



College of The Albemarle Policy

Policy Number: 1.10

Pages: 1 of 4

Title: Shared Governance Groups

Related Policy and Procedures: Policy 1.1 Powers and Duties of Trustees; Policy 1.9 Institution-related Entities and Development Policy; Policy 3.1.9 President – Hiring and Duties

Divisions of Responsibility: President’s Office; Institutional Research, Planning, Effectiveness and Technology; Foundation; Student Success and Enrollment Management

In addition to the College's Board of Trustees and the President of the College, College of The Albemarle employs a shared governance model in which various entities make recommendations and/or decisions that impact the institution. The makeup, purpose, and responsibilities of these governing bodies are delineated in this policy.

I. Foundation Board of Directors

The College of the Albemarle Foundation was formed with the approval of the Board of Trustees in 1980. Under the Foundation’s Bylaws, the Board of Trustees of the College are responsible for appointing at least two members of the Board of Trustees to serve as members of the Foundation Board of Directors, which is responsible for overseeing the financial donations and investments of the College. The College president shall also be appointed by the Trustees as a voting member of the Board of Directors of the Foundation. The College president and one of the appointed Trustees shall be appointed to the Executive Committee of the Foundation’s Board of Directors. The presidents of the Faculty Senate Executive Committee and the Staff Council Executive Committee are non-voting, ex-officio members of the Foundation Board of Directors.

II. Faculty Senate

The purpose of the Faculty Senate is to promote quality instruction, to foster an environment conducive to job satisfaction and to provide a forum for the free exchange of ideas. This governing body includes all regular full-time faculty members, including program coordinators and department chairs, having the title of instructor, assistant professor, associate professor, or professor.

Faculty Senate Executive Committee (FSEC)

The Faculty Senate Executive Committee is comprised of three elected officers: a president, vice president, and secretary, plus representatives from the other campuses, not to exceed three. The Vice President of Learning provides resource support for the Faculty Senate Executive Committee. This governing body communicates faculty matters to the administration. The Faculty Senate Executive Committee provides a conduit between the Faculty Senate and administration of the College to discuss freely issues of the College. The Faculty Senate is empowered to discuss issues related to administration and maintenance of the mission of the College without fear of reprisal.



College of The Albemarle Policy

Policy Number: 1.10

Pages: 2 of 4

The terms of office for the officers and representatives of the Faculty Senate Executive Committee shall be three years. Once a term is completed, an individual is not eligible to serve on the Faculty Senate Executive Committee for three full academic years.

If no faculty member will commit to a three-year term, the FSEC can appoint a willing candidate to serve for a single academic year.

III. Staff Council

The Staff Council supports the mission and core values of the College. Membership consists of all current regular full-time employees, all regular modified full time employees, all regular part-time employees and full-time temporary employees excluding the college president, vice presidents, deans and faculty.

Staff Council Executive Committee (SCEC)

The Staff Council Executive Committee is an elected body representing all staff of the College, enhancing the College culture in a positive and proactive way, providing clear and open lines of communication among administration, faculty and staff.

The Staff Council Executive Committee consists of a president, vice president, secretary, treasurer, webpage Officer, and representatives from each classification category: Professional, Clerical, Technical/Paraprofessional, Maintenance/Custodial and Part-time. To be eligible as a representative or officer, employees must have worked at the College for at least nine months and not be on a plan of improvement.

Terms of Officers shall be for one year except if a vacancy occurs in the office before the one year has expired. In such a case, the person that fills the vacancy will have an opportunity to be elected for another term in that office.

Representatives shall serve two-year terms and shall be eligible for re-nomination. Terms will be staggered.

IV. President's Leadership Team

The purpose of the President's Leadership Team is to oversee day-to-day operations of the College, to serve as a conduit of information from the College's various departments to the Board of Trustees and vice versa, and to facilitate cross-functional communication between departments. While operational oversight is the day-to-day focus for the team, each member is expected to lead the College through positive influence, open communication, and leadership that fosters and cultivates an exceptional collegial environment.



College of The Albemarle Policy

Policy Number: 1.10

Pages: 3 of 4

The President's Leadership Team is comprised of employees who directly report to the president and may include other selected personnel. The President's Leadership Team, representing the president's administrative cabinet, meets on a regular basis.

Any individual or organized group within the College seeking a decision from the President's Leadership Team may request items be added to the agenda by contacting the Office of the President.

V. College Committees

The College is committed to fostering collaboration, communication and access to information among its faculty, staff and students. Participation in College Standing Committees, Special Committees, Ad-Hoc Committees and Work teams allows for input from stakeholders which enhances the decision-making processes. College committees shall be established and function as detailed in the procedures accompanying this policy.

VI. Student Government Association

The Student Government Association (SGA) is the voice of every student at College of The Albemarle (COA) and is devoted to advocating for change that will enhance the educational, social and leadership development of the student body. All curriculum students serve as part of the Student Senate and have the right to vote in every Student Government Association student body meeting.

Executive Board

The SGA Executive Board is an elected body, which consists of a president, vice president, treasurer, secretary, public information officer, and senator chair. All candidates for COA-SGA Executive Board positions must meet the following criteria:

- All candidates must be currently enrolled and have completed 12 credits; candidates who are returning students must have and maintain a minimum grade-point average of 2.5.
- All elected and appointed SGA Executive Board officers must satisfy the duties of office as stated in the SGA Constitution.
- No officer who receives a sanction above a written warning or reprimand for a Student Code of Conduct violation will be eligible to remain in office.
- No elected or appointed SGA Executive Board officer may hold a faculty, administrative or full-time position with the College.

The SGA Executive Board meets periodically with the President of the College to increase awareness of and make recommendations on matters relevant to the student body. In addition, the SGA Executive Board attends meetings of the full Board of Trustees to provide updates on SGA activities.

The SGA President serves as an ex-officio, nonvoting member of the Board of Trustees.



College of The Albemarle Policy

Policy Number: 1.10

Pages: 4 of 4

June 13, 2023

Date Approved by Board of Trustees

April 9, 2024

Date of Last Review

April 9, 2024

Date of Last Revision