

15-2 Governance Document

- **15-2-1 Purpose**
- **15-2-2 Function**

1. Purpose. Eastern New Mexico University-Roswell (ENMU-Roswell) is structured through a governance system. The ENMU-Roswell Governance Document defines the governance structure by outlining the role of the educational community, various committees (both standing and ad hoc) and task forces in carrying out the operations of governance at ENMU-Roswell in support of the principles outlined in the umbrella ENMU-Roswell Statement on Governance document.

2. Function. While serving different purposes, the P & P Manual and the Governance Document are designed to work in conjunction with each other. One document (Governance Document) establishes the governance structure and the other document (P & P Manual) outlines the policies and procedures for the operation of the institution. The following is the text of the Governance Document.

GOVERNANCE DOCUMENT

PREFACE

The following document is designed to supplement the ENMU-Roswell Statement on Governance. The Statement on Governance establishes an overarching governing document. It establishes a general responsibility for governance founded upon the principle of participation by the educational community through disclosure, responsiveness, and accountability. The Statement on Governance also defines the rights and responsibilities of members of the educational community.

The following ENMU-Roswell Governance Document defines the governance structure by outlining the role of the educational community, various committees (both standing and ad hoc) and task forces in carrying out the operations of governance at ENMU-Roswell in support of the principles outlined in the umbrella ENMU-Roswell Statement on Governance document.

MISSION STATEMENT

Mission

Eastern New Mexico University-Roswell is a regional asset, creating quality, personalized learning experiences and fostering community development.

Purposes

Provides opportunities for entry, transfer and completion of Certificates, Associate degrees, Bachelor's and Master's programs

Prepares individuals for opportunities in higher learning through programs such as Adult Basic Education, high school concurrent enrollment, and outreach services

Offers personal enrichment and career development opportunities through traditional course work, community education, and customized training

Fosters direct community and economic development through business and workforce development, partnerships for health and social service outreach, in-plant training, and ever increasing business and community partnerships

Governance Structure

The ENMU Board of Regents and the Community College Board are the principal governing bodies of the College and have statutory powers of control and governance, budget, and executive staffing. It shall be the responsibility of the Board of Regents to adopt policy for the College.

The development of policy is a responsibility shared by the administration of the College and the representatives of affected constituencies. The consultative process for the development of cross campus policy does not preclude the initiation of policy by the Board of Regents nor the initiation of policy recommendations from the various constituencies.

It is the responsibility of the President of ENMU-Roswell to implement policies adopted through the Board of Regents. It is the responsibility of administrative officers, through representative bodies of the various constituencies within the College community, to recommend policy to the Board of Regents after consultation with the constituent representatives affected by such policy.

Definition and Function of Constituent Groups

The internal constituencies of Eastern New Mexico University-Roswell that shall be accorded a legitimate role in the governance of the institution are: Administrative, Faculty, Professional, and Support Staff.

Administration: This constituency group is defined as including the President, vice president's, assistant vice president's, executive director of college development, executive director of human resources and all other employees that have at least half of their salary based on an at-will contract, and others as deemed necessary to the administration of the institution by the President, in consultation with the President's core staff (Cabinet). The administrative assistant to the President is the recording secretary and is a non-voting member.

Faculty: This constituency group shall include all exempt, non-classified full-time personnel whose job descriptions are primarily instructional in context and are not identified as administrative or professional in assignment. This group shall have representation through the ENMU-Roswell Faculty Senate.

Professional Staff: This constituency group shall include all those exempt, non-classified employees who are primarily mid-management or lower, not instructional in assignment. This group shall have representation through the ENMU-Roswell Professional Staff Senate.

Support Staff: This constituency group shall include all non-exempt, classified employees. This group shall have representation through the ENMU-Roswell Support Staff Senate.

Each full-time employee shall be included as a member of one constituency group as designated in their personnel file. ENMU-Roswell shall maintain relevant information concerning membership of constituency groups as public information.

Functions common to college consultative groups include:

A. Meetings of constituent groups, committees, and units of the administration in which policy decisions and/or recommendations are reached shall be open to members of the college community. Board of Regents discussions of personnel or legal matters may be closed.

B. Parliamentary procedures shall be conducted according to the latest edition of Robert's Rules of Order. A secretary of each constituency shall be appointed or elected to formulate minutes to each formal meeting. The secretary for each committee will deliver copies of minutes to the circulation desk of the

Learning Resource Center (LRC) following each monthly meeting. The Learning Resource Center shall serve as coordinator of minutes of all committee meetings and will file the minutes in a location accessible to the educational community.

C. Each constituent group shall be encouraged to solicit participation from resource or part-time personnel and utilize their expertise in areas in which governance action is being considered. Employees serving on councils, committees, etc. shall be given release time from their jobs to carry out the necessary functions in representing their constituencies.

D. Constituent groups shall be encouraged to seek advice from any other constituency having responsibility in any governance action.

E. Electronic mail (e-mail) shall serve as a clearinghouse for consultative group and administrative unit minutes and reports according to policy and procedures defined in the Policies and Procedures Manual and by the Administrative Council. All committee, council and task force minutes and reports will be distributed to all full-time ENMU-Roswell employees by e-mail. It is the responsibility of the appropriate chair to ensure that this information is distributed in a timely manner. The LRC will keep a hard copy of all documents referred to above.

President's Cabinet

Definition & Purpose: The President's Cabinet is comprised of the top-level college administrators. The cabinet discusses institutional issues and exchanges information on the daily operation of the college as well as develops approaches to strategic planning.

Membership: Members of the cabinet include the President, the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, the Executive Director of Human Resources, and the Executive Director of College Development. The administrative assistant to the President is the recording secretary and is a non-voting member of the cabinet.

Administrative Council

Definition & Purpose: The Administrative Council (AC) is the top-level management group where final review and approval of institutional policy and practices occur unless there is otherwise a requirement for Board of Regent's approval.

Membership: Voting members of the AC include the President, the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, the Executive Director of Human Resources, the Executive Director of College Development, Professional Staff Senate representative, Faculty Senate representative, and Support Staff representative. The administrative assistant to the President is the recording secretary and is a non-voting member of the AC. The chair is elected from the voting membership as needed. The President has veto power over all AC actions.

Student Affairs Council

Definition & Purposes: The Student Affairs Council (SAC) has the responsibility for reviewing and recommending institutional policies that focus on the support services for students including counseling, advising, career services, admissions and records, and financial aid.

Membership: The SAC includes in its membership the Vice President for Student Affairs (who shall chair this group), Executive Director of Student Affairs, Manager of Safety/Security, Emergency Manager and

the Loss and Risk Manager, Director of Special Services, Director of Testing Services and Director of Financial Aid.

Curriculum & Instructional Council (C&I)

Definition & Purposes: The Curriculum & Instructional Council (C & I) has the responsibility for reviewing and recommending institutional policies and practices which focus on all levels of instruction, including approval of additions, deletions and changes to the college curriculum as described in the catalog, as well as approval of proposed changes in academic policies. Procedures for curriculum development, as adopted by the council, shall be distributed to all council members and available to other interested parties in the office of the Vice President for Academic Affairs. The council is also responsible for conducting a periodic "program review" of each Instructional program and all support departments for the purpose of examining current and future viability in relation to community needs and college resources.

Membership: The C & I includes in its membership the Vice President for Academic Affairs (who shall chair this group), each unit Assistant Vice President, Vice President for Student Affairs, Vice President for Business Affairs, Director of CWCD/Customized Training, Executive Director of Student Affairs, Director of Special Services and President of the Faculty Senate.

Business Affairs Council

Definition & Purposes: The Business Affairs Council (BAC) has the responsibility for reviewing and recommending institutional policies and practices which focus on areas of administrative support, business functions, and fiscal affairs.

Membership: The BAC includes in its membership the Vice President for Business Affairs (who shall chair this group), the Controller, the Director of Physical Plant, the Campus Bookstore Manager, and the Coordinator of Facilities.

Standing Committees and Members

Specific standing committees exist under each council. By definition, a standing committee is one which is permanently assigned to the governance structure and holds regular meetings. Assignment to membership in a standing committee is an attempt to contribute broad based representation and considerable background of experience to the decision-making processes within the institution. Constituent group representation in standing committees (unless otherwise noted) is through appointment by the chair of the standing committee in consultation with the president of the constituency group as defined in the standing committee descriptions below. Terms of service of appointees shall be during the fall term of even numbered years for faculty and odd numbered years for support and professional employees for a duration of two years per term unless otherwise defined by existing policy or other requirements. As a general rule, a member of a standing committee should not serve on more than two separate committees during each academic year. When vacancies occur, appointments shall follow the same appointment process with terms ending when the balance of the original term is completed.

The aforementioned standing committees' roles and responsibilities as well as membership are fully explained in the appendices.

Student Affairs Council

Student Recruitment and Retention Committee

Financial Aid Committee

Instructional Council

Academic Standards Committee

Faculty Evaluation Committee

Business Affairs Council

Safety & Loss Control Committee

Strategic Planning Committee

Assessment Committee

Ad Hoc Committees

Ad hoc committees are created as needed by any of the councils. An ad hoc committee has a very specific and short-term responsibility with limited and not regularly scheduled meetings.

Task Forces

Task Force Roles and Responsibilities

Temporary task forces are formed by a top-level administrator to advance the basic campus functions. Each task force has representation from the appropriate constituent groups and will report to the Administrative Council.

Appendix A

Committee Membership

Student Affairs

Student Affairs Committees

The following committees are assigned to the area of Student Affairs and report to the Vice President for Student Affairs as chair of Student Affairs Council, under the direction of the President ENMU-Roswell.

Marketing, Recruitment and Retention Committee

The purpose of this committee is to create and communicate a positive image to current and potential students and stakeholders resulting in increased student enrollment and retention. The committee will partner with other committees, departments and the community to advance the college's response to targeted markets.

Furthermore, the committee will do the following:

1. Provide guidance and recommendations for advancing the college's overall marketing and student recruitment efforts and the marketing of specific programs as needed.
2. Act as a marketing clearinghouse for sharing of information, evaluating progress, and strategizing college wide marketing issues.

3. Review current and proposed publications and advertising campaigns for new and existing programs.
4. Initiate and review marketing-related research data and trends and make recommendations based on that information.
5. Develop a heightened level of customer service college wide and increase the understanding of the marketing process.
6. Communicate with the campus regarding new ideas, initiatives and progress.
7. Assess services measure effectiveness through increased enrollment and retention.

Membership in the committee will include the following representatives:

Director of College Development (Chair)

Executive Director for Student Affairs or designee

Advisors (1)

CWCD Training Coordinator

Financial Aid Representative

Instructional Division Representatives (4): 1-Career and Technical Education; 1-Health; 1-Arts and Sciences; 1-Business

Support staff representative elected from the constituency body

Financial Aid Committee

The purpose of this committee is to hear student appeals regarding financial aid status and awards. Members include the following:

Director of Financial Aid (Chair)

Advisor

Faculty representatives (2)

Professional Staff representatives (2)

Support Staff representative (2)

Appendix B

Committee Membership

Instruction

Instruction Committees

The following committees are assigned to the area of instruction and report to the Vice President for Academic Affairs, chair of Instructional Council:

Academic Standards Committee

The Academic Standards Committee serves as a final review board for student concerns relating to catalog policies and procedures. Regular meetings of the committee occur prior to each semester to act on student appeals.

Members of the Academic Standards Committee will be represented by the faculty and professional constituencies. Composition of the committee will be as follows:

Executive Director for Student Affairs (Chair)

Advisor - appointed by the Vice President for Student Affairs

Unit Assistant Vice President Representative - appointed by the Vice President for Academic Affairs

Faculty representatives (3)

Professional Staff representative

Support Staff representative

Assessment Committee

"The Assessment Committee is organized to review and modify institutional strategies regarding assessment and institutional effectiveness." Recommendations are submitted to the Curriculum and Instruction Council for approval.

Membership in the Assessment Committee is as follows:

Institutional Researcher - Chair

(In the absence of an Institutional Researcher, the Vice President Academic Affairs will act as the Chair or appoint a Chair.)

Vice President for Academic Affairs

Institutional Research Associate

Unit Assistant Vice President (serves one year and rotates off)

Unit Assistant Vice President (serves one year and rotates off)

Accreditation Coordinator

Career & Technical Education Division faculty representative

Health Sciences Unit faculty representative

Arts and Science Unit faculty representative

Faculty Senate President

Professional Staff representative

Support Staff representative

Faculty Representative At-Large

Ex-Officio members:

President ENMU-Roswell

Vice President for Business Affairs

Testing Services Director

Student Representative

Academic Assessment Committee

The Academic Assessment Committee is a subcommittee of the Assessment Committee. It is the purpose of the Academic Assessment Committee, made up of faculty representatives from each division, to facilitate academic assessment in every course in measurable form that will assess student learning.

Membership in the Academic Assessment Committee is as follows:

Three full-time faculty will be elected from each Unit through the Faculty Senate committee election process each spring. If too few faculty volunteer to be elected, then the Unit Assistant Vice President may appoint faculty members from their Unit to serve on the subcommittee. The AAC is comprised of twelve faculty who will serve a minimum of one academic year with no maximum term limit. The subcommittee will elect a Chair-person at the beginning of each year. The duties and responsibilities of this subcommittee are outlined in the Assessment Plan.

Faculty Evaluation Committee

The purpose of this committee is to assist in the development of processes and instruments to assess the performance of full-time and adjunct faculty. The committee also makes recommendations for the change of status of eligible full-time faculty members. Membership in the committee is defined in the Faculty Handbook and may vary from year to year depending on changes in that document. Typically, the membership is elected by the faculty constituency and includes the following personnel:

Faculty two-year terms (3) - even years

Faculty two-year terms (3) - odd years

(The FEC members elect one of their members to serve as their chair)

Appendix C**Committee Membership****Business Affairs****Business Affairs Committees**

The following committees are assigned to the area of Business Affairs and report to the Vice President for Business Affairs:

Safety and Loss Control Committee

This committee is responsible for developing program policy which aids the institution in controlling costs associated with insurable losses: The prevention of accidents and injury to students, employees, and visitors; and to reduce overall property losses. Other policies may be dictated by the General Services Department of the State of New Mexico, but supervised by the committee. Membership in the committee shall consist of appointments made by the Vice President for Business Affairs and are as follows:

Director of Budget (Chair)

Faculty representative

Professional Staff representative

Support Staff representative

Maintenance Staff representative - appointed by the Director of the Physical Plant

Custodial Staff representative - appointed by the Director of the Physical Plant

Manager of Security

Strategic Planning Committee

The Strategic Planning Committee is organized to formulate institutional strategies and long-range plans for the institution. The agendas of future meetings, minutes of previous meetings and any special reports are to be distributed campus-wide via e-mail. Membership in the Strategic Planning Committee is as follows:

President (ex-officio)

Vice President for Academic Affairs

Vice President for Business Affairs (Chair)

Vice President for Student Affairs

Executive Director of Human Resources

Executive Director of College Development

Faculty representatives (2)

Professional Staff representatives (2)

Support Staff representatives (2)

Community representative - appointed by the President