

ATD/CQI Governance

Governance Co-Chairs: Cindy Peck, ATD and Ryan Wyckoff, CQI	FY 2017-18
College Hours Times: Wednesdays, 3 p.m. – 4 p.m.	
Governance Forum Dates (Spring 2018 Semester): 2/7/18, 3/7/18, 4/4/18, 5/9/18	

Continuous Quality Improvement Teams:

Quality Council
Academic Affairs Team
Assessment Team
Campus Community Team
Diversity Team
Employee Development Team
Enrollment Management Team
Human, Financial and Physical Resources Team
Insurance Team
Student Support & Development Team
Technology Team

Achieving the Dream Teams:

Leadership Team
Data Team
Equity and Inclusion Team
Teaching and Learning Team
Student Experience Team

Bylaws of Collegial Governance at Danville Area Community College

As a comprehensive community college, Danville Area Community College is committed to the principles of democracy and to the advancement of a collegial workplace. At DACC, we value every employee's contributions in supporting the College mission, vision, and values. One of the chief opportunities that the College affords to build employee engagement is through participation on Continuous Quality Initiative and Achieving the Dream committees.

During the Spring of 2018, the College has adopted the use of a weekly College Hour that will enhance the College's CQI/ATD governance system by providing a set date and time that will provide optimal faculty and staff availability to attend a monthly College-wide Forum and to participate in committee meetings.

College Hour

The College Hour will take place **every Wednesday from 3 p.m. to 4 p.m.** during each Spring and Fall semester. Once a month during this College Hour, all Faculty and Staff will be invited to participate in an ATD/CQI Governance Forum. During the other weekly College Hours, ATD and CQI committees may choose to avail themselves of this mutually convenient block of time to schedule their meetings.

ATD/CQI Governance Forums

The College Hour scheduled for the first Wednesday of each month will be reserved for ATD/CQI Governance Forums. The CQI Coordinator and the ATD Leadership Team Chair will serve as Governance Co-Chairs at DACC. Through the CQI Quality Council and the ATD Leadership Team, the Co-Chairs' respective committees will receive both short- and long-term charges. During the forums, each Co-Chair will call on a representative from one of their teams to report on their progress on any goal, assignment, or charge that the committee is working to achieve.

A Forum will also provide an ideal platform for the Co-Chairs to schedule a presentation or discussion on a topic of importance to the entire College community. At some point during the Forum, too, the Co-Chairs would invite employees to speak briefly if they wish to share information—keeping in mind that a key objective is for the Forum to respect its participants' time by confining a Forum's span to an hour or less.

Perhaps the most important use of the Forum, and a hallmark of collegial governance among our nation's colleges and universities, is as a platform for conducting College-wide votes on issues and policies brought to employees for review and approval. These items may be voted on to be adopted immediately or to be submitted to the College Board of Trustees for consideration.

DACC faculty and staff will consider and vote on any appropriate matter brought for College-wide consideration by an ATD committee, a CQI committee, or a presidential ad-hoc committee. However, there may be some situations in which a committee-vote alone is sufficient for bringing an issue forward to the president, executive vice president, or the Board for ratification.

The Governance Co-chairs will be responsible for determining whether a specific issue needs to be brought before a Forum for a College-wide vote or may be approved within a committee. To assist with preparing committee charges and the agenda for forums, the Co-chairs will meet periodically with a Steering Committee consisting of the president, executive vice president, and executive assistant to the president.

Excluded from College-wide voting are issues restricted to the purview of the Faculty, such as changes to academic programs, course syllabi, and the College curricula. CQI's Academic Affairs Team will continue to address these, and ratify final approval either through its Committee or in a College-wide forum with only the Faculty and academic officers eligible for voting.

Also excluded from College-wide votes are any matters related to labor relations, real estate, personnel, emergency situations, or other situations that the College president deems to be highly sensitive.

A Democratic Forum

At some point during the College Hour, the Governance Co-Chairs may choose to call on a committee leader to bring an issue to the Forum for a College-wide vote. The Co-Chairs will have ensured that any relevant informational materials have been distributed to the entire College community prior to the Forum and that members have a sufficient amount of time to make an informed decision when voting.

After a committee head brings the matter to the floor for a vote, the Co-Chairs will invite questions and lead an open discussion. The Co-Chairs manage this process by accommodating any Faculty or Staff member wishing to be heard. Also critical is the management of time. If discussion on the topic seems likely to require more than the time remaining in a one-hour Forum, the Co-Chairs may opt to table the vote to a future meeting or else they may seek a one-time time extension.

After discussion and when appropriate, an employee needs to make a motion to accept the matter for a vote. Another employee would then need to second this motion.

Exception to the One-Hour Time Limit

If the Co-Chairs feel that the discussion and vote could be concluded in a reasonable amount of time, but that this would require an extension beyond the one-hour College Hour period, the Co-Chairs would be able to extend the length of that specific Forum. To do so, one of the Forum members would need to make a motion, with another member seconding it. The Co-Chairs would then supervise a show-of-hands vote to determine whether the Forum members approve of an extension that may be for no more than ten additional minutes. If approved, the Forum will conclude on or before the 10-minute mark after the hour. No further extensions are allowed. The issue may appear again for a vote at a subsequent meeting or else the Co-Chairs may decide to remove this from future consideration by the Forum.

Voting Procedure

The discussion phase of the process will conclude when a Forum member calls for a vote and another Forum member seconds it. The Co-Chairs will decide whether the vote will be conducted by a show of hands, by paper ballots, or by some other means. To be eligible to vote, Faculty and Staff must be present at the Forum. The only exception will be for employees whose job responsibilities prevent them from attending the College Hour Forum.

All employees are invited and encouraged to participate in the monthly Forum. Supervisors of work units that remain in service during the College Hour will need to establish, on a rotational basis, an opportunity for each employee to have a turn attending Forums.

Absentee Voting

When work-related reasons preclude members of the Faculty or Staff from attending a Forum, they would be permitted to vote *in absentia* with the prior permission of their immediate supervisor. These employees would inform their supervisor of their vote and the supervisor would provide this vote to the Governance Co-Chairs prior to the live vote at the Forum. These absentee votes will be included in the final tabulation. No absentee votes received subsequent to the Forum will be considered.

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