

[GP22] Class Representative Coordinator Operating Cycle

To accomplish its outputs regarding the Class Representative meetings, the Class Representative Coordinator will follow an annual agenda with a focus on continual improvement in response to student expectations and recommendations.

The sequence derived from this process for the Board planning year ending April 30, 2025 is as follows.

The Class Representative Coordinator is to:

May

1. Study and become familiar with all Class Representative meeting policies.
2. Meet with the CEO or delegate to discuss goals, Class Representative elections, training, and meeting schedule by semester.
3. Meet with Perth and Pembroke Directors and SA staff to discuss goals, expectations, Class Representative support, and facilitator training.
4. Draft costs of linkage/Class Representative meetings for the Cost of Governance committee.
5. Initiate an annual review of the Class Representative training, orientation, and handbook.
6. At the Board meeting in May, schedule Class Representative meetings on all campuses for the summer semester.
 - (1) At minimum, on per campus.
7. Study the College's Class Representative related policies to understand Program Councils.
 - (1) *Academic Affairs: (AA03) Program Council*
8. Review any policies regarding Class Representative meetings, the Class Representative Coordinator, and the Class Representative Coordinator job description.

June

1. Work with the CEO or delegate to ensure Class Representatives receive orientation, training, and a handbook.
2. Work with the CEO or delegate to develop Class Representative recruitment videos and promotional materials.
3. Solicit Board input for agenda development.
4. Prepare agenda for July meeting.
5. Coordinate professional development with the CEO or delegate for all forum facilitators in public speaking and moderating group conversation, prior to the July Class Representative meetings.

July

1. Follow-up with progress/completion of Class Representative training, orientation, and handbook.
2. Finalize and distribute agendas to the CEO or delegate at least fourteen (14) days prior to the Class Representative training meeting.
3. Ensure agendas are distributed to Class Representative and the Board a minimum of seven (7) days prior to the Class Representative meeting.
4. Host/delegate July Class Representative meetings on all campuses.
 - (1) Facilitate and support Pembroke and Perth Directors to chair the meetings at their respective campuses.
 - (2) Ensure meetings begin and end on time and cover agenda materials.
5. Ensure meeting minutes are recorded, archived, and presented by the CEO or delegate to the Board and Class Representatives within seven (7) days of the meeting.
 - (1) A copy of the meeting minutes is to be sent to any relevant College departments.
6. Meet with the CEO or delegate for an after-action review of the first round of Class Representative meetings.
7. Report to the Board on any action required.

August

1. At the August Board meeting, schedule Class Representative meetings on all campuses for the Fall semester.
 - (1) At minimum, one per campus.
 - (2) If possible, schedule different meeting times (day of week or time of day) from one meeting to the next to give students an opportunity to attend at least one.
2. Begin making notes for the Class Representative Coordinator transition report.
3. Continue to review all Class Representative related policies and start noting amendments.

September

1. Work with the CEO or delegate to open and close elections on time.
2. Work with the CEO or delegate to ensure Class Representatives receive orientation, training, and a handbook.
3. Solicit the Board for input for agenda development.
4. Prepare agenda for October meeting.

October

1. Finalize and distribute agendas to the CEO or delegate at least fourteen (14) days prior to the Class Representative meeting.
2. Ensure agendas are distributed to Class Representatives and the Board a minimum of seven (7) days prior to the Class Representative meeting.
3. Host/delegate Class Representative meetings on all campuses.
 - (1) Facilitate and support Pembroke and Perth Directors to chair the meetings at their respective campuses.
 - (2) Ensure meetings begin and end on time and cover agenda materials.

4. Ensure meeting minutes are recorded, archived, and presented by the CEO or delegate to the Board and Class Representatives within seven (7) days of the meeting.
 - (1) A copy of the meeting minutes is to be sent to any relevant College departments.
5. Meet with the CEO or delegate for an after-action review of the first round of Class Representative meetings.
6. Report to the Board on any action required.
7. Solicit the Board for input on agenda development.
8. Start creating action items from information received during the Class Representative meetings to present to the Board during the November IPW.
 - (1) Coordinate with the Board President to ensure there is time in the November IPW agenda for this.

November

1. Promote the upcoming Board of Directors election.
2. Report to the Board on any action required.
3. Solicit the Board for input on agenda development.
4. Finalize action items from information received in the October Class Representative meetings.
5. Present action items to the Board during the November IPW.

December

1. At the December Board meeting, schedule all Class Representative meetings for the Winter semester.
 - (1) At minimum, one per campus.
2. Compose and distribute an update for Class Representatives, including any actions attributed to Class Representative feedback.
3. Promote the upcoming Board of Directors election.

4. Review any policies regarding Class Representative meetings, the Class Representative Coordinator, and the Class Representative Coordinator job description.
5. Create documents to present to the Board during the January IPW
 - (1) Coordinate with the Board President to ensure there is time in the January IPW agenda for this.

January

1. Work with the CEO or delegate to open and close Class Representative elections on time.
2. Work with the CEO or delegate to ensure Class Representatives receive training, orientation, and a handbook.
3. Continue work on the Class Representative Coordinator annual transition report.
4. Continue to work on any Class Representative policy amendments.

February

1. Report to the Board on any action required.
2. Solicit the Board for input on agenda development.
3. Prepare March Class Representative meeting agenda.
4. Prepare an update for the upcoming meeting concerning actions arising from the previous meeting.

March

1. Prepare an update for the upcoming meeting concerning actions arising from the previous meeting.
2. Finalize and distribute agendas to the CEO or delegate at least fourteen (14) days prior to the Class Representative meeting.
3. Ensure agendas are distributed to Class Representatives and the Board at least seven (7) days prior to the Class Representative meeting.
4. Host/delegate the Class Representative meetings on all campuses.

- (1) Facilitate and support Pembroke and Perth Directors to chair the meetings at their respective campuses.
 - (2) Ensure meetings begin and end on time and cover agenda materials.
5. Ensure meeting minutes are recorded, archived, and presented by the CEO or delegate to the Board and Class Representatives within seven (7) days of the meeting.
 - (1) A copy of the meeting minutes is to be sent to any relevant College departments.
6. Meet with the CEO or delegate for an after-action review of the first round of Class Representative meetings.
7. Report to the Board on any action required.

April

1. Mentor, encourage, and enable the smooth transition of the incoming Class Representative Coordinator.
2. Finalize transition report and pass on to the incoming Coordinator by Changeover.

Approved: 03/24
Reviewed: 04/25
Modified:
