



Victor Valley Community College

Operating Agreement for Caring Campus Committee

Date of College Council Approval November 1, 2023

1. Charge/Mission

The Caring Campus Committee is a participatory governance committee that supports the adopted behavior commitments from Faculty and Classified Professionals that improve and enhance the many student success initiatives already being implemented here at VVC. The Caring Campus Committee will develop and foster a Caring Campus approach to help administrators, managers, faculty, classified professionals, and students to develop a culture of connectedness and belonging.

2. The Purpose of the Committee

The committee will implement practices and resource support for administrators, managers, faculty, and classified professionals to ensure that VVC develop a campus wide culture of belonging and connectedness by bridge the 5 Star experience and Caring Campus behavioral commitments. The committee will develop and adopt practices to support professional development, events, recognition, celebrations, and support resources for all modality experiences.

Modalities: In person, on the phone, virtually online and/or email.

- a. Communicating the vision of Caring Campus
- b. Modeling the behavioral commitments central to Caring Campus
- c. Aligning new and existing work
- d. Creating relevant structures
- e. Staying in touch with administrators, managers, faculty, classified professionals and the college community
- f. Assessing Caring Campus Culture
- g. Celebrating wins
- h. Events

3. Composition

I. Voting Members

Advocate/ Chair:

Committee Membership: Constituent appointees, pursuant to AP 1201 Voting Members (12)

1 Student representative by ASB Council

1 Faculty representative by Academic Senate

- 1 Classified Staff representative by CSEA
- 1 Manager/Administrator representative by Management Team

Members appointed by the Superintendent President

- 1 Executive Assistant or Sr. Executive Assistant
- 1 Faculty Ram Coach
- 6 Classified Caring Campus Committee Member

II. Resource Partners (non-voting)

- a. Professional Development Committee Chair and/ or Co-chair
- b. Diversity Equity Inclusion Committee Chair and/ or Co Chair
- c. Guided Pathway Representative
- d. Institutional Effectiveness Executive Dean

4. Operating Procedures

I. Process

- a. Providing a forum for discussing Caring Campus Behavioral Comments to support faculty and Classified needs.
- b. Support, advocate, advertise training and professional development for faculty and staff related to caring campus behavioral commitments, and customer service.
- c. Conduct periodic surveys of faculty and staff about the satisfaction level of caring campus knowledge, trainings, events, and resources that support serving students.
- d. Conduct periodic surveys of student experiences satisfaction level of services provided within an office/ service department.

II. Meetings

- a. Meetings are held bi-monthly, TBD. Additional meetings may be scheduled as needed.
- b. Meetings are open to the campus community.
- c. Agendas and minutes are made available electronically on BoardDocs.

III. Designees, Alternates and Term of Appointment

- a. Appointed members are expected to serve for two years.

5. Decision Making/Recommendations

Whenever possible, the committee makes its decisions by consensus. If consensus is not reached, then decisions are made by a majority vote.

- a. The Caring Campus Committee will help plan, support, and foster Caring Campus Events, Shout Outs, Caring Campus Trainings and branding Caring Campus behavioral commitments as an Institution.
- b. The Caring Campus Committee will monitor the 'EMP's caring campus goals.
- c. The caring Campus Committee will collect data on the caring campus.
- d. The caring Campus Committee will determine the campus surveys tool with Institutional Research to begin collecting data.

6. Communications

- a. The chairs make regular reports to the College Council and Academic Senate.
- b. Committee members are notified of meetings and provided the proposed agenda 72 hours before the meeting date and time.
- c. All meeting materials are posted in BoardDocs.

7. Budget

The Caring Campus Committee will propose an annual budget for approval by the Superintendent President through college council.

8. Outcomes/Deliverables

- a. Communicating the vision of Caring Campus
- b. Modeling the behavioral commitments central to Caring Campus
- c. Aligning new and existing work
- d. Creating relevant structures
- e. Staying in touch with faculty, staff, and the college community
- f. Celebrating wins
- g. Events

9. Relevant Regulations

- I. Board Policies/Administrative Procedures

II. ACCJC Standards (choose all that apply)

- Standard I. Mission, Academic Quality and Institutional Effectiveness
- Standard II. Student Learning Programs and Support Services
- Standard III. Resources
- Standard IV. Leadership and Governance

III. EMP, Key Priority Areas (choose up to 2)

- KPA1. Retention, Persistence, Completion, Post-Completion Success
- KPA2. Strategic, Efficient Enrollment Growth
- KPA3. Distance, Digital Learning Expansion and Enhancements
- KPA4. Noncredit, Other Expanded Learning Options Development

RESOURCES:

1. Victor Valley College Educational Master Plan 2020-2025, page 22
https://www.vvc.edu/sites/default/files/files/VVC%20EMP_FINAL_100920.pdf
2. CARING CAMPUS TOOLKIT, A GUIDE FOR MONITORING AND ASSESSING IMPLEMENTATION AND IMPACT, IEBC, 2023
https://www.iebcnow.org/wp-content/uploads/2023/07/IEBC_CCRC_CaringCampus_Toolkit-Feb-2023-1.pdf