



Procedure 05-01 Governance

Sponsor: Office of the President

Purpose

Establish procedures for implementing shared governance at the College.

Definitions

Shared Governance: The process by which the College community, including students and public when appropriate, respectfully share responsibility for reaching collective decisions on issues related to the College district.

Procedure

Current shared governance documentation can be found through the College intranet/MyCoconino site.

All employees shall promote and preserve a culture of collaboration and trust, strive to incorporate multiple perspectives in decision-making, and help achieve quality learning outcomes for the district. Employees are encouraged to share their thoughts and concerns through constructive feedback on creation and revision of policies and procedures, committee and council involvement, and participation in College planning activities and events. The guiding principles, developed through the shared governance process, are a framework for the way we work and learn together at Coconino Community College.

Committees and councils will be established to assist with shared governance.

1. Standing committees and their charters require Executive Leadership Council approval.
2. Career and Technical Education (CTE) and Academic Advisory councils and their charters require Academic and Student Affairs Council approval.
3. Committees' authority and responsibilities are described in their charters.
4. Committees may develop operational steps and timelines consistent with their charters.
5. Ad hoc committees and other workgroups may be established with approval from the appropriate Executive Leadership Council representative.

The Executive Leadership Council shall approve and publish:

1. Principles of Governance
2. Decision Process
3. Charter Template for committees
4. Committee and council definitions

All employees shall follow the provisions of the preceding documents.

Standing Councils (Executive Leadership Council, Administrative Services Council, Academic and Student Affairs Council, Staff Council, etc.) and Faculty Senate annually review the effectiveness of the College's shared governance and recommend changes to strengthen the governance processes as part of the College institutional effectiveness and planning process.

College constituents recognize that the College administration, and in some cases the District Governing Board, is ultimately responsible for approving or acting on certain decisions.

References

Intranet/MyCoconino Site

Procedure History

02/20/2008	Approved by District Governing Board
03/11/2009	Reformatted
05/19/2015	Minor Revisions
12/10/2019	Revised and Approved by the District Governing Board
07/01/2025	Revised Sponsor from Office of the President and DGB to Office of the President
03/06/2026	Reviewed by President's Cabinet – no changes necessary

Legal Review

03/25/2009