

## PROPOSED AMENDMENTS SPRING 2019

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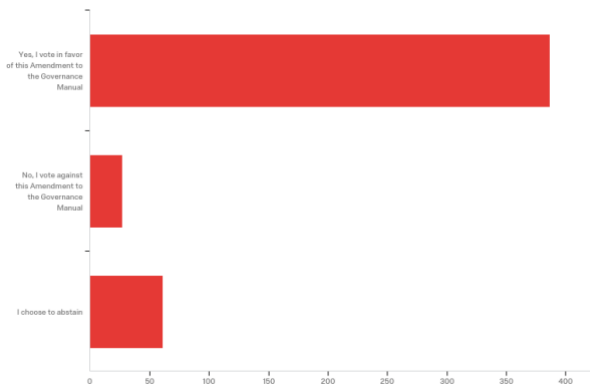
## AMENDMENT #1: COMMITTEE MEMBERSHIP

### ARTICLE II.A.1

Old: Committee members will be elected or appointed according to the descriptions of each committee in Article VIII.

New: Committee members will be elected or appointed according to the descriptions of each committee in Article VIII. **If the titles of appointed positions change, the committee membership will be revised automatically to recognize the new title.**

Rationale: Current practice requires an amendment to acknowledge title changes; this will streamline the process and improve clarity of committee membership.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	81.47%	387
No, I vote against this Amendment to the Governance Manual	5.68%	27
I choose to abstain	12.84%	61
Total	100%	475

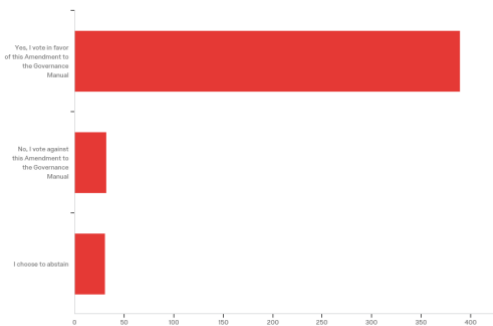
## AMENDMENT #2: MEMBERSHIP CYCLE TIMING (A)

### ARTICLE II.A.2

Old: Committee members will be elected if they receive a simple majority vote and will serve for a period of two academic years. Committee members will be appointed or reappointed for a two-year term by the senior authority in the designated area. Appointment letters from such authorities will be sent via email to the Governance Facilitator.

New: Committee members will be elected if they receive a simple majority vote and will serve for a period of two academic years, **beginning with the first scheduled meeting of the Fall semester**. Committee members will be appointed or reappointed for a two-year term by the senior authority in the designated area. Appointment letters from such authorities will be sent via email to the Governance Facilitator.

Rationale: Clarifies period of membership and aligns membership with the academic year (as opposed to beginning membership with the final meeting of the year).



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	86.09%	390
No, I vote against this Amendment to the Governance Manual	7.06%	32
I choose to abstain	6.84%	31
Total	100%	453

## AMENDMENT #3: MEMBERSHIP CYCLE TIMING (B)

### ARTICLE III.C.2

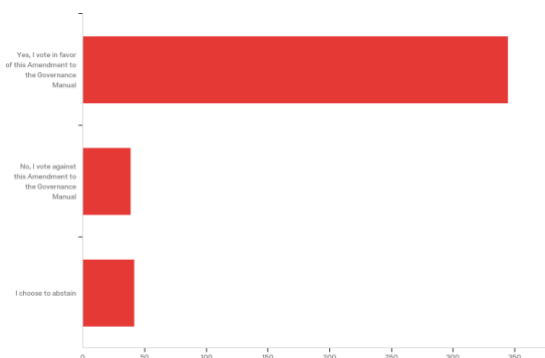
Old:

- a. The April meeting of each committee will serve as a transition meeting for outgoing committee members as well as incoming members.
- b. Chair of existing committee will schedule transition meeting and serve as Chair throughout that meeting.
- c. A new chair will be elected at the April meeting each calendar year. The new Chair will take office and assume responsibility at the conclusion of the April meeting.
- d. A Committee Chair may serve in that role for two consecutive academic years, but must be elected each year.

New:

- a. **The September meeting shall be the first meeting for newly appointed or voted-in members; their normal term shall run for two complete academic years (e.g., AY2019-2021).**
- b. **If a committee's chair (or secretary) remains on the committee, he/she is responsible for calling the first meeting (typically, in September). He or she will run the meeting until a new chair is elected. If both committee chair and secretary cycle off a committee, the Governance Facilitator will contact the committee member appearing first in an alphabetical list of elected members, and that person will be responsible for calling the first meeting and running it until a new chair and secretary are elected.**
- c. **The September meeting of any academic year should generally be an orientation for new members and setting/revising the committee's strategic plan for that academic year.**

Rationale: In keeping with Amendment #2 (Article II.A.2), this amendment better aligns committee work with the academic year and provides for a transition meeting as members cycle off and on. As well, it removes limits on terms a member may serve as chair, so long as there is an annual election by the members.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	80.99%	345
No, I vote against this Amendment to the Governance Manual	9.15%	39
I choose to abstain	9.86%	42
Total	100%	426

## AMENDMENT #4: ELECTIONS

### ARTICLE IV

Old:

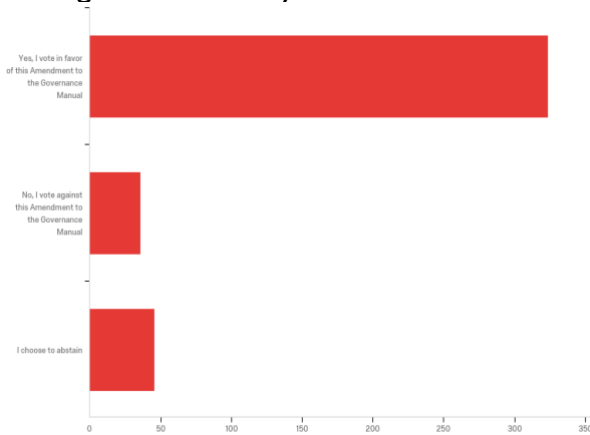
- A. CCRI Governance Facilitator will post a listing of open Governance Committee positions on the CCRI Governance Committee website during the first week in February of each calendar year.
- B. CCRI Governance Facilitator will, in conjunction with CCRI Marketing & Communications, notify the college community of these postings and invite interested persons to nominate (through the use of a link to Governance Committee website) or self-nominate a candidate for election to fill committee member positions and enter into an election for these positions.
- C. CCRI Governance Facilitator will allow a 14-day period for the college community to respond to nominations; it is anticipated that nominations would close before the end of February each calendar year.
- D. CCRI Governance Facilitator will utilize electronic technology to facilitate Governance elections.
- E. CCRI Governance Facilitator will email the college community with directions and a link to vote for committee members.
- F. CCRI employees will be required to enter CCRI email or user ID in order to vote.
- G. Voting to fill any seat other than a seat allocated to students or adjunct faculty is reserved for full-time employees of CCRI.
- H. Each voter will be allowed one vote on each seat for which that voter is entitled to vote. When an elected seat is allocated to a particular group of employees (e.g., a union, full-time faculty, adjunct faculty, academic division or department, administrative department or function), only employees in that group shall be eligible to vote to fill that seat.
- I. Student committee memberships will be filled by voting with CCRI student government.
- J. CCRI Governance elections will be available to the college.
- K. CCRI Governance elections will be available to the college community for a 14-day period during March of each calendar year.
- L. CCRI Governance Facilitator will announce the Governance voting results with a posting on the Governance Committee website, two (2) business days after the election closes.
- M. In the case of a tie vote on any committee position, CCRI Governance Facilitator will hold a "run off" election to begin within five (5) business days of the close of the original election.
- N. In populating committees, all positions must stand for election with the exception of those members designated as appointed.

New:

- A. CCRI's Governance Facilitator is responsible for managing the election and re-appointment process to establish the membership of governance committees each academic year. In order to minimize the disruption to the work of governance committees, this process will take place in April and May of each year, but will conclude prior to the official end of the spring semester.

- B. CCRI's Governance Facilitator will ensure that the election and re-appointment processes conform to the following criteria:
- The CCRI faculty will be notified of open committee positions via email and posting on the Governance website. This notification will include information about each committee's purpose and schedule for meetings so that potential nominees may make informed decisions about their ability to participate in the governance process.
  - All other committee membership seats are held by appointment or Student Government. The Governance Facilitator will notify the designated administrative authority at the beginning of the election and re-appointment process and request letters of re-appointment be submitted by the last day of the election and re-appointment process.
  - Faculty members may nominate themselves or other faculty members to elected committee membership during a period lasting no less than 14-days.
  - Faculty members nominated for an elected committee position will be contacted and offered the opportunity to accept or decline the nomination.
  - The CCRI community will be notified when the election period begins and assured of at least 14-days to submit their vote.
  - The election process will take place online and will, through the use of CCRI ID#,s, ensure that only faculty members are able to vote for faculty positions.
  - Faculty or staff positions designated for union representation will be filled according to the by-laws of the respective unions.
  - Committee membership designated for student representation will be filled according to the by-laws of CCRI Student Government.
  - Results of the election and re-appointment process will be announced via email and posting on the Governance website within 7 days following the conclusion of the election period.

Rationale: The current timing of the election process means that committee membership turns over during the academic year, which is disruptive to committee activity. The proposed model allows greater flexibility so that elections can take place at the end of the academic year.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	79.80%	324
No, I vote against this Amendment to the Governance Manual	8.87%	36
I choose to abstain	11.33%	46
Total	100%	406

## AMENDMENT #5: MEETING SCHEDULES

### ARTICLE V.A

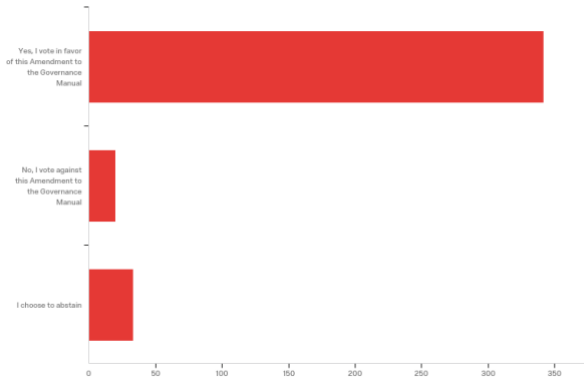
Old:

1. The committees will meet quarterly within an academic year (October, December, February, April). Meeting time slots for each committee have been designated in advance of elections so that all interested members are aware of when they must be available for committee meetings (see Appendix B). The committee, once elected, may choose to select another time to meet if, and only if, all members can meet at the newly designated time. If a new time frame is selected for the quarterly meeting times, that change must be noted in the minutes and posted electronically within seven (7) business days of the meeting in which it was approved.
2. A meeting schedule will be posted for the academic year at the first committee meeting of the year. The schedule will include date, time, and tentative location for each meeting. Schedule will be available on the Governance website.
3. It is recommended that committees hold quarterly meetings in October, November, February and April, and that they add additional meeting times as required to review items submitted for their consideration.
4. Summer meetings are left to the agreement of all committee members.

New:

1. **Governance** committees will meet **at least** quarterly within an academic year (October, December, February, April), **but may meet more often as agreed upon by a majority vote of members**. Meeting time slots for each committee have been designated in advance of elections so that all interested members are aware of when they must be available for committee meetings (see Appendix B).
2. **If holidays or major conflicts require, an alternative meeting date may be selected by vote of the members. That change must be posted on the governance website within seven (7) business days of the committee vote approving the change.**
3. **Omit/redundant:** ~~A meeting schedule will be posted for the academic year at the first committee meeting of the year. The schedule will include date, time, and tentative location for each meeting. Schedule will be available on the Governance website.~~
4. **Omit/redundant:** ~~It is recommended that committees hold quarterly meetings in October, November, February and April, and that they add additional meeting times as required to review items submitted for their consideration.~~
5. **Renumber to "3."** Summer meetings are left to the agreement of all committee members, with acknowledgement that full-time faculty are academic year employees and are not expected to be available after the day following commencement until the day convocation.

Rationale: Some committees choose to meet monthly. The previous language implied that committees could only meet quarterly.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	86.58%	342
No, I vote against this Amendment to the Governance Manual	5.06%	20
I choose to abstain	8.35%	33
Total	100%	395



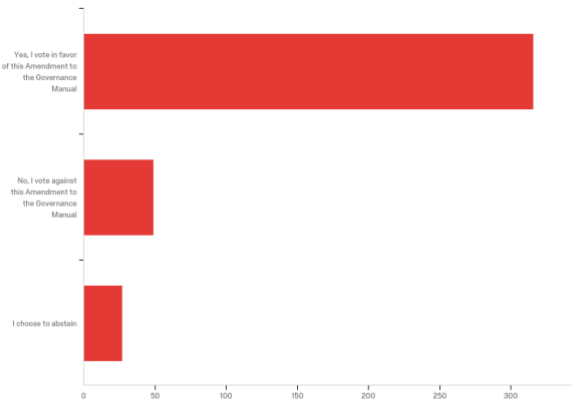
## AMENDMENT #6: QUORUM

### ARTICLE V.C.2

Old: In order to vote on an action item, there must be a quorum (simple majority) of committee members present.

**New: The secretary will establish whether or not a quorum of the committee members is present before agenda items are voted upon. A quorum shall consist of a simple majority of the attending membership; seats designated as vacant shall not be counted in the numerator or denominator.**

Rationale: Eliminating vacant seats from consideration increases the ability of governance committees to function effectively.



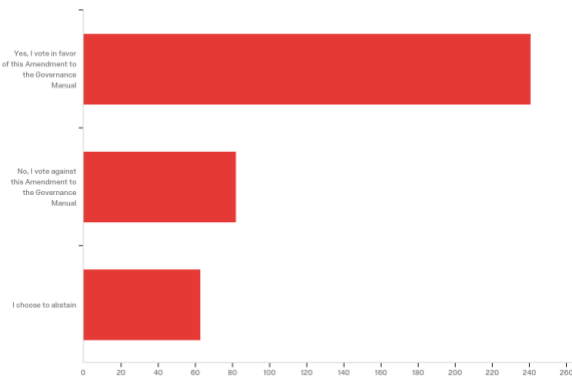
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	80.61%	316
No, I vote against this Amendment to the Governance Manual	12.50%	49
I choose to abstain	6.89%	27
Total	100%	392

## AMENDMENT #7: CCRIFA REPRESENTATION

### ARTICLE VIII Committees

New: On the committees where there is both a CCRIFA Representative position and a CCRIFA President or Designee position, remove the CCRIFA Representative.

Rationale: One representative from the CCRIFA is sufficient for each committee.



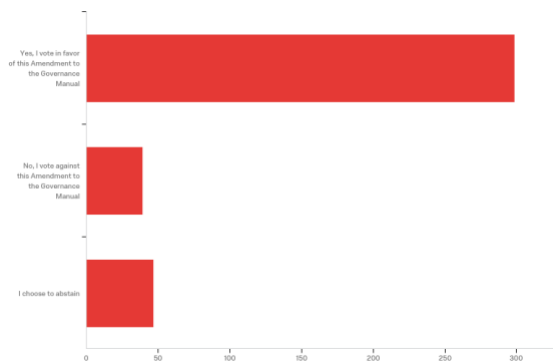
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	62.44%	241
No, I vote against this Amendment to the Governance Manual	21.24%	82
I choose to abstain	16.32%	63
<b>Total</b>	<b>100%</b>	<b>386</b>

## AMENDMENT #8: DISTANCE LEARNING ADVISORY COMMITTEE MEMBERSHIP

### ARTICLE VIII.A.I Distance Learning Advisory Committee

**New: Amend membership as follows: a) revise “Assessment Coordinator” to “Director, Academic Program Review and Accreditation” and b) add the position “Instructional Designer (Appointed by VPAA)”**

Rationale: For a) position title has changed. For b) Since the original creation of the Distance Learning Advisory Committee membership, the position of Instructional Designer has been added at the college. The Instructional Designer is involved directly with distance learning at the college, including teaching the distance learning training course. This position should be part of DLAC.



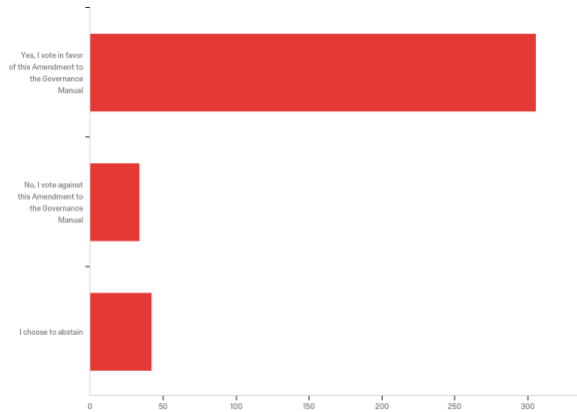
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	77.66%	299
No, I vote against this Amendment to the Governance Manual	10.13%	39
I choose to abstain	12.21%	47
Total	100%	385

## AMENDMENT #9: ACADEMIC QUALITY ASSESSMENT COMMITTEE MEMBERSHIP

### ARTICLE VIII.A.3 Academic Quality Assessment Committee

**New: Amend membership as follows: a) revise “Assessment Coordinator” to “Director, Academic Program Review and Accreditation”; b) revise “Academic Affairs coordinator” to “Instructional Design Representative (Appointed by VPAA)”;** and c) revise “Institutional Planning representative” to “Director, Institutional Research and Assessment”.

Rationale: Position titles have changed.



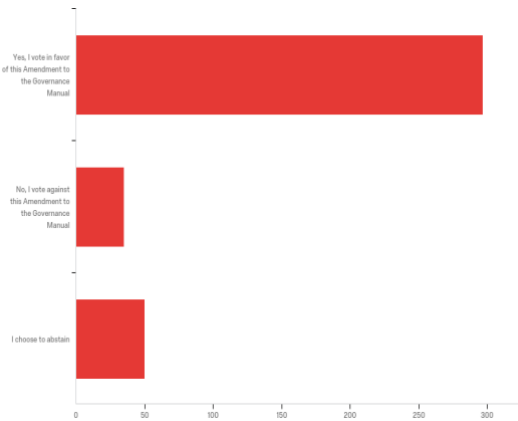
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	80.10%	306
No, I vote against this Amendment to the Governance Manual	8.90%	34
I choose to abstain	10.99%	42
<b>Total</b>	<b>100%</b>	<b>382</b>

## AMENDMENT #10: DEPARTMENT CHAIRS COMMITTEE MEMBERSHIP

### ARTICLE VIII.A.5 Department Chairs Committee

#### New: Amend membership to remove Vice President for Academic Affairs.

Rationale: VPAA is the senior officer to whom academic committees are responsible. It is a conflict for VPAA to serve as senior officer AND sit on a governance committee over which she/he has authority.



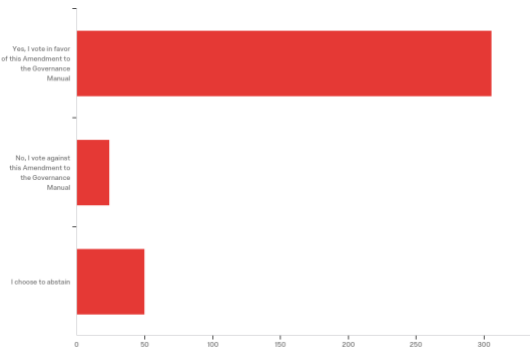
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	77.75%	297
No, I vote against this Amendment to the Governance Manual	9.16%	35
I choose to abstain	13.09%	50
Total	100%	382

## AMENDMENT #1 I: DEPARTMENT CHAIRS COMMITTEE PURPOSE

### ARTICLE VIII.A.5 Department Chairs' Committee

**New:** Review, deliberate, and vote on academic policy that affects one or more disciplines and/or departments for the purpose of collaborating with other academic governance committees, and advising the Vice President for Academic Affairs.

**Rationale:** The amendment more clearly describes the charge for the Department Chairs' Committee to distinguish it from other Academic Committees.



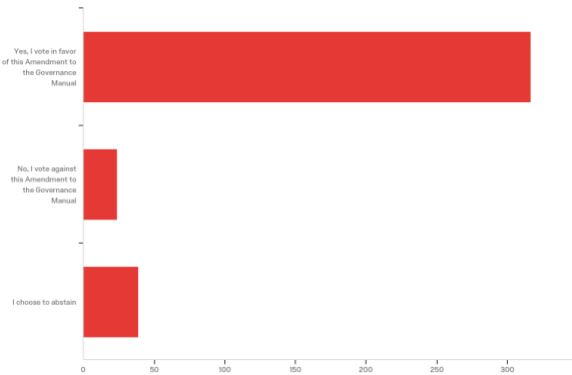
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	80.53%	306
No, I vote against this Amendment to the Governance Manual	6.32%	24
I choose to abstain	13.16%	50
<b>Total</b>	<b>100%</b>	<b>380</b>

## AMENDMENT #12: HEALTH & SAFETY COMMITTEE MEMBERSHIP

### ARTICLE VIII.C.I Health and Safety Committee

**New: Amend membership as follows: a) add membership position for “CCRIPSA representative”**

Rationale: Adding a PSA union position puts this governance committee in better compliance with ARTICLE I and CCRI’s commitment to shared governance.



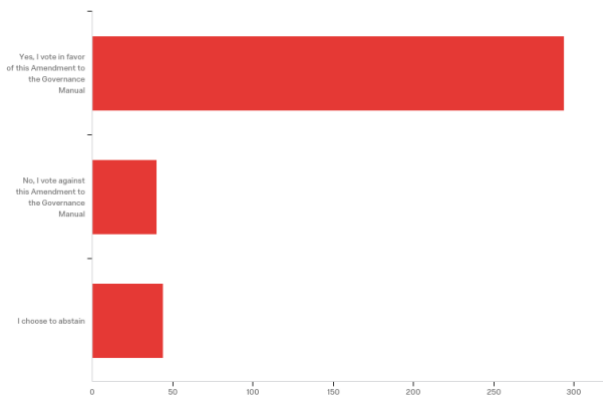
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	83.42%	317
No, I vote against this Amendment to the Governance Manual	6.32%	24
I choose to abstain	10.26%	39
Total	100%	380

## AMENDMENT #13: ACADEMIC COMPUTING COMMITTEE MEMBERSHIP

### ARTICLE VIII.D.2 Academic Computing Committee

**New: Amend membership as follows: a) eliminate “learning resources representative”; b) eliminate “Distance learning coordinator”; and c) add “CIO (ex officio)”.**

Rationale: a) There already is a membership position for LRC FT faculty; b) the position of Distance Learning Coordinator no longer exists at the college and the membership already includes “Director of Instructional Technology and Online Learning”; c) the CIO has a central interest in the work of this committee, and adding him/her as an ex officio member ensures he/she receives notice of committee meetings.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	77.78%	294
No, I vote against this Amendment to the Governance Manual	10.58%	40
I choose to abstain	11.64%	44
Total	100%	378

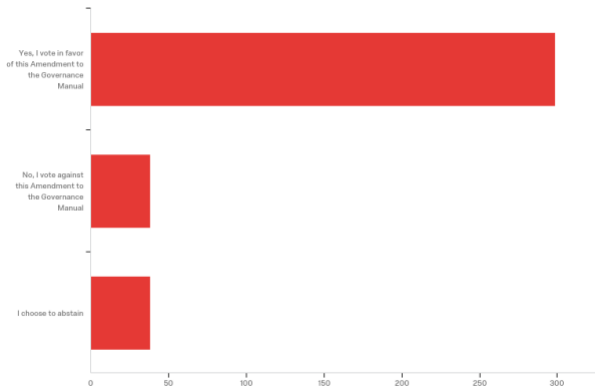


## AMENDMENT #14 STRATEGIC PLANNING COMMITTEE FT FACULTY

### Article VIII.E.2

New: Revise Full-time Faculty designation on Strategic Planning Committee to just state “Full Time Faculty” as opposed to “Full-Time Faculty (Adult/Remedial Education).”

Rationale: This specific designation is not necessary.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	79.73%	299
No, I vote against this Amendment to the Governance Manual	10.13%	38
I choose to abstain	10.13%	38
<b>Total</b>	<b>100%</b>	<b>375</b>

## AMENDMENT #15: ADA COMMITTEE MEMBERSHIP AND PURPOSE

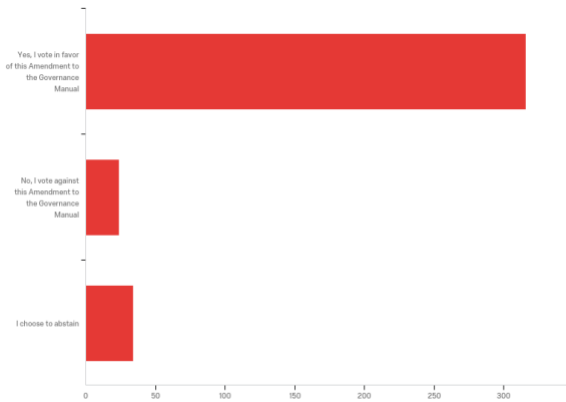
### ARTICLE VIII.E.3 Americans with Disabilities Act Committee

New: Add Associate Vice President of Institutional Equity and Human Resources. Change Enrollment Services Representative to Admissions Representative.

Change committee purpose to the following: The Americans with Disabilities Act committee is an institutional committee formed to promote an open, welcoming campus climate that is accessible for all persons, including those with disabilities. We are comprised of individuals from all areas of the college, including faculty, staff and students. The committee strives for a standard of excellence that reaches beyond minimal compliance with federal and state mandates by:

- Identifying physical, technological, procedural, communicative, instructional, attitudinal and other barriers to accessibility;
- Recommending policies and other actions to eliminate barriers and promote the most accessible campus possible;
- Promoting training and education for college personnel;
- Serving as a resource to the college community;
- Working collaboratively throughout all areas of the College to promote a campus culture that is open, knowledgeable, accessible and supportive of all persons, including those with disabilities.

Rationale: The Committee has updated membership seats to reflect the needed perspectives on the committee. The committee also went through a process of revising its purpose to reflect the strategic direction of the committee.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	84.49%	316
No, I vote against this Amendment to the Governance Manual	6.42%	24
I choose to abstain	9.09%	34
Total	100%	374

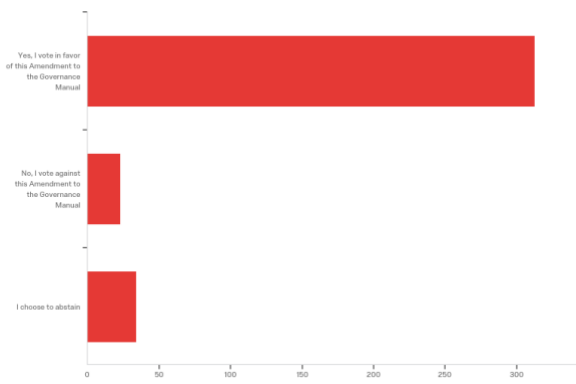
## AMENDMENT #16: STUDENT ADVISORY COMMITTEE MEMBERSHIP

### Article VIII.F.1

New: Removal one Departmental Chairperson position from Student Advisory Committee.  
Add Faculty representatives from each campus.

#### Rationale:

Having a faculty member from each campus will increase representation of faculty pertaining to each student affairs issues that occur on all four campuses. Removal of a Department Chairperson will help with obtaining a quorum since this area of membership has never been filled with two.



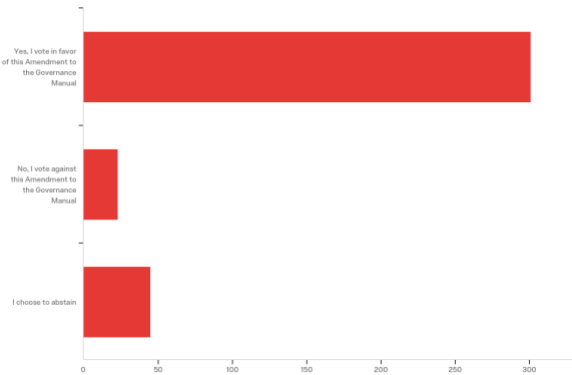
Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	84.59%	313
No, I vote against this Amendment to the Governance Manual	6.22%	23
I choose to abstain	9.19%	34
Total	100%	370

## AMENDMENT #17: GOVERNANCE COORDINATING COMMITTEE MEMBERSHIP

### ARTICLE VIII.G.I Governance Coordinating Committee

**New: Add membership positions for “CCRIPSA representative” and “ESPA representative”.**

Rationale: Adding these positions puts this governance committee in better compliance with ARTICLE I and CCRI’s commitment to shared governance.



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	81.57%	301
No, I vote against this Amendment to the Governance Manual	6.23%	23
I choose to abstain	12.20%	45
Total	100%	369

## AMENDMENT #18: DATA GOVERNANCE COMMITTEE

### ARTICLE VIII.H.

New: Add a Data Governance Committee to CCRI's Governance system.

**Purpose:** To ensure that CCRI relies on the right people involved at the right time using the right data to make the right decisions. Data governance focuses on improving data quality, protecting access to data, establishing business definitions, maintaining metadata, and developing data policies and procedures.

#### Membership:

Director of Institutional Research, ex officio  
CIO

Director of Assessment and Accreditation

Director of Operations, Information Security

Enrollment Records Representative (Appointed by VPSA)

Executive Director of Strategic Initiatives

Finance/Business Office Representative (Appointed by VPFS)

Financial Aid Representative (Appointed by VPSA)

FT Faculty (2)

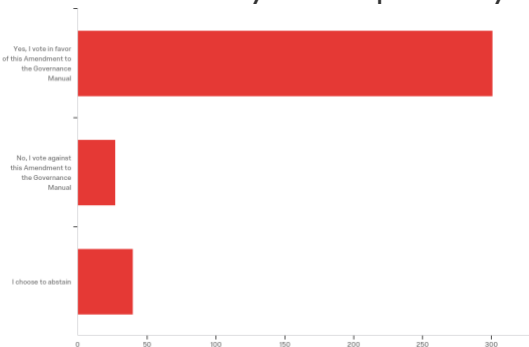
Institutional Advancement Representative (Appointed by VPIA)

Registrar Representative (Appointed by VPSA)

Workforce Partnerships Representative (Appointed by VPWP)

**Rationale:** CCRI's institutional information is a valuable asset and must be maintained and protected as such. It is vital to have accurate, trusted data in order to make sound decisions at all levels of the organization. Policies needed to establish issues surrounding:

- Governing Institutional Data (shared definitions, accessibility/maintenance/who is responsible for what, etc.)
- Data Quality (accuracy/consistency/etc.)
- Roles Required to Govern Data (access, data stewards, committee responsibility, committee reach, etc.)
- Accountability and Responsibility



Answer	%	Count
Yes, I vote in favor of this Amendment to the Governance Manual	81.79%	301
No, I vote against this Amendment to the Governance Manual	7.34%	27
I choose to abstain	10.87%	40
<b>Total</b>	<b>100%</b>	<b>368</b>