

# CLOVIS COMMUNITY COLLEGE

## GOVERNANCE DOCUMENT

### ***TABLE OF CONTENTS***

STATEMENT OF MISSION.....	2
DEFINITION OF GOVERNANCE .....	2
GUIDING PRINCIPLES OF GOVERNANCE .....	2
GENERAL RESPONSIBILITIES OF GOVERNANCE .....	2
ANNUAL REORGANIZATION OF STRUCTURES.....	3
MEETING MINUTES .....	3
DEFINITION AND FUNCTION OF CONSTITUENT GROUPS.....	3
COUNCILS.....	4
ADMINISTRATIVE COUNCIL.....	5
PRESIDENT'S COUNCIL.....	5
ASSESSMENT COUNCIL .....	5
STUDENT AFFAIRS COUNCIL .....	6
ACADEMIC AFFAIRS COUNCIL.....	6
CURRICULUM COUNCIL .....	6
INFORMATION TECHNOLOGY COUNCIL .....	7
STRATEGIC ENROLLMENT MANAGEMENT COUNCIL.....	7
STANDING COMMITTEES AND MEMBERSHIP.....	7
PRESIDENT'S COUNCIL COMMITTEES .....	8
Art Committee.....	8
Strategic Planning Committee.....	9
STUDENT AFFAIRS COUNCIL COMMITTEES.....	9
Admissions and Standards Committee .....	9
Financial Aid Appeals Committee.....	9
ACADEMIC AFFAIRS COUNCIL COMMITTEES.....	9
Faculty Evaluation Committee .....	9
Faculty Development Committee.....	10
Accreditation Committee .....	10
Bookstore Committee.....	10
STRATEGIC ENROLLMENT MANAGEMENT COUNCIL COMMITTEES .....	10
Starfish Committee.....	10
Retention Committee .....	11
Enrollment Strategies Committee .....	11
AD HOC COMMITTEES.....	11
CHANGING POLICY OR PROCEDURES .....	11
COUNCILS AND COMMITTEES .....	12

Adopted – August 1992 First  
Revision – June 1995  
Second Revision – December 2000  
Third Revision – December 2001  
Fourth Revision – April 2005  
Fifth Revision – December 2009  
Sixth Revision – November 2011  
Seventh Revision – September 2012  
Eighth Revision – September 2013  
Ninth Revision – September 2015  
Tenth Revision – September 2021  
Eleventh Revision – September 2022  
Twelfth Revision – September 2023  
Thirteen Revision – September 2024  
Fourteenth Revision – August 2025

# CLOVIS COMMUNITY COLLEGE

## GOVERNANCE DOCUMENT

### STATEMENT OF MISSION

Clovis Community College provides high-quality education, training, and lifelong learning that empowers individuals, enriches lives, and strengthens economic vitality across the communities we serve.

### DEFINITION OF GOVERNANCE

Governance is the process by which institutional policies are developed, changed, and implemented.

### GUIDING PRINCIPLES OF GOVERNANCE

Clovis Community College shall be governed through a system of procedures and structures designed to provide for participation by and/or consultation with representatives from the entire College community for the development of institutional policies and procedures.

The governance process of Clovis Community College is founded on the participation of constituent groups. Administration, faculty, professional employees, support staff, and students comprise the constituent groups at this institution. Participative consultation embodies the following governance principles:

**Disclosure:** Issues requiring governance action shall be considered only when constituent groups or their designated representatives have been afforded ample opportunity to address their positions on proposed action. Emergencies constitute an exception to this policy.

**Responsiveness:** Individuals and groups offering proposals through the governance system are entitled to timely and responsive communication on the part of other participants in the process. Mutual trust depends on good-faith participation on the part of all involved individuals and groups.

**Accountability:** The College community, including its identified constituency groups, will be guided by this document with respect to processes of internal governance. Upon request of affected constituent groups, involved administration and constituency group representatives shall provide detailed explanations concerning any deviation in practice from established governance processes.

### GENERAL RESPONSIBILITIES OF GOVERNANCE

The five-member Board of Trustees, elected from single-member districts, is the principal governing body of the College and has statutory powers of control and governance, budget, and executive staffing. It is the responsibility of the Board of Trustees 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 college policy does not preclude the initiation of policy by the Board of Trustees or the initiation of policy recommendations from the various constituencies.

It is the responsibility of the President of the College to implement policies adopted by the Board of Trustees, and to convey recommendations on policy matters to the Board of Trustees after consultation with affected constituent groups or their designated representatives.

## ANNUAL REORGANIZATION OF STRUCTURES

Committee and Council membership will be determined annually by September 30, in order that bodies with governance responsibilities may begin to function in a timely manner. Individuals and organizations with responsibility for naming members to councils and committees may do so in the preceding spring term, or any time prior to September 30.

Current committee and council rosters will be maintained in the Office of the Executive Vice President. The Executive Vice President and the Educational Services Coordinator shall also serve as certifier of qualifications for persons named to councils and committees and will ensure, for example, that provisions for constituency group membership and term limitations are observed. In the event that a nominee is found ineligible to serve, the nominee and the person making the appointment will be so advised, so that a different appointment may be made. Appeal of disqualification may be made is made to the President, whose decision shall be final.

## MEETING MINUTES

The chairperson for each council, committee, and constituency group shall ensure that minutes are recorded for all formal meetings and is responsible for posting of the minutes in a designated CCC electronic repository.

## DEFINITION AND FUNCTION OF CONSTITUENT GROUPS

The internal constituencies recognized by Clovis Community College as contributors to the governance process are as follows:

**Administration:** This constituency group includes the President and all administrative personnel as determined by the President.

**Faculty:** This constituency group includes all exempt, non-classified full-time personnel whose job descriptions are primarily instructional and who are not identified as administrative or professional in assignment. All full-time faculty members, including division chairs employed on faculty contracts, are members of this group. This group is represented in the governance process through the Faculty Association of Clovis Community College (FACCC).

**Professional Staff:** This constituency group includes all exempt, non-classified employees whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance. Work tends to be away from administrative direction, is performed a policy level, and involves delegation of responsibilities. The primary duty must be performing non-manual work directly related to the management or general business operations requiring advanced knowledge, defined as work that is predominately intellectual in character. A professional position is one of responsibility. Examples are positions such as directors, managers, system analysts, and counselors. This group shall have representation through the Professional Employees Association of Clovis Community College (PEACCC).

**Support Staff:** This constituency group includes all non-exempt, classified employees. Support staff positions are historically those that require direction and are routine in nature. Degree of knowledge in a field is a determining factor. Examples are positions such as secretarial, clerical, maintenance, and service workers. This group shall have representation through the Support Employees Association of Clovis Community College (SEACCC).

**Students:** This constituency group includes all those who are registered for credit at Clovis Community College. This group shall have representation through the Campus Activities Board (CAB).

Each full-time employee shall hold membership in one constituency group as designated in his or her personnel file. Student constituency membership shall be determined from current registration records but may not include regular employees. Clovis Community College shall maintain relevant information concerning membership of constituency groups as public information.

Functions common to college constituency groups include:

- a. Meeting outcomes and relevant materials from constituent groups, committees, and administrative units involved in the development of institutional policy or recommendations shall be made accessible to the College community, unless confidentiality is required.
- b. Parliamentary procedures shall be followed, and a secretary of each constituency group shall be appointed or elected to record minutes of each formal meeting.
- c. Each constituency group is encouraged to solicit participation from resource or part-time personnel as defined in the Personnel Policies and utilize their expertise in areas in which governance action is being considered.
- d. Constituency groups shall be encouraged to seek advice from any other constituency having responsibility in any governance action.
- e. Constituency groups will meet to discuss proposed changes in policies and procedures, and to provide response to proposals from other participating individuals and groups.

## **COUNCILS**

Staffing of councils of the College is by virtue of (1) holding a position specified in the membership of a council, (2) serving in an organizational unit that is to be represented on a council, or (3) membership in a constituency group that has representation on a council.

Anyone serving on a council by virtue of holding a specific position named in the council membership shall serve for the duration of his or her tenure in the position.

A council member representing an organizational unit (Information Technology or Student Affairs, for example) shall be appointed by the administrator supervising the unit, and shall serve for a term of two years, or for the duration of the regular term if appointed to fill an unexpired term. A member appointed to fill an unexpired term may serve one additional term.

A council member representing an employee constituency group (Administrative, Faculty, Professional, and Support) shall be appointed by the President of the constituency group, and shall serve for a term of two years, or for the duration of the regular term if appointed to fill an unexpired term. A member appointed to fill an unexpired term may serve one additional term. Student members of councils shall be appointed by the Executive Vice President of Academic Affairs, and may be student employees, but may not be regular full- or part-time employees of the College; student members serve for the remainder of the financial year (July 1 to June 30) in which they are appointed.

No appointed member of a council (those representing an organizational unit or constituency group) shall serve more than two consecutive two-year terms. Persons who have served two consecutive terms in positions for which those are the limit are not eligible to return to the position for a period of one full term, or two years.

It shall be the responsibility of the Educational Services Coordinator in consultation with the Executive Vice President to ascertain the committee membership and seek any needed appointments to fill the membership at the beginning of each fall semester, and to provide a complete roster of membership to the campus community no later than September 30.

## ***ADMINISTRATIVE COUNCIL***

**Definition and Purpose:** The Administrative Council is the College's top leadership group. The Council brings issues of importance to the President's attention and assists in deliberating matters of institutional policy and practice. The Council is a body that provides the final review of such matters unless Board of Trustees approval is required for implementation.

**Membership:** The Administrative Council includes in its membership the College President (Chair); the Executive Vice President; the Chief Financial Officer; the Vice President of Information Technology and Operations; the Dean of Student Services/Government Relations; the Executive Director of Planning and Sponsored Projects; the Director of Communications and Marketing; and the Dean of Academic Support & Professional Development.

**Meets:** The Administrative Council meets weekly and at the call of the President.

## ***PRESIDENT'S COUNCIL***

**Definition and Purpose:** The President's Council is comprised of the College's upper and middle managers and supervisors. The Council provides for broad-based communication among supervisors and is intended to produce a leadership corps that has common purposes, goals, and understandings regarding operating procedures, current events, and strategic directions of the College. The Council provides leadership in the event of campus emergencies, leads in planning processes, and keeps the campus community informed through regular transmittal of information to and from operating units of the College.

**Membership:** The President's Council is comprised of all members of the Administrative Council, all Division Chairs, the Director of Foundation, the Presidents of each constituency group, and all Directors.

**Meets:** The President's Council meets monthly and at the call of the President.

## ***ASSESSMENT COUNCIL***

**Definition and Purpose:** The Assessment Council promotes effectiveness of instruction and services by:

- ◆ Maintaining a current assessment plan, which provides for regular appraisal of all instructional, service, and support functions of the institution.
- ◆ Collecting assessment data generated through implementation of the assessment plan and reporting periodically to the campus community and other appropriate constituencies concerning findings, indications for improvement, corrective action implemented, and recommendations.
- ◆ Promoting education on the assessment function and encouraging all operating units to continually measure effectiveness and identify and implement changes to bring about improvement in performance.
- ◆ Evaluating and assisting with faculty assessment of student learning outcomes.

**Membership:** The Assessment Council includes in its membership the Executive Vice President; all Division Chairs; the Dean of Academic Support & Professional Development; and four or more Faculty members. The Executive Vice President appoints another member as Chair.

**Meets:** The Assessment Council meets at least twice each fall and spring semester and at the call of the Chair.

## ***STUDENT AFFAIRS COUNCIL***

**Definition and Purposes:** The Student Affairs Council has the responsibility for reviewing and recommending institutional policies that focus on the support services for students including academic advising, admissions, campus life, career services, counseling, financial aid, the Office of Accessibility and Resources (OARS), recruitment, registration, testing, tutoring; TRIO Student Support Services; and veterans' affairs.

**Membership:** The Student Affairs Council includes in its membership the Dean of Student Services/Government Relations (chair); the Executive Vice President; the Dean of Academic Support & Professional Development; the Director of Enrollment Services/Registrar; the Director of Financial Aid; the Director of Academic Advising; the OARS Coordinator; all academic advisors; the TRIO Student Support Services Director; the TRIO Upward Bound Director; the Admissions Coordinator; the Recruitment Coordinator; the Academic Tutoring & Coaching Manager; and one faculty representative.

**Meets:** The Student Affairs Council meets once a semester during the fall and spring semesters and at the call of the Chair.

## ***ACADEMIC AFFAIRS COUNCIL***

**Definition and Purposes:** The Academic Affairs Council evaluates and oversees the implementation of policies relating to instruction, academic standards, and faculty affairs.

**Membership:** The Academic Affairs Council includes in its membership the Executive Vice President (Chair); the Dean of Academic Support & Professional Development; two Division Chairs; and one other faculty representative. Of the Division Chair members of the Academic Affairs Council, one must be from the STEM; Communication, Fine Arts, and Humanities; or Business Administration, Behavioral Science, and Education divisions, while the other from the Occupational Technology, Allied Health, and Health or Physical Education division.

**Meets:** The Academic Affairs Council meets once a semester during the fall and spring semesters and at the call of the Chair.

## ***CURRICULUM COUNCIL***

**Definition and Purpose:** The Curriculum Council supports the instructional function of the College by:

- ◆ Planning, revising, and implementing curricular changes.
- ◆ Conducting Program Reviews.
- ◆ Working to establish prerequisites for courses and programs.
- ◆ Revising and updating course scheduling procedures.
- ◆ Recommending course and program changes to the catalog.
- ◆ Advising the Executive Vice President as requested on matters of policy and practice in academic policies.

**Membership:** The Curriculum Council includes in its membership the Executive Vice President (Chair); all Division Chairs; the Director of Library Resources; the Director of Enrollment Services/Registrar; the Dean of Student Services/Government Relations; the Director of Academic Advising; the Director of Communications and Marketing; the Executive Director of Planning and Sponsored Projects; the Director of Financial Aid; the Director of Educational Partnerships/Dual Credit; the Educational Services Coordinator; the Dean of Academic Support & Professional Development; a Faculty Association representative; and up to three additional members designated by the Executive Vice President.

**Meets:** The Curriculum Council meets monthly during the fall and spring semesters and at the call of the Chair.

## **INFORMATION TECHNOLOGY COUNCIL**

**Definition and Purpose:** The Information Technology Council advises the Information Technology area on strategies to enhance and support the mission of the College through implementing advanced technology. The tasks of the Information Technology Council include the following:

- ◆ Studying and revising computing issues across all functional and educational areas of the institution.
- ◆ Providing a forum for discussion of issues related to technology.
- ◆ Formulating, prioritizing and recommending strategic directions for information technology.

**Membership:** The Information Technology Council includes in its membership the Vice President of Information Technology and Operations (Chair); the Executive Vice President; the Systems and Network Manager; Data Integration Technologist; the Manager of User Services; the Director of Library Resources; the Director of Institutional Research; the Information Technology and Operations Office Coordinator; a Systems and Network Specialist; the CIS Division Chair; ; the Manager of Capital Projects; the Allied Health Simulation & IT Technical; an Instructional Technologist; two representatives each from the Faculty, Support, and Professional constituencies; and a student representative.

**Meets:** The Information Technology Council meets once each fall and spring semester and at the call of the Chair.

## **STRATEGIC ENROLLMENT MANAGEMENT COUNCIL**

**Definition and Purpose:** The Strategic Enrollment Management Council actively monitors the effectiveness of enrollment and retention policies by:

- ◆ Maintaining a current strategic enrollment management plan, which addresses enrollment trends and retention as it relates to recruitment, marketing, and overall enrollment management.
- ◆ Overseeing implementation of the strategic enrollment management plan, monitoring and evaluating progress.
- ◆ Revising the strategic enrollment management plan every two years to ensure it meets the changing needs of the college's educational environment and mission.

**Membership:** The Strategic Enrollment Management Council includes in its membership the Dean of Student Services/Government Relations (Co-Chair); the Dean of Academic Support & Professional Development (Co-Chair); the Executive Vice President; the Director of Enrollment Services/Registrar; the Director of Holistic Support; the Starfish Administrator; two Division Chairs; and two Student Services Directors.

**Meets:** The Strategic Enrollment Management Council meets at least once each fall and spring and at the call of the Chair(s).

## **STANDING COMMITTEES AND MEMBERSHIP**

Standing committees may be designated under each Council. By definition, a standing committee is one that has a permanent function, is recognized in the governance structure, and has regular meetings.

Standing committees are composed in a manner intended to facilitate broad participation in decision-making while ensuring expertise appropriate to the committee's assigned responsibility. Constituency group representatives on standing committees are appointed by the presidents of the pertinent constituency groups. Terms of service for appointees are two years unless otherwise stated, below. Initially, half the members will be appointed to one-year terms and half to two-year terms; thereafter, all members will serve two-year terms, with half the positions up for appointment at the beginning of each academic year. No appointee will serve more than two consecutive terms. Under normal

circumstances, no one should serve on more than two committees during any academic year. The Executive Vice President shall appoint student members of committees. When vacancies occur, the person authorized to make regular committee appointments will appoint a new committee member, who shall serve the remainder of the regular term and may be reappointed to one full term. The standing committees relate to specific administrative functions of the College as follows:

### ***PRESIDENT'S COUNCIL***

- ◆ Art Committee
- ◆ Strategic Planning Committee

### ***STUDENT AFFAIRS COUNCIL***

- ◆ Admissions and Standards Committee
- ◆ Financial Aid Appeals Committee

### ***ACADEMIC AFFAIRS COUNCIL***

- ◆ Faculty Evaluation Committee
- ◆ Faculty Development Committee
- ◆ Accreditation Committee
- ◆ Bookstore Committee

### ***STRATEGIC ENROLLMENT MANAGEMENT COUNCIL***

- ◆ Starfish Committee
- ◆ Retention Committee
- ◆ Enrollment Strategies Committee

### ***PRESIDENT'S COUNCIL COMMITTEES***

The following committee receives oversight from President's Council and reports to the President of the College.

#### ***Art Committee***

**Definition and Purpose:** The CCC Art Committee exists to advise the President concerning acquisition and exhibit of visual art and to exercise certain functions on behalf of the College in connection with the state Art in Public Places program. The committee is comprised of community residents who reflect the community's cultural diversity. The Committee will be responsible for the selection of art for the College. Its composition reflects provisions of the Art in Public Places (AIPP) statutes and requirements of the Board of Trustees. The Trustees support local participation to ensure that works of art reflect the values of the community.

**Membership:** Committee members are appointed by the Board of Trustees. The chair is selected by the membership. The Committee is comprised of nine to eleven members. Committee members must include the following:

- ◆ A full-time Clovis Community College employee (user agency representative).
- ◆ An architect, engineer, or other appropriate design or construction professional.
- ◆ One arts professional or community arts representative.
- ◆ One artist (cannot submit an AIPP project proposal for CCC consideration).
- ◆ Two to four community representatives at the discretion of the Board of Trustees.
- ◆ One student member.
- ◆ One member of the Board of Trustees (owner agency representative).
- ◆ The President of the College (ex-officio).

The user agency representative, construction professional, arts professional, and community

representatives serve four-year terms. The student member serves for one academic year, and the Board of Trustees member serves an indefinite term as determined by the Board of Trustees.

#### ***Strategic Planning Committee***

**Definition and Purpose:** The Strategic Planning Committee supports the development, implementation, and ongoing assessment of the institution's strategic plan. The committee gathers and analyzes internal and external data, engages stakeholders in identifying institutional priorities, and monitors progress toward strategic goals to ensure alignment with the college's mission, vision, and long-term objectives.

**Membership:** The Strategic Planning Committee includes in its membership the Executive Director of Sponsored Programs (Chair); the Dean of Student Services/Government Relations; the Dean of Academic Support & Professional Development; the President; the Executive Vice President; the Vice President of IT & Operations; the Chief Financial Officer; all Division Chairs; the Director of Communication and Marketing; the Director of Educational Partnerships/Dual Credit; the Director of Financial Aid; the Director of Campus Security; the Director of Human Resource Services; the Director of the Small Business Development Center; the Director of Workforce Partnerships/Non-Credit; the Manager of Capital Projects; the Director of Institutional Research; the Career Services & Campus Student Life Coordinator; the Director of Enrollment Services/Registrar; the Director of Foundation; two representatives from the Board of Trustees; two faculty representatives; two student representatives; and three representatives from the community.

### ***STUDENT AFFAIRS COUNCIL COMMITTEES***

The following committees are assigned to the Student Affairs Council and report to Dean of Student Services/Government Relations.

#### ***Admissions and Standards Committee***

**Definition and Purpose:** The Admissions and Standards Committee serves as a final review board for student concerns relating to catalog policies and procedures. Regular meetings of the committee occur before each semester and at the call of the Chair to act on student appeals.

**Membership:** The Admissions and Standards Committee includes in its membership the Director of Enrollment Services/Registrar (Chair); an Academic Advising representative (appointed by the Dean of Student Services/Government Relations); a Division Chair (appointed by the Executive Vice President); three Faculty Representatives at least one of whom must be from the Allied Health Division; and a Student Representative.

#### ***Financial Aid Appeals Committee***

**Definition and Purpose:** The purpose of Financial Aid Appeals Committee is to review submitted financial aid appeal packets and approve or deny awards to those students who are on financial aid suspension for federal financial assistance and/or state assistance.

**Membership:** The Financial Aid Appeals Committee includes in its membership the Director of Financial Aid (Chair); the Director of Academic Advising; the Financial Aid Coordinator; the Director of Enrollment Services/Registrar; an FACC member; and a Student Representative.

### ***ACADEMIC AFFAIRS COUNCIL COMMITTEES***

The following committees are assigned to the Academic Affairs Council and report to the Executive Vice President.

#### ***Faculty Evaluation Committee***

**Definition and Purpose:** The Faculty Evaluation Committee (FEC) makes recommendations for the change of status of eligible full-time faculty members. Membership in the committee is defined in the Faculty Personnel Policies manual and may vary from year to year depending on changes in that document.

**Membership:** The Faculty Evaluation Committee includes in its membership the Executive Vice

President and five faculty representatives who each serve a two year term, up to two consecutive terms. The faculty representatives must be under Continuing Contract or Tenure and cannot be a Division Chair. There should be no more than one representative from each Division, unless in a case in which there are fewer than five divisions with qualified faculty members. In this case, the additional representative(s) from an already represented division shall only serve a one-year term. The Committee Chair is elected by its membership.

#### ***Faculty Development Committee***

**Definition and Purpose:** The Faculty Development Committee (1) plans and recommends activities to the Executive Vice President for the professional development of faculty; (2) reviews requests and recommends allocations from the Faculty Development Fund; and (3) recommends approvals for requests from faculty for Professional Development Leave.

**Membership:** The Faculty Development Committee includes one representative from each instructional division, along with the Executive Vice President. The division chairs from their respective divisions appoint faculty members. The Committee Chair is appointed by the Executive Vice President.

#### ***Accreditation Committee***

**Definition and Purpose:** The Accreditation Committee will oversee processes relating to the coordination, oversight, and support of institutional accreditation efforts with the Higher Learning Commission. The committee will guide preparation for accreditation reviews, monitor ongoing compliance with accreditation criteria, and promote institutional awareness and engagement in continuous improvement processes.

**Membership:** The Accreditation Committee includes the Executive Vice President (Chair); the Dean of Academic Support & Professional Development; the Executive Director of Sponsored Programs; one Division Chair; two Student Services employees; four faculty members appointed by the Chair; and two staff volunteers.

#### ***Bookstore Committee***

**Definition and Purpose:** The Bookstore Advisory Committee will meet to coordinate processes and communication practices between CCC and BibliU. They will also work to resolve issues students experience with regards to obtaining course materials.

**Membership:** The Bookstore Advisory Committee includes the Dean of Academic Support & Professional Development (Chair); two Division Chairs; two representatives from the Business Office; and one representative from Financial Aid. An invitation will also be sent for all meetings to the Bookstore Manager and Regional Manager.

### ***STRATEGIC ENROLLMENT MANAGEMENT COUNCIL COMMITTEES***

The following committees are assigned to the Strategic Enrollment Management Council and report to both the Dean of Student Services/Government Relations and Dean of Academic Support & Professional Development.

#### ***Starfish Committee***

**Definition and Purpose:** The Starfish Committee supports the effective implementation and utilization of the Starfish student success platform. The committee provides guidance on best practices for leveraging Starfish to enhance student engagement, retention, and success; addresses technical concerns and user feedback; and promotes collaboration across departments to ensure consistent and effective use of the platform in alignment with institutional goals.

**Membership:** The Starfish Committee includes the Starfish Administrator (Chair); Executive Vice President; the Vice President of IT & Operations; the Dean of Student Services/Government Relations; the Dean of Academic Support & Professional Development; the Executive Director of Sponsored Projects; the Director of Academic Advising; all Division Chairs; the Director of Financial Aid; the Director of Enrollment Services/Registrar; the Director of Educational partnerships/Dual

Credit; the Director of Institutional Research; the Academic Tutoring & Coaching Manager; the TRIO SSS Academic Services Coordinator; the IR Analyst; the Information Systems Report Technologist; the Data Integration Technologist; the Director of Holistic Support; and the Admissions Coordinator.

#### ***Retention Committee***

**Definition and Purpose:** The Retention Committee supports the development, coordination, and evaluation of strategies aimed at improving student retention and success. The committee analyzes data to identify barriers to persistence, recommends evidence-based interventions, and fosters collaboration among departments to implement and assess retention initiatives that align with institutional priorities.

**Membership:** The Retention Committee includes in its membership the Director of Holistic Support (Chair); Dean of Student Services/Government Relations; the Executive Vice President; the Director of Enrollment Services/Registrar; the Director of Financial Aid; The Director of Advising; the Director of Institutional Research; the Executive Director for Planning and Sponsored Projects; the Dean of Academic Support & Professional Development; all Division Chairs; the Institutional Research Analyst; and two representatives from the Faculty Constituency. It is preferred that the faculty constituency representatives are experienced in the application of quantitative and qualitative data analyses.

#### ***Enrollment Strategies Committee***

**Definition and Purpose:** The Enrollment Strategies Committee supports the development, coordination, and evaluation of strategic enrollment initiatives. The committee reviews enrollment trends and data, recommends practices to enhance recruitment, admissions, and student yield, and collaborates across departments to align enrollment strategies with institutional goals and capacity.

**Membership:** The Enrollment Strategies Committee includes in its membership the Director of Enrollment Services/Registrar (Chair); the President; the Executive Vice President; the Dean of Student Services/Government Relations; an Admissions Specialist; two Recruiters; the Career Services & Campus Student Life Coordinator; the Director of Financial Aid; the Director of Academic Advising; the Director of Foundation; the Executive Director of Sponsored Projects; the Director of Communication and Marketing; the Director of Educational Partnerships/Dual Credit; and all Division Chairs.

### **AD HOC COMMITTEES**

Ad hoc committees may function under any one or more councils depending on the scope of work. An ad hoc committee has a specific and short-term responsibility with limited and not regularly scheduled meetings. Examples of ad hoc committees follow:

- ◆ Catalog Committee
- ◆ Search Committee
- ◆ Accreditation Committee
- ◆ Personnel Policies Committee

### **CHANGING POLICY OR PROCEDURES**

Any full-time employee of Clovis Community College may propose a new policy or a change in policy or procedures. Recommended policy and procedure changes should be brought to the respective administrator. The administrator who oversees the policy for that area will work with the Administration team to ensure the governance process and required approvals are followed for all proposed policy and procedure changes.

## COUNCILS AND COMMITTEES

Administrative Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
President	Position Held	Tenure in Position	N/A	President
Executive Vice President	Position Held	Tenure in Position	N/A	
Chief Financial Officer	Position Held	Tenure in Position	N/A	
VP of IT and Operations	Position Held	Tenure in Position	N/A	
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Executive Director of Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
Director of Communications & Marketing	Position Held	Tenure in Position	N/A	

President's Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
President	Position Held	Tenure in Position	N/A	President
Executive Vice President	Position Held	Tenure in Position	N/A	
Chief Financial Officer	Position Held	Tenure in Position	N/A	
VP of IT and Operations	Position Held	Tenure in Position	N/A	
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Executive Director of Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
Director of Communications & Marketing	Position Held	Tenure in Position	N/A	
All Division Chairs	Position Held	Tenure in Position	N/A	
Director of Foundation	Position Held	Tenure in Position	N/A	
Director of Library Resources	Position Held	Tenure in Position	N/A	
Systems and Network Manager	Position Held	Tenure in Position	N/A	
User Services Manager	Position Held	Tenure in Position	N/A	
Capital Projects Manager	Position Held	Tenure in Position	N/A	
Director of the Small Business Development Center	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Facilities Manager	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Human Resource Services	Position Held	Tenure in Position	N/A	
Director of Purchasing	Position Held	Tenure in Position	N/A	
Director of TRIO Student Support Services	Position Held	Tenure in Position	N/A	
Director of TRIO Upward Bound	Position Held	Tenure in Position	N/A	
Director of Title V Projects	Position Held	Tenure in Position	N/A	
Director of Educational Partnerships & Dual Credit	Position Held	Tenure in Position	N/A	
Director of Campus Security	Position Held	Tenure in Position	N/A	
Director of Academic Advising	Position Held	Tenure in Position	N/A	
Director of Holistic Support	Position Held	Tenure in Position	N/A	
Director of Workforce Partnerships & Non-Credit Training	Position Held	Tenure in Position	N/A	
President, FACC	Position Held	Tenure in Position	N/A	
President, PEACC	Position Held	Tenure in Position	N/A	
President, SEACC	Position Held	Tenure in Position	N/A	

Assessment Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Appointed by Executive VP from among FACC members
All Division Chairs	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
FACC Representative	FACC Member	2 years, 2 consec terms	FACC President	
FACC Representative	FACC Member	2 years, 2 consec terms	FACC President	
FACC Representative	FACC Member	2 years, 2 consec terms	FACC President	
FACC Representative	FACC Member	2 years, 2 consec terms	FACC President	

Student Affairs Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Dean of Student Services & Government Relations
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Academic Advising	Position Held	Tenure in Position	N/A	
OARS Coordinator	Position Held	Tenure in Position	N/A	
All Academic Advisors	Position Held	Tenure in Position	N/A	
Director of TRIO Student Support Services	Position Held	Tenure in Position	N/A	
Admissions Coordinator	Position Held	Tenure in Position	N/A	
Recruitment Coordinator	Position Held	Tenure in Position	N/A	
Academic Tutoring & Coaching Manager	Position Held	Tenure in Position	N/A	
FACC Representative	FACC Member	2 years, 2 consec terms	FACC President	

Academic Affairs Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Executive Vice President
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Division Chair	Division Chair of one of the following: STEM; Communication, Fine Arts, and Humanities; or Business Administration, Behavioral Science, and Education	2 years, 2 consec terms	Executive Vice President	
Division Chair	Division Chair of one of the following: Allied Health; Occupational Technology; or Health and Physical Education	2 years, 2 consec terms	Executive Vice President	
FACC Representative	FACC Member	2 years, 2 consec terms	FACC President	

Curriculum Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Executive Vice President
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
All Division Chairs	Position Held	Tenure in Position	N/A	
Director of Library Resources	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Director of Academic Advising	Position Held	Tenure in Position	N/A	
Director of Communications & Marketing	Position Held	Tenure in Position	N/A	
Executive Director Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Educational Partnerships & Dual Credit	Position Held	Tenure in Position	N/A	
Educational Services Coordinator	Position Held	Tenure in Position	N/A	
FACCC Representative	FACCC Member	2 years, 2 consec terms	FACCC President	
Other Members (Up to 3)	N/A	N/A	Executive VP	

Information Technology Council				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Vice President of IT and Operations
Vice President of IT and Operations	Position Held	Tenure in Position	N/A	
Systems and Network Manager	Position Held	Tenure in Position	N/A	
Data Integration Technologist	Position Held	Tenure in Position	N/A	
Manager of User Services	Position Held	Tenure in Position	N/A	
Director of Library Services	Position Held	Tenure in Position	N/A	
Director of Institutional Research	Position Held	Tenure in Position	N/A	
Information Technology and Operators Office Coordinator	Position Held	Tenure in Position	N/A	
Systems and Network Specialist	Position Held	Tenure in Position	N/A	
CIS Division Chair	Position Held	Tenure in Position	N/A	
Manager of Capital Projects	Position Held	Tenure in Position	N/A	
Allied Health Simulation & IT Technician	Position Held	Tenure in Position	N/A	
Instructional Technologist	Position Held	Tenure in Position	N/A	
FACCC Representative	FACCC Member	2 years, 2 consec terms	FACCC President	
FACCC Representative	FACCC Member	2 years, 2 consec terms	FACCC President	
PEACCC Representative	PEACCC Member	2 years, 2 consec terms	PEACCC President	
PEACCC Representative	PEACCC Member	2 years, 2 consec terms	PEACCC President	
SEACCC Representative	SEACCC Member	2 years, 2 consec terms	SEACCC President	
SEACCC Representative	SEACCC Member	2 years, 2 consec terms	SEACCC President	

Strategic Enrollment Management Council				
Membership	Qualifications	Term of Office	Selected by:	Chairs
Executive Vice President	Position Held	Tenure in Position	N/A	Dean of Student Services & Government Relations and Dean of Academic Support & Professional Development
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Director of Holistic Support	Position Held	Tenure in Position	N/A	
Starfish Administrator	Position Held	Tenure in Position	N/A	
Division Chair	Division Chair	2 years, 2 consec terms	Dean of Academic Support & Professional Development	
Division Chair	Division Chair	2 years, 2 consec terms	Dean of Academic Support & Professional Development	
Student Services Director	Student Services Director	2 years, 2 consec terms	Dean of Student Services & Government Relations	Dean of Student Services & Government Relations
Student Services Director	Student Services Director	2 years, 2 consec terms	Dean of Student Services & Government Relations	

Art Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Representative of Property Users	CCC Employee	4 years, unlimited terms	CCC Trustees	Elected by membership
Design or Construction Professional	Profession	4 years, unlimited terms	CCC Trustees	
Arts Professional or Community Art Person	Profession/Activity	4 years, unlimited terms	CCC Trustees	
Artist	Profession	4 years, unlimited terms	CCC Trustees	
Community Representative (Mandated)	Area Resident	4 years, unlimited terms	CCC Trustees	
Community Representative (Mandated)	Area Resident	4 years, unlimited terms	CCC Trustees	
Community Representative per BOT Discretion	Area Resident	4 years, unlimited terms	CCC Trustees	
Community Representative per BOT Discretion	Area Resident	4 years, unlimited terms	CCC Trustees	
Student Representative	Student, not a full-time employee	1 academic year	CCC Trustees	
CCC Trustee	Board of Trustees	4 years, while a trustee	CCC Trustees	
CCC President (ex officio)	Position Held	Tenure in Position	N/A	

Strategic Planning Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Director of Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	Executive Director of Planning & Sponsored Projects
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
President	Position Held	Tenure in Position	N/A	
Executive Vice President	Position Held	Tenure in Position	N/A	
Vice President of IT & Operations	Position Held	Tenure in Position	N/A	
Chief Financial Officer	Position Held	Tenure in Position	N/A	
All Division Chairs	Position Held	Tenure in Position	N/A	
Director of Communication & Marketing	Position Held	Tenure in Position	N/A	
Director of Educational Partnerships & Dual Credit	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Campus Security	Position Held	Tenure in Position	N/A	
Director of Human Resource Services	Position Held	Tenure in Position	N/A	
Director of the Small Business Development Center	Position Held	Tenure in Position	N/A	
Director of Workforce Partnerships & Non-Credit	Position Held	Tenure in Position	N/A	
Manager of Capital Projects	Position Held	Tenure in Position	N/A	
Director of Institutional Research	Position Held	Tenure in Position	N/A	
Career Services & Campus Student Life Coordinator	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Director of Foundation	Position Held	Tenure in Position	N/A	
Trustee	CCC Trustee	1 strategic planning cycle, unlimited terms	President	
Trustee	CCC Trustee	1 strategic planning cycle, unlimited terms	President	
FACCC Representative	FACCC Member	1 strategic planning cycle, unlimited terms	President	
FACCC Representative	FACCC Member	1 strategic planning cycle, unlimited terms	President	
Student Representative	Student, not a full-time employee	1 strategic planning cycle, unlimited terms	President	
Student Representative	Student, not a full-time employee	1 strategic planning cycle, unlimited terms	President	
Community Representative	Area Resident	1 strategic planning cycle, unlimited terms	President	
Community Representative	Area Resident	1 strategic planning cycle, unlimited terms	President	
Community Representative	Area Resident	1 strategic planning cycle, unlimited terms	President	

Admissions and Standards Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	Director of Enrollment Services/Registrar
Academic Advisor	Academic Advisor	2 years, 2 consec terms	Dean of Student Services & Government Relations	
Division Chair	Division Chair	2 years, 2 consec terms	Dean of Student Services & Government Relations	
FACCC Representative	FACCC Member	2 years, 2 consec terms	Executive Vice President	
FACCC Representative	FACCC Member	2 years, 2 consec terms	Executive Vice President	
FACCC Representative	FACCC Member, Allied Health Faculty	2 years, 2 consec terms	Executive Vice President	
Student Representative	Student, not a full-time employee	1 academic year	Dean of Student Services & Government Relations	

Financial Aid Appeals Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Director of Financial Aid	Position Held	Tenure in Position	N/A	Director of Financial Aid
Director of Academic Advising	Position Held	Tenure in Position	N/A	
Financial Aid Coordinator	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
FACCC Member	FACCC Member	2 years, 2 consec terms	FACCC President	
Student Representative	Student, not a full-time employee	1 academic year	Director of Financial Aid	

Faculty Evaluation Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Elected by membership
Allied Health Representative	Faculty in Division	2 years, 2 consec terms	Elected by FACCC	
Occupational Technology Representative	Faculty in Division	2 years, 2 consec terms	Elected by FACCC	
Health and Physical Education Representative	Faculty in Division	2 years, 2 consec terms	Elected by FACCC	
STEM Representative	Faculty in Division	2 years, 2 consec terms	Elected by FACCC	
Communication, Fine Arts, and Humanities Representative	Faculty in Division	2 years, 2 consec terms	Elected by FACCC	
Business Administration, Behavioral Science, and Education Representative	Faculty in Division	2 years, 2 consec terms	Elected by FACCC	
Additional Rep (if needed)	FACCC Member	1 year, 2 consec. terms	Elected by FACCC	

Faculty Development Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Appointed by Executive Vice President
Allied Health Representative	Faculty in Divison	2 years, 2 consec terms	Appointed by Division Chair	
Occupational Technology Representative	Faculty in Divison	2 years, 2 consec terms	Appointed by Division Chair	
Health and Physical Education Representative	Faculty in Divison	2 years, 2 consec terms	Appointed by Division Chair	
STEM Representative	Faculty in Divison	2 years, 2 consec terms	Appointed by Division Chair	
Communication, Fine Arts, and Humanities Representative	Faculty in Divison	2 years, 2 consec terms	Appointed by Division Chair	
Business Administration, Behavioral Science, and Education Reprentative	Faculty in Divison	2 years, 2 consec terms	Appointed by Division Chair	

Accreditation Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Executive Vice President	Position Held	Tenure in Position	N/A	Executive Vice President
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Executive Director of Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
Division Chair	Division Chair	2 years, unlimited terms	Executive Vice President	
Student Services Employee	Student Services Employee	2 years, unlimited terms	Executive Vice President	
Student Services Employee	Student Services Employee	2 years, unlimited terms	Executive Vice President	
FACCC Representative	FACCC Member	2 years, unlimited terms	Executive Vice President	
FACCC Representative	FACCC Member	2 years, unlimited terms	Executive Vice President	
FACCC Representative	FACCC Member	2 years, unlimited terms	Executive Vice President	
FACCC Representative	FACCC Member	2 years, unlimited terms	Executive Vice President	
Staff Volunteer	CCC Staff	2 years, unlimited terms	Executive Vice President	
Staff Volunteer	CCC Staff	2 years, unlimited terms	Executive Vice President	

Bookstore Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	Dean of Academic Support & Professional Development
Division Chair	Division Chair	2 years, 2 consec terms	Dean of Academic Support & PD	
Division Chair	Division Chair	2 years, 2 consec terms	Dean of Academic Support & PD	
Business Office Representative	Business Office Employee	2 years, 2 consec terms	Chief Financial Officer	
Business Office Representative	Business Office Employee	2 years, 2 consec terms	Chief Financial Officer	
Financial Aid Representative	Financial Aid Employee	2 years, 2 consec terms	Director of Financial Aid	

Starfish Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Starfish Administrator	Position Held	Tenure in Position	N/A	Starfish Administrator
Executive Vice President	Position Held	Tenure in Position	N/A	
Vice President of IT & Operations	Position Held	Tenure in Position	N/A	
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Executive Director of Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
Director of Academic Advising	Position Held	Tenure in Position	N/A	
All Division Chairs	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Director of Educational Partnerships & Dual Credit	Position Held	Tenure in Position	N/A	
Director of Institutional Research	Position Held	Tenure in Position	N/A	
Academic Tutoring & Coaching Manager	Position Held	Tenure in Position	N/A	
TRIO SSS Academic Services Coordinator	Position Held	Tenure in Position	N/A	
IR Analyst	Position Held	Tenure in Position	N/A	
Information Systems Report Technologist	Position Held	Tenure in Position	N/A	
Data Integration Technologist	Position Held	Tenure in Position	N/A	
Director of Holistic Support	Position Held	Tenure in Position	N/A	
Admissions Coordinator	Position Held	Tenure in Position	N/A	

Retention Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Director of Holistic Support	Position Held	Tenure in Position	N/A	Director of Holistic Support
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Dean of Academic Support & Professional Development	Position Held	Tenure in Position	N/A	
Executive Vice President	Position Held	Tenure in Position	N/A	
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Academic Advising	Position Held	Tenure in Position	N/A	
Director of Institutional Research	Position Held	Tenure in Position	N/A	
Executive Director for Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
All Division Chairs	Position Held	Tenure in Position	N/A	
institutional Research Analyst	Position Held	Tenure in Position	N/A	
FACCC Representative	FACCC Member	2 years, 2 consec terms	FACCC President	
FACCC Representative	FACCC Member	2 years, 2 consec terms	FACCC President	

Enrollment Strategies Committee				
Membership	Qualifications	Term of Office	Selected by:	Chair
Director of Enrollment Services/Registrar	Position Held	Tenure in Position	N/A	Director of Enrollment Services/Registrar
President	Position Held	Tenure in Position	N/A	
Executive Vice President	Position Held	Tenure in Position	N/A	
Dean of Student Services & Government Relations	Position Held	Tenure in Position	N/A	
Admissions Specialist	Position Held	Tenure in Position	N/A	
Recruiter	Position Held	Tenure in Position	N/A	
Recruiter	Position Held	Tenure in Position	N/A	
Career Services & Campus Student Life Coordinator	Position Held	Tenure in Position	N/A	
Executive Director for Planning & Sponsored Projects	Position Held	Tenure in Position	N/A	
Director of Financial Aid	Position Held	Tenure in Position	N/A	
Director of Academic Advising	Position Held	Tenure in Position	N/A	
Director of Foundation	Position Held	Tenure in Position	N/A	
Director of Communication & Marketing	Position Held	Tenure in Position	N/A	
Director of Educational Partnerships & Dual Credit	Position Held	Tenure in Position	N/A	
Division Chairs	Position Held	Tenure in Position	N/A	

