



Central Maine Community College Charter of Governance

1. Guiding Principles

The governance of the institution is guided by the following principles:

All members of the college community, either individually or collectively, have a right to be heard and to participate in the governance of the institution.

With the exception of those issues that are the subject of collective bargaining agreements and confidential issues relating to individuals, all affairs of the College are open to debate and are within the scope of the governance process. Usually, however, the governance process will concern itself with major issues and matters of policy.

While all professionals within the College may reasonably be expected to participate in the governance process, service on any committee is voluntary.

Consensus is the preferred method of decision-making.

Each entity in the governance process will presume that decisions recommended to it are appropriate. Any entity not accepting a recommendation has the responsibility of explaining why the recommendation was not accepted. Failure of a committee to achieve consensus will be considered prior to accepting a recommendation.

2. Constituency Groups

The various constituency groups of the College are:

The Faculty. Represented in the governance process by the Faculty Senate

The Student Body. Represented by the Student Senate

The Support Staff, which meets in caucus

Administrators (who do not report directly to the President) who meet in caucus

The President and executive officers of the College

3. Councils and Committees

The governance process includes the following councils and committees:

Leadership Council. Chaired by the President, the Council is composed of the principal executive officers of the College (who report directly to the president); the President of the Faculty Senate; the President of the Student Senate; one representative of administrators, (who do not report directly to the president) chosen by the caucus of that constituency; one representative of the support staff chosen by a caucus of that constituency. The Leadership Council will generally meet monthly.

As the principal advisory group to the college president, the Leadership Council decides matters that do not warrant processing through the governance structure.

Horizons Council. Chaired by the President, Horizons is composed of members of the various College constituencies appointed by the President.

The Horizons Council is responsible for developing and monitoring the implementation of the Strategic Plan, and budget and facilities plans. In addition, the Council is responsible for coordinating institutional accreditation matters.

The various college committees and their responsibilities are as follows:

- Academic Programs. Development, alteration and elimination of academic programs and courses, credit transfer, degree requirements, student appeals on academic issues
- Academic Standards. Academic regulations and practices, admissions requirements, student preparation, developmental studies, college calendar, schedule of classes
- Facilities and Safety. Buildings and grounds, occupational and student health and safety
- Instructional Resources and Technology. Library, computer resources, professional development, teaching enhancement
- Student Affairs. Enrollment management, retention, discipline policies, housing, athletics, student organizations, student appeals on non-academic issues

College committee members are appointed annually by the president and are usually composed as follows:

Not less than four nor more than seven members of the full-time faculty nominated by the President of the Faculty Senate

One or two students nominated by the President of the Student Senate

One or two members of the support staff

One or two administrators who do not report to the College President

One or two college executive officers

In making nominations and appointments to the various committees, continuity of membership will be considered. College committees shall select their own chairs, vice chairs and secretaries, positions for which college executive officers are not eligible. In making annual committee appointments, the college president will designate one member as “convenor.” Committees are responsible for developing their own work plans, and agendas.

In addition to the above committees, task forces may be designated from time to time to coordinate operations, engage in search and screen processes, and other related matters.

4. Procedures

The following procedures shall be followed in the College governance process:

Committees, acting on their own initiative or at the request of the College President, the Faculty Senate, the Student Senate, or a College executive officer, will formulate a recommendation and transmit that recommendation in the form of a memorandum to the College President, President of the Faculty Senate and, when student issues are involved, to the President of the Student Senate. The memorandum will indicate whether the recommendation was formulated by consensus or through other means. Whenever a decision was arrived at through consensus, each other level in the decision-making process will generally presume that the recommendation is appropriate. In making requests for committee consideration of an issue, individuals and entities may suggest a reasonable time line for decision making.

The Faculty Senate and, when student issues are involved, the Student Senate, may proceed as follows: (1) accept the recommendation and forward it to the College President, (2) make suggestions for changes and return the recommendation to the committee, or (3) take no action on the recommendation within thirty days of receipt in which case the committee recommendation will proceed to the next level.

The College President will, with the advice of the Leadership Council, consider all recommendations as a matter of public record. Requests for further consideration will be directed to the originating committee and will set forth in detail the rationale for the request.

Administrators are encouraged to consult with committees when issues arise during the implementation of decisions. Committees are encouraged to monitor the implementation of decisions.

When exceptional speed is required in the decision-making process (usually as a result of an externally imposed deadline) or during periods when committees are not usually in session, the Leadership Council may use a “fast track” process in lieu of the above. The “fast track” process entails the Leadership Council proposing a decision and informing the appropriate committee, the Faculty Senate and other constituency groups, as appropriate, of that proposed decision. The committee, the Faculty Senate, other constituency groups, or if formal meetings do not take place, individual members of the above, may then comment on the proposal. If the committee does not choose to act during the period of time specified in the proposal, the Leadership Council will proceed to implement the decision.

Administrators are encouraged to consult with committees on an informal basis. Committees may provide advice without using the formal process specified above.

5. Limitations

This document represents the best intentions of the various parties. It is not a legal instrument and does not modify the authority of the Board of Trustees or the administration to operate the institution.

03APR05