Human Resources. The Executive Director will consider all recommendations made by the Council and approve those that are informed by best practice and compliant with applicable law. All approved recommendations will be forwarded to the DEI Council and then Executive Council for final review and adoption.

Associated Committees: Executive Council, DEI Council.

Composition: Faculty (3), Staff (3), Administration (3)

Meeting Dates: Second Thursday of Month from 10:00a - 12:00p.





Committee Charge

Committee Name: Employee Relations Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Employee Relations Team (ERT) serves as the major planning and policy-making body for the College's human resource and employee engagement activities. The ERT is responsible for creating equitable and inclusive policies for the College's talent acquisition, employee retention and engagement, performance management, compensation, and legal compliance processes. Further, the ERT provides recommendations to the College's DEI council on climate and culture improvement opportunities within the Employee Relations areas

Scope of Responsibility: The ERT Council shall:

- Make recommendations to the DEI Council regarding human resource policy, procedure, and guideline development.
- Ensure human resource procedures comply with Federal, State, and local laws/regulations.
- Amplify employee recruitment, socialization, and inclusion efforts to facilitate a strong sense of teamwork and community. (Goal 3.5)
- Establish a new employee orientation process. (Goal 3.5.A)
- Implement an employee exit interview process. (Goal 3.5.B)
- Develop and improve a consistent Employee Recognition program. (Goal 3.5.D)
- Share best practices, and seek innovative approaches to strengthen workforce and Employee Relations.

Policy Responsibility: Human Resources.

Reporting: The ER Council reports to the Executive Director of Human Resources. The Executive Director will consider all recommendations made by the ER Council and approve those that are informed by best practice and compliant with applicable law. All approved recommendations will be forwarded to the DEI and then to Executive Council for final review and adoption.

Associated Committees: Executive Council, and DEI Council

Composition: Faculty (3), Staff (3), Administration (3)

Meeting Dates: Second Thursday of Month from 10:00a - 12:00p





Committee Charge

Committee Name: Business & Finance Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Business & Finance Team (BFT) is responsible for ensuring the College's business and financial practices meet State and Federal guidelines. The BFT provides oversight on activities related to budget development, financial analysis, purchasing, billing, and payroll activities. The BFT manages the College's financial processes outlined in the Illinois Community College Board's (ICCB) Financial Management Manual

Scope of Responsibility:

Policy functions of the BFT are:

- Recommend improvement to the College's financial, budget, procurement, auxiliary service, vehicle usage, inventory management, property disposal, and naming college property policies, procedures and guidelines.

Operational functions of the BFT are:

- Create and update business and financial operations procedures manual.
- Coordinate with the Board Finance Committee to develop a long-term financial plan for the College.
- Implement an inclusive 3-year budgeting process with a 5-year financial outlook.
- Assist organizational units with budget planning.
- Assist with College audits.
- Ensure resource allocation is linked to the College's Strategic and Student Assessment plans.
- Implement finance and budget strategic goals assigned to the Vice President of Administrative Services.
- Create and update a customized program costing tool.

Policy Responsibility: Business & Financial Services (A5xxx)

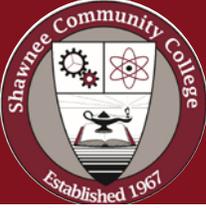
Reporting: The BFT advises the Vice President of Administrative Services through policy recommendations to the Administrative Services Council and performs operational activities for the Administrative Services Leadership Team.

Associated Committees: Administrative Services Council, Administrative Services Leadership Team, Technology Team, Facility Team, and the Safety & Risk Management Team.

Composition: ??

Meeting Dates: ??





Committee Charge

Committee Name: Technology Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Technology Team (TT) is responsible for ensuring the College's business and financial practices meet State and Federal guidelines. The BFT provides oversight on activities related to budget development, financial analysis, purchasing, billing, and payroll activities. The BFT manages the College's financial processes outlined in the Illinois Community College Board's (ICCB) Financial Management Manual

Scope of Responsibility:

Policy functions of the TT are:

- Recommend improvement to the College's information management, technology infrastructure, information usage, information security, web standards, telecommunication, and data classification policies, procedures and guidelines.

Operational functions of the TT are:

- Create and update a Technology Master Plan that supports the College's strategic plan.
- Collect, evaluate, prioritize, and recommend technology proposals for implementation.
- Assist organizational units with technology initiatives.
- Assess the current state of technology utilization and staffing and make recommendations for improvement.
- Identify, prioritize, and recommend areas for expansion, access, and maintenance of technology utilization to enhance instructional programs, student services, and the management of the college
- Ensure technology resource allocation is linked to the College's Strategic and Student Assessment plans.
- Develop and implement standards for the operation and maintenance of the College's website.
- Coordinate with other organizational units to ensure accuracy of webpage information.
- Implement information technology strategic goals assigned to the Vice President of Administrative Services.
- Create and update a data classification manual.
- Identify, prioritize, and recommend continuous and specialized technological training needs to maximize employee productivity and student success.
- Research and pilot new technology to support student success.
- Recommend funding strategies and priorities for technology spending.

Policy Responsibility: Information Technology (A6xxx)





Committee Charge

Reporting: The TT advises the Vice President of Administrative Services through policy recommendations to the Administrative Services Council and performs operational activities for the Administrative Services Leadership Team.

Associated Committees: Administrative Services Council, Administrative Services Leadership Team, Business & Finance Team, Facility Team, and the Safety & Risk Management Team.

Composition: ??

Meeting Dates: ??





Committee Charge

Committee Name: Facility Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Facility Team (FT) is responsible for ensuring the College's building, grounds, and plant operations meet State and Federal guidelines and the physical environment is safe, well-maintained, and continuously-improved to meet the evolving needs of students and employees. The FT provides oversight on activities related to facility development, facility usage, facility improvement, transportation infrastructure, and sustainability activities. The FT manages the College's Resource Allocation Management Plan outlined in the Illinois Community College Board's (ICCB) Financial Management Manual

Scope of Responsibility:

Policy functions of the FT are:

- Recommend improvement to the College's building & grounds, construction, plant operations, facility usage, parking, security, emergency operations, and shipping & receiving policies, procedures and guidelines.

Operational functions of the FT are:

- Create & update a Facilities Master Plan that supports the strategic plan.
- Create & update a 5-Year Facilities Capital Outlay and Construction Plan.
- Collect, evaluate, prioritize, and recommend facility improvement proposals for implementation.
- Assist organizational units with facility needs.
- Assess, annually, facility conditions and make improvement recommendations.
- Identify, prioritize, and recommend areas for expansion, access, and maintenance of facility to enhance instructional programs, student services, and the management of the college
- Develop and implement standards to ensure landscape and external appearance of the College is consistent with best practices.
- Ensure facility resource allocation is linked to the Strategic and Student Assessment plans.
- Implement facility related strategic goals assigned to the Vice President of Administrative Services.
- Coordinate the College's Illinois Green Economy Network (IGEN) sustainability efforts.
- Recommend funding strategies and priorities for facility spending.
- Establish subcommittees to assist with the planning for building renovations and remodels.
- Develop and implement an annual scheduled maintenance plan.
- Communicate scheduled maintenance and repairs to college community.
- Coordinate with the Budget & Finance Team on matters related to bond funding.





Committee Charge

Policy Responsibility: College Facilities (A7xxx)

Reporting: The FT advises the Vice President of Administrative Services through policy recommendations to the Administrative Services Council and performs operational activities for the Administrative Services Leadership Team.

Associated Committees: Administrative Services Council, Administrative Services Leadership Team, Business & Finance Team, Technology Team, and the Safety & Risk Management Team.

Composition: ??

Meeting Dates: ??





Committee Charge

Committee Name: Safety & Risk Management Team

Committee Type: Administrative - Hybrid

Mission/Purpose: The Safety & Risk Management Team (SRMT) is responsible for ensuring the College's building, grounds, and plant operations meet State and Federal guidelines and the physical environment is safe, well-maintained, and continuously-improved to meet the evolving needs of students and employees. Further, the SRMT will work the Administrative Services Council and Administrative Services Leadership Team to mitigating insurance cost increases. The SRMT provides oversight on activities related to college safety awareness training, data security, work environment security, planning for emergency operations, hazard recognition, and American with Disabilities Act (ADA) compliance activities. The SRMT make recommendations for the College's Tort levy.

Scope of Responsibility:

Policy functions of the SRMT are:

- Recommend improvement to the College's safety & wellness, risk management, information security, workplace/facility security, and emergency operations policies, procedures and guidelines.

Operational functions of the SRMT are:

- Develop and implement safety standards to ensure compliance with State and Federal laws (e.g. ADA, OSHA, Clery Act, Violence Against Women (VAWA), etc.).
- Create & update a chemical hygiene plan that supports academic programming.
- Create & update a College Safety Plan.
- Create & update a Disaster Recovery Plan for college operations.
- Create & update a Risk Management Plan.
- Create annual Safety Report including Clery Act and VAWA compliance.
- Collect, evaluate, prioritize, and recommend facility improvement proposals for implementation.
- Assist organizational units with safety needs.
- Assess, annually, facility conditions and make safety improvement recommendations.
- Inspect, prioritize, and recommend college facilities and program areas to promote a healthy, safe, and secure work and learning environment.
- Review reported health and safety problems and recommend corrective actions.
- Ensure safety resource allocation is linked to the Strategic and Student Assessment plans.
- Assist Facility Team with the coordination of the College's Illinois Green Economy Network (IGEN) sustainability efforts.
- Recommend funding strategies and priorities for safety training.
- Develop and implement an annual safety inspection plan.
- Coordinate with the Budget & Finance Team on matters related to Tort funding.





Committee Charge

- Oversee health and safety training programs for students and employees.
- Assist Facility Team with the development and planning of major capital improvement projects as it relates to health and safety matters.
- Participate in the collection, review, discussion, and dissemination of authoritative safety information, including maintenance of all Material Safety Data Sheets (MSDS) in a central location.
- Implement College-wide Emergency Preparedness training activities.
- Assist with accident investigations, inspection of facilities, and the correction of unsafe conditions.

Policy Responsibility: Safety & Wellness (A49xx), Risk Management (A55xx), Information Security (A64xx), Facility Security (A76xx), and Emergency Operations (A77xx).

Reporting: The SRMT advises the Vice President of Administrative Services through policy recommendations to the Administrative Services Council and performs operational activities for the Administrative Services Leadership Team.

Associated Committees: Administrative Services Council, Administrative Services Leadership Team, Business & Finance Team, Technology Team, and the Facility Team.

Composition: ??

Meeting Dates: ??





Procedure

Title: Policy Numbering

Number: A13xx.01

Type: Administrative

Responsible: President

Related Policies:

Linked Procedures:

Related Laws:

Related Standards:

HLC Criterion:

Statement

All College policies will bear a five-digit alphanumeric code. The alphanumeric code reflects specific information about policy type, policy category, and policy chapters. The following encoding process is used:

For all policies, the first (alpha) digit will designate document type.

- A - Administrative policy
- B - Board policy and/or procedure
- P - Procedure and/or guidelines

For **Board** policies, the first (numeric) digit will designate the following policy categories:

- 1 - Strategic Outcomes
- 2 - Delegation
- 3 - Executive Limitations
- 4 - Bylaws

For **Administrative** policies, the first (numeric) digit will designate the following policy categories:

- 1 - General College
- 2 - Academic Affairs
- 3 - Student Affairs
- 4 - Human Resource
- 5 - Business & Financial Services
- 6 - Information Technology
- 7 - College Facility
- 8 - Public Relations
- 9 - College Advancement (Foundation)



For the (1) General College category, the second (numeric) digit will designate the following chapters:

- 1 - Legal
- 2 - Health & Safety
- 3 - General Behavior
- 4 - Records Management
- 5 - Institutional Effectiveness
- 6 - Institutional Research

For the (2) Academic Affairs category, the second (numeric) digit will designate the following chapters:

- 1 - Curriculum Management
- 2 - Academic Standards
- 3 - Faculty Standards

For the (3) Student Affairs category, the second (numeric) digit will designate the following chapters:

- 1 - Admissions
- 2 - Financial Aid
- 3 - Enrollment Services
- 4 - Student Life

For the (4) Human Resource category, the second (numeric) digit will designate the following chapters:

- 1 - Employment & Classification
- 2 - Compensation, benefits rewards, recognition
- 3 - Vacation and Leaves of Absence
- 4 - Payroll
- 5 - Ethics & Conduct
- 6 - Dispute resolution
- 7 - Privacy & Records
- 8 - Performance Review
- 9 - Safety & Wellness

For the (5) Business & Financial Services category, the second (numeric) digit will designate the following chapters:

- 1 - Financial/Fiscal Services
- 2 - Budget
- 3 - Procurement
- 4 - Auxiliary Services
- 5 - Risk Management
- 6 - Vehicles & Equipment
- 7 - Grants & Contracts
- 8 - Property Disposal
- 9 - Naming College Property



For the (6) Information Technology category, the second (numeric) digit will designate the following chapters:

- 1 - Information Management
- 2 - Infrastructure
- 3 - Technology Use
- 4 - Security
- 5 - Web Standards
- 6 - Cell Phones & Wireless
- 7 - Data Classification & Standards

For the (7) College Facility category, the second (numeric) digit will designate the following chapters:

- 1 - Buildings and Grounds
- 2 - Construction
- 3 - Plant Operations
- 4 - Facility Usage
- 5 - Parking
- 6 - Security
- 7 - Emergency Operations
- 8 - Shipping & Receiving

For the (8) Public Relations category, the second (numeric) digit will designate the following chapters:

- 1 - Media Relations
- 2 - College Publications
- 3 - External Communications & Promotional Material
- 4 - Internal Communications
- 5 - Printing/Copy Services
- 6 - Design Standards

For the (9) College Advancement (Foundation) category, the second (numeric) digit will designate the following chapters:

- 1 - Planned Giving
- 2 - Acceptance & Acknowledgement of Gifts
- 3 - Donor Recognition
- 4 - Fundraising
- 5 - Endowment
- 6 - Events
- 7 - Prospect Research
- 8 - Ethics
- 9 - Alumni & Friends

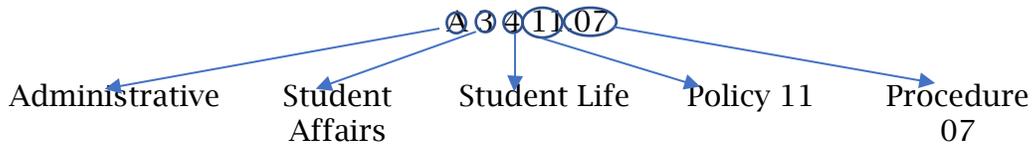


The last two digits of all policies will be the policy number.

The following example illustrates how the convention will be used:

A3411			
Document Type (alpha)	Category (numeric)	Chapter (numeric)	Number (last 2 digits) (numeric) Policy 11
A - Administrative	3 - Student Affairs	4 - Student Life	

If procedures and/or guidelines are connected to a policy, then the same convention will apply for the five-digit alphanumeric code and a period (.) plus a two-digit number will be added to identify the procedure. To illustrate this concept using the same policy number from above, the following applies:



Change Log

Date of Change	Description of Change	Responsible Party

