

Stakeholder Groups														
Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval) N - Notify	Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (i.e. Legal Counsel, Third Party Contractor, etc.)	Notes
<b>Human Resources</b>														
Tuition Remission Vouchers												A	P,N	Staff member proposes request to HR. HR evaluates eligibility, then initiates voucher. Supervisor, Financial Aid, Business Services, & AARO process/sign the request. Staff member is notified once fully approved.
HR/Supervisor Newsletter		I	I	I	I	I	I	I	I			I	I	All staff, & faculty are able to provide input on what they would like to see in future newsletters each month.
<b>Holiday Calendar</b>		D		I			P, I, A	P, I, A						Communicated to CCS faculty and staff once final decision has been made.
<b>Supervisor Training Topics</b>								P,I,A				P		HR provides input

Notes:  
\*indicates as needed/applicable