

## **POLICY STATEMENT REGARDING GOVERNANCE DOCUMENT**

Policies stated in this Governance Document require perpetual evaluation, review, and approval by appropriate University of Arkansas Community College Morrilton officials, University of Arkansas System Officials, and the University of Arkansas Board of Trustees. UACCM operates under applicable University of Arkansas Board of Trustees policies. The policies and procedures in the governance documents do not supersede or negate Board of Trustee policies, System-wide administrative memoranda or UACCM campus policies, but supplement such policies. All statements contained herein reflect policies in existence at the time this Governance Document was adopted and UACCM reserves the right to change policies at any time and without prior notice.

### **1.0 UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE MORRILTON GOVERNANCE DOCUMENT**

This document provides a general set of guidelines and criteria congruent with the mission, vision, and purposes of UACCM and such guidelines and criteria are used to develop and recommend policies and procedures for UACCM, in accordance with the University of Arkansas Board of Trustees policies.

#### **1.1 Administrative Unit**

UACCM provides dual pathways for input into campus governance decision-making. There exists both an Administrative Pathway and a Shared Governance Pathway. Through the Administrative Pathway, any Faculty and Staff member may offer input to any Dean, Director, and/or Coordinator who may present said input to the Vice Chancellor(s). The Vice Chancellor(s) may then introduce presented recommendations to one of multiple Institutional Committees, directly to the Chancellor's Executive Council, or directly to the Chancellor. Through the Shared Governance Pathway, Faculty and Staff members may introduce a recommendation to their respective Faculty or Staff Senate or through their representative Shared Governance Council member, who may then introduce such recommendation to one of multiple Institutional Committees or bypass the Institutional Committees, appealing directly to the Chancellor.

#### **1.2 Office of the Chancellor**

Pursuant to BOT Policy 100.4, the UACCM Chancellor, appointed by the Board of Trustees upon the recommendation of the President of the UASYS, shall exercise complete executive authority thereon, subject to the policies established by the Board of Trustees and the President. The Chancellor shall define the authority of administrative committees and officers of that campus, and all projects, programs, and institutional reports to be undertaken on behalf of that campus shall be subject to authorization and approval of the Chancellor. The Chancellor provides general administrative supervision of the campus operations with the faculty assisting on matters of academic policy and practice.

### **1.3     Administration**

Employed professional staff responsible for the efficient operation of UACCM programs and activities, with prescribed duties and responsibilities. Administrative Staff membership is granted to the chief administrative officers as follows:

Chancellor  
Vice Chancellors  
Academic Division Deans

### **1.4     Faculty**

Faculty on appointments of part-time or more at the rank of Instructor, or faculty equivalents with corresponding appointments according to University of Arkansas Board Policy 405.1 are eligible for membership as representative faculty in appropriate campus governance councils and committees.

### **1.5     Staff**

All additional staff members not included in administration whose professional responsibilities are of academic importance are eligible for membership as representative staff in appropriate campus governance councils and committees.

### **1.6     Students**

All currently enrolled UACCM Students as defined by UACCM are eligible for membership as representative students in appropriate campus governance councils and committees.

## **2.0 AUTHORITY AND RESPONSIBILITY**

The UACCM Governance structure consists of independent Advisory Groups including Faculty Senate, Staff Senate, Executive Council, Shared Governance Council, Leadership Council, Student Leadership Council, and UACCM Institutional Committees. Advisory groups shall be authorized to develop and recommend educational, student, staff, and academic policies and programs of UACCM, including and related to such matters as admissions requirements, degrees, and requirements for degrees, curriculum, the academic calendar, academic honors, and student services.

They shall be authorized to make recommendations and provide input to the Chancellor on matters of general faculty, academic, campus-wide or systemwide concern. Through the Chancellor, such action may be reported to the President of the UASYS, and when considered necessary or desirable by the President, through the President to the University of Arkansas Board of Trustees.

## **3.0 UACCM ADVISORY GROUPS**

### **3.1     Scope and Purpose**

The work of the UACCM Advisory Groups shall be carried on in large part by the actions of each group as defined in Section 3.3. These provide a forum in which a greater detail of attention can be given to tasks and matters before recommending them to the Chancellor.

### **3.2 Advisory Group Procedures**

Each UACCM Advisory group shall develop operating procedures, bylaws, and/or constitutions, including but not limited to group purpose/charge statement, committee formation, meeting frequency, voting procedures, agenda, etc. All meetings shall be open to all represented persons, although floor privileges may be limited to members. Minutes of each meeting shall be made available to all members of the specific UACCM Advisory Group and the Chancellor promptly following the meeting. The minutes shall also be archived and made accessible to the public upon request.

### **3.3 UACCM Standing Advisory Groups**

#### **Faculty Senate**

All UACCM Faculty on full-time appointments at rank of Instructor comprise the Faculty Senate.

#### **Staff Senate**

All UACCM employees eligible for fringe benefits who are not members of the Faculty or the Student Body comprise the Staff Senate.

#### **Shared Governance Council**

The Shared Governance Council acts in a liaison capacity to the Chancellor in representation of the faculty, students, and staff in matters concerning UACCM. The Shared Governance Council charges follow:

- To foster an inclusive and communicative environment among faculty, staff, students and the Chancellor.
- To promote within the faculty and staff a sense of responsibility to the College and to create and maintain a standard of good citizenship and collegiate culture.
- To ensure that each employee feels he/she has a conduit as an integral part of the College.
- To promote the best interest of the College, making it a positive institution for professional development.

The Shared Governance Council consists of the Faculty Senate Chair, Staff Senate Chair, All Current Institutional Committee Chairs, Coordinator of STM, Coordinator of General Education, Director of Workforce, PN Program Chair, RN Program Chair, Director of Physical Plant, Chief Information Officer, Chief of Police, Assoc. Director of Marketing and Public Relations, Facilities Usage Coordinator, Chancellor's Executive Assistant, and four (4) current students.

### **Executive Council**

The UACCM Executive Council exists to collaborate on matters offering guidance, advice, and direction to the Chancellor who is responsible to the UA System President for enforcement of the policies and procedures, budgets, regulations, and decisions of the Board of Trustees concerning UACCM. Further responsibility includes recommendations for the development of educational programs and services that support and fulfill the mission, vision, and values of UACCM. The Executive Council charges follow:

- Share and maintain an awareness of current matters as relates to all campus operations among membership.
- Review and discuss items as relate to policies and procedures, budgets, regulations, and campus governance as prescribed by Board Policy.
- Promote communication and collaboration across the College.
- Guide the institution's planning strategies and the review of the institution's effectiveness metrics.
- Advocate for and provide representation from the executive council members' respective campus areas as relates to campus governance.

The Executive Council is comprised of the Vice Chancellor for Academic Services, Vice Chancellor for Finance & Administration, Vice Chancellor for Student Services, Director of Human Resources, and the Director of Marketing & Public Relations. The Chancellor shall be an Ex-Officio non-voting member of the Executive Council.

### **Leadership Council**

The Leadership Council promotes communication and collaboration across the areas of Academics, Student Services, Finance, & Marketing to better position the college to successfully serve students and fulfill the UACCM mission. The Leadership Council charges follow:

- Make academic calendar recommendations to the Chancellor's Executive Council.
- Review, develop, and/or modify UACCM policies that impact student success.
- Establish advising and registration dates each academic semester.
- Discuss practices and procedures that impact decision-making across campus departments.

The Leadership Council is comprised of the Vice Chancellors, the Academic Deans, Directors of Admissions, Financial Aid, Advising, Concurrent Enrollment, Institutional Research, Student Development, Marketing & Public Relations, Library, Registrar, and Student Accounts Supervisor.

### **Student Leadership Council**

The Student Leadership Council acts in a liaison capacity to the campus administration in representation of the student body in matters concerning UACCM. The Student Leadership Council charges follow:

- To foster student activities and involvement in the College.
- To promote within the student body a sense of responsibility to the College and to create and maintain a standard of good citizenship and collegiate culture.
- To ensure that each student feels he/she is an integral part of the College.
- To promote the best interest of the College, making it a positive institution for mental and moral development.

All currently enrolled students, part-time or full-time as defined by UACCM are eligible for membership in the Student Leadership Council.

### **Other Advisory Groups**

As the need arises, the Chancellor may create special or ad hoc advisory groups, specifying their duration, to consider matters not within the jurisdiction of a defined advisory group in Section 3.4 or to consider particular matters within the jurisdiction of an UACCM Advisory group with the consent of a majority of that group.

## **3.4 UACCM Advisory Group Responsibilities**

**Faculty:** Subject to regulations of the UASYS, the Faculty of UACCM shall recommend academic policies and practices for UACCM, including but not limited to, determination of curricula and the standards for admission to, continuation in, and graduation from UACCM. The faculty, through the Chancellor, shall recommend candidates for diplomas, degrees, and honors to the President of the UASYS and the University of Arkansas Board of Trustees.

**Staff:** The Staff, acting through the Staff Senate of UACCM shall recommend and advise on all matters dealing solely with staff.

**Student:** The student leadership council through the president and vice president shall recommend and advise on all matters dealing solely with students.

**Executive Council:** The executive council shall collaborate related to campus operations offering guidance, advice, and direction to the Chancellor as necessary.

## **3.5 UACCM Advisory Group Recommendations**

Recommendations adopted through each UACCM Advisory Group shall be transmitted to the Chancellor. If the Chancellor declines to act favorably upon such a recommendation within two weeks of receipt of recommendation, the UACCM Advisory group that submitted the recommendation may request that the President consider the matter upon a three-fifths vote of all governing entities representing students, faculty, and staff. If a resolution is not achieved within thirty (30) days, the President may submit the recommendation to the Board of Trustees for consideration.

In the event of the need for clarity on a submitted recommendation as defined in Section 3.5 or at the call of the Chancellor, the representative advisory group may be convened to make a final recommendation.

#### **4.0 AMENDMENTS**

This governance document may be amended by the following procedure. Proposed amendments must be signed by 50% or more eligible members of each Advisory Group and presented to the Chancellor who will distribute the proposed amendment to all eligible members of each UACCM Advisory Group at least ten (10) days before a vote occurs. A three-fourths (3/4) affirmative vote of each UACCM Advisory Group is required for approval of the proposed campus amendment. Once approved, the Chancellor shall transmit the proposed campus governance structure to the President of the UASYS for review, approval, and transmission to the University of Arkansas Board of Trustees. Any such proposed amendments shall become effective and be in operation when expressly approved by the University of Arkansas Board of Trustees or after approval by the University of Arkansas Board of Trustees on a day specified therein.

**November 22, 2024 (BOT approval)**