

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Governance Policy	<i>Number:</i> T 706	<i>Page(s):</i> 4
	<i>Date:</i> March 8, 2021	

PURPOSE

Vermont Tech operates through a shared governance structure approved by the president which consists of various Committees, Councils, and Task Forces.

STATEMENT OF POLICY

The president needs input and recommendations from each governing group to effectively manage the institution. The president of the college operates within the policies and procedures of the Vermont State Colleges Board of Trustees and has the final decision-making authority concerning policies and procedures of the college.

PROCEDURES

Governing Groups

1. The **President's Executive Committee** is formed to include membership selected by the President to assist the president in assuring we are a mission driven institution and shall:
 - a. Provide strategic direction for the College relating to its central mission.
 - b. Develop a clear financial map for the college and ensure its continued financial sustainability through effective fundraising, budgeting, and financial management.
 - c. Establish practices and policies that enable students, staff, and faculty to work in a safe, secure environment.
 - d. Represent the College by actively participating in professional and community activities at the local, regional, and national level.
 - e. Create an environment that encourages excellence, innovation, and inclusion.
 - f. In their individual roles, members have managerial responsibility for their academic or administrative units, and are responsible for effective, fair and transparent leadership of their areas of responsibility.

The Executive Committee may meet as needed and designated by the President at a set time to discuss business that has either long range impact to the college that crosses divisional lines or other matters the President chooses to bring to the Executive Committee. The President shall set the agenda and convene all meetings. Minutes reflecting key decisions and discussions shall be kept for the Executive Committee and will be accessible to the college community. The Executive committee shall report appropriate actions of the committee to their respective teams. Matters before the

Executive Committee may be confidential. The committee is advisory to the president, and has no power by consensus nor majority to demand or overrule a presidential decision. (VTC policy T704)

2. The **President's Senior Leadership Team** serves as a larger group than the Executive Committee of employees selected by the President including membership from each collective bargaining unit. The SLT may advise the President and Executive Committee on matters that have either long term impact to the college that crosses divisional lines or other matters the President chooses to bring to the SLT. Matters may include but are not limited to:
 - a. Dashboard:
 - Enrollment
 - Operating budgets
 - b. New, amended or outdated Vermont Tech policies of all types.
 - c. Capital planning and budgeting.
 - d. Strategic plans and planning.
 - SLT shall hear all updates and progress reports on strategic plans and planning.
 - e. Campus reconfiguration and/or changes.
 - f. Department updates and/or milestones.
 - g. Other matters chosen by the President.

The Senior Leadership Team meets at least monthly to share information, discuss issues, and advise the president. The team shall report decisions and outcomes of meetings to their respective teams and membership. The President shall set the agenda and convene all meetings Minutes reflecting key decisions and discussions shall be kept for the Senior Leadership Team and will be accessible to the college community. Members of the SLT shall report actions of the committee to their respective teams and membership. Confidential items will be noted and not disseminated until agreed upon by the President. The team is advisory to the president, and has no power by consensus nor majority to demand or overrule a presidential decision. (VTC policy T703)

3. The **Staff Council** is a representative body charged with reviewing and recommending College policies, helping to establish effective communication between the College staff, Executive Committee and the Office of the President. It plays an advisory role in the following areas of responsibility:
 - a. To review and recommend official College policies as defined by policy manuals and handbooks, except as these relate to the education program or faculty roles and responsibilities.
 - b. To deliberate on all matters deemed appropriate for review by the President of the College.
 - c. To help establish effective communication within the College staff in regard to significant issues and policies, and to hold staff gatherings as appropriate to share information and hear questions, comments and concerns.
 - d. To be accessible and responsive to concerns, issues and proposals from the College staff.

The Staff Council shall meet six times over the course of the year in order to ensure that the business of the academic year is accomplished. Agendas shall be posted by the Council seventy-two hours in advance of the meeting. All meetings will be open to all staff, and others by request. Minutes will be posted in the VTC Staff section of the Portal. (VTC Staff Council Rationale and Procedures)

4. The **Faculty Assembly** is the organization on the Vermont Technical College campus which serves the function assigned to the Faculty Assembly as described in the Agreement between the Vermont State Colleges and the Vermont State Colleges Faculty Federation. In addition, the Faculty Assembly concerns itself with any other matters that may affect the Faculty. In fulfilling its duties, the Assembly serves the following purposes:
 - a. It provides a forum for the expression and the exchange of ideas and opinions.
 - b. It encourages concern for the College by bringing the attention and abilities of the Faculty to bear on the problems of the College.
 - c. It gives the faculty a voice in the determination of those policies and procedures that affect the Faculty.
 - d. It promotes the professional welfare of the Faculty.
 - e. It performs those duties, tasks, and functions allocated to a campus Faculty Assembly by the collective bargaining agreement between the Vermont State Colleges and the Vermont State Colleges Faculty Federation.

The assembly shall hold one regular meeting each month of the academic year. Regular and Special meetings, except petitioned meetings, shall be called by the Executive Council. Meetings shall be open to non-members as observers by voted invitation only. Minutes of the meetings will be distributed to members. (VTC Faculty Assembly Constitution)

5. The **Student Council** is made up of representatives of all Vermont Tech campuses and is a great way to enhance leadership skills while serving the needs of the student body and the college. Student Council members also represent Vermont Tech as members of the Vermont State College Student Association (VSCSA). The council is made up of two boards:
 - a. Financial Board: oversees distribution of student funds to campus organizations and activities.
 - b. Advisory Board: provides student input to college committees on topics affecting student experience at Vermont Tech.

Student Council members represent Vermont Tech as members of the Vermont State College Student Association (VSCSA).

6. **Committees and Taskforces** are established by the President, in consultation with the President's Executive Committee as needed.
 - a. A task force will generally be convened to advise the president or the President's Executive Committee on a specifically-defined issue or project for a specific period of time.
 - b. A committee will generally be convened to advise the president or the President's Executive Committee on a more generally-defined issue or set of issues for an unspecified period of time.

The president or the President's Executive Committee will define the charge to the task force or committee.

POLICY MODIFICATION HISTORY

- I. This policy has been revised on the following dates; the current version, above, is and has been in effect since the date of the most recent revision.

- a) March 8, 2021

Signed By  Patricia Moulton President
