

THE COMMITTEE SYSTEM



October 15, 2013

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PREAMBLE

The concept of shared governance permeates the original Committee System Document (CSD), its subsequent revisions, and our efforts attempt to upgrade this document which provides the structure for the committee system of governance here at BCC. In revising the CSD, with shared governance in mind, we eventually arrived upon a distinct set of values that drove our deliberations. To start, we felt that Governance itself implied ownership and investment. The concept “Shared Governance” seemed to double the notions of ownership and investment. Thus, in revising the document we wanted to take the perspective of the whole College. We especially wanted to ensure that all the parties directly affected by the committee system – administrators, faculty, staff, and students – were offered an opportunity to participate and invest in the governance of the College. With this perspective, everyone is somewhat “bigger.” Each affected member of the BCC community, given the opportunity of serving on any of the committees formed at BCC, will have a stake in the kinds of relationships the committees have with one another, and will have a stake in the outcome of the deliberations of each of the committees.

Among the issues that we considered as we revised the CSD:

- Eliminating any obstacles to involvement in serving on committees
- Making sure that no one is marginalized from serving on any committee
- Distinguishing between management and governance
- Allowing for bottom-up decision making
- Distinguishing between people (personality) and perspective (role/job/title)
- Ensuring rotation on committees so that there is change
- Ensuring stability on committees so that there is integrity and stability
- Ensuring that there is respect for the committee’s deliberations – this is accomplished through reflection by the Central Committee and by the Administrator to whom the committee chair reports
- Ensuring that there is choice in committee assignment so that there is ownership/investment in the committee and in the College’s governance
- Ensuring that minutes are recorded and distributed to the President, to the administrator, to each member of the Central Committee, and to a file in the Learning Resources Center

I. INTRODUCTION:

The committee system of internal representational governance allows interested and knowledgeable members of the college community to participate in major decisions, debate issues, and make recommendations to the Vice Presidents and to the President about college policies and/or procedures. The structure for college governance is contained in this document, known as the Committee System Document, which was prepared by the Central Committee after extensive consultation with the college community and upon the approval of the President and the Board of Trustees. This document revises the Committee System Document last amended May 1990. Changes were made to improve communication among all interested parties and to update the document to reflect currently existing committees and their missions and operations.

II. OVERALL STRUCTURE:

The committee structure is organized into eight categories: Oversight, Policy, Planning, Co-Curricular, Campus Services, Recognition, Contractual and *ad hoc*. This structure groups committees according to the committee's charge. Refer to Section VIII for Committee Descriptions and Mission Statements.

Ad hoc Committees:

Ad hoc committees are formed when the need for a committee arises. The Central Committee should be informed in writing about the purpose and membership of an *ad hoc* committee by the administrator who forms it, and should also be told when it is dissolved. *Ad hoc* committees are dissolved as soon as their purpose has been met or may attain full committee status as determined by the Central Committee. Copies of all recommendations made by *ad hoc* committees shall be sent to the administrator who will forward them to the appropriate committee and to the Central Committee. The Central Committee will determine whether or not the recommendations should be discussed at a Professional Staff Meeting.

Procedure to Apply for Standing Committee Status:

When a group seeks to gain status as a standing committee, a written request needs to be submitted to the Central Committee. In order to be considered for standing committee status, the proposed committee must deal with issues that have a college-wide impact and support the goals of the Strategic Plan. The request to become a standing committee should enhance not infringe upon the mission of existing committees.

The procedure is as follows:

- A group will submit a written request to the Central Committee.
- This request should:
 - Include the proposed committee's mission statement
 - Include recommendations for membership and rotation
 - Define whether the chairperson should be elected or appointed
 - Explain how the proposed committee will enhance the existing committee structure
 - Indicate how the proposed committee should be classified
 - Include careful documentation and explanation about the budgetary implications for the proposed committee – including any potential start-up costs and/or ongoing costs for speakers/events/food.

Once the Central Committee has reviewed the proposal, it will be submitted to the College President. If the request is approved by the president, the president will assign an administrator to oversee the newly formed *ad hoc* committee.

All committees would initially be considered *ad hoc*. After a two year period the administrator in charge would propose that this committee be rendered standing or remain *ad hoc*.

III. MEMBERSHIP:

Each committee consists of representatives from all areas concerned, and must reflect the committee's mission, provide for the College's needs, and offer opportunities for service to the college community. The members are elected by their own constituents, unless otherwise stated. A description of each committee's membership follows the committee's mission statement. Membership on any of the committees listed in this document will count toward each unit member's contractual college service obligation.

The Vice President of Students and Enrollment Services will work closely with the appropriate committee chairs to recruit student members. Committees without formal student representation are encouraged to involve students in their discussions on an *ad hoc* basis as appropriate when issues arise which are of interest to students.

Committee Meeting Attendance by Non-Members:

In the interest of transparency and to support a climate of shared governance-shared responsibility, faculty and staff may attend and observe any committee meeting. Attendance by non-members shall be for the purpose of observation and feedback (when requested) only. Requests to be added to the agenda of a committee meeting must be made in writing to the committee chair at least one week prior to the next scheduled committee meeting; relevant requests will be honored according to committee priorities and time-availability. Non committee members will not be permitted to vote and may be excused from a meeting during any voting procedure.

IV. ROTATION:

The philosophy underlying the policies and procedures concerning membership is to ensure the opportunity to serve. For this reason, membership on committees, with the exception of *ad hoc* and contractual committees, shall rotate. Measured rotation each year will ensure that each committee undergoes change while maintaining continuity. There are exceptions to rotation because of the nature of some committees and the job responsibilities of their members. Rotation is noted for each committee following its mission statement. Ordinarily, each committee will annually rotate its membership by one-third. To accomplish this rotation process, one-third of each committee's membership will expire each year. When a new committee is established, one-third of the membership will be given a 4-year term, one-third a 3-year term, and one-third a 2-year term. These terms of office will be determined by lot. Thereafter, all new memberships will be three years. If a member leaves the committee prematurely, his or her replacement will serve out that term. When appropriate, each committee will elect its own chairperson at the last meeting of each academic year, and this person will call the first meeting of the committee during the next academic year. To ensure that no committee operates without an *active* chair at any time, single-chair college committees should select one member to serve as the chair-in-waiting. The chair-in-waiting's only responsibility is to assume the chair position when the chair is no longer able to continually serve. The assumption of the chair role by the chair-in-waiting is considered to be transitory, and an election for a new chair will be held immediately.

No committee member or chairperson will serve more than two consecutive terms on a committee. No person may serve on more than one non-volunteer committee unless everyone in that individual's division or area has been offered an opportunity to serve on at least one.

Ad hoc committee membership will generally remain the same until the committee's goal has been met. The rotation on committees required by employee contracts shall be as described in the collective bargaining agreements.

V. COMMUNICATION AND MINUTES:

In order for the committee system to work effectively and efficiently, there must be significant communication among interested parties. The responsibilities of administrators, committee chairs, and committee members are delineated in Section VI. In addition, an adequate set of minutes needs to be prepared for every meeting. The minutes of a meeting should reflect what has transpired, what has been voted upon, and other information the committee deems appropriate.

Use of the revised Minutes Template (appended at the end of this document) is strongly recommended. An electronic copy of the *Revised Minutes Template 11-10-10* is available in *Public Folder/All Public Folders* in the *BCC Committee Information* folder.

Until such time as minutes are approved, minutes should contain the following disclaimer:
Note: these minutes are not final until reviewed by the committee and approved at the next meeting.

VI. RESPONSIBILITIES:

Central Committee Chairperson's Responsibilities:

Duties and responsibilities of the Central Committee chairperson are as follows:

- Requests updated membership on all committees from the President and Vice Presidents in late August and in the middle of January before the first faculty and professional staff meeting of each semester.
- Develops and distributes an updated membership list to the college community by October 1 and to Vice Presidents and Committee Chairs by mid February.
- Fulfills the responsibilities of the committee chairperson outlined on the next page.

Committee Chairperson's Responsibilities:

At the beginning of the academic year, each committee chair will communicate electronically, or meet in person, with the committee administrator to jointly establish the committee's charge (focus, objectives, or goals) for the year. Prior to communicating with the committee administrator, the committee chair will solicit suggestions for the committee's charge from committee members and from faculty and staff for recommendation to the committee administrator.

Each academic year, once objectives have been established for the various committees, the information will be conveyed at the first professional staff meeting, and the results of each committee's work for the year will be presented at the last professional staff meeting.

Duties and responsibilities of a committee chairperson are as follows:

- Schedules and convenes meetings as necessary.
- Designates a committee member to record minutes.
- Assigns tasks as appropriate to committee members.

- Distributes minutes of each of his/her meetings to the committee members, and, once approved by this committee, distributes them to the President, to the administrator, to the chairperson of the Central Committee, and to the Learning Resources Center.
- Notifies the appropriate administrator when any member has two unexcused absences during the academic year.
- Forwards within a week after approval of the minutes all requests and recommendations of the committee to the appropriate administrator.
- Insures that the committee's recommendations reflect the will of the committee members as evidenced by the accepted minutes.
- Communicates, when necessary, with the administrator before the next scheduled meeting.
- In the event the administrator's recommendation to the President differs from that of the committee, the chairperson prepares a detailed summary of the committee's recommendation for the administrator to submit to the President.
- Reports at the next available professional staff meeting, whenever appropriate, matters that are under consideration by his/her committee. These reports may be given for informational purposes and/or to receive guidance from the professional staff.
- Holds joint meetings with other committees when requested, in order to discuss matters which are of mutual concern.
- Where appropriate, organizes an election for a new chairperson for the next academic year at the last meeting of the current academic year.

Committee Member's Responsibilities:

Duties and responsibilities of a committee member are as follows:

- Attends every meeting.
- Notifies committee chair (in advance unless not possible) of his/her absence.
- Provides a substitute (where appropriate and necessary) to represent his/her area at the meeting.
- Presents the positions and concerns of his/her area.
- Completes assigned tasks by the deadline.
- Promptly communicates results of meeting to his/her constituents at division or staff meetings.
- Approves minutes, verifying that accepted minutes reflect what has actually taken place.

Administrator's Duties and Responsibilities:

At the beginning of the academic year, each committee chair will communicate electronically, or meet in person, with the committee administrator to jointly establish the committee's charge (focus, objectives, or goals) for the year. Prior to communicating with the committee administrator, the committee chair will

solicit suggestions for the committee's charge from committee members and from faculty and staff for recommendation to the committee administrator.

Each academic year, once objectives have been established for the various committees, the information will be conveyed at the first professional staff meeting, and the results of each committee's work for the year will be presented at the last professional staff meeting.

Duties and responsibilities of the Administrator of a committee are as follows:

- Provides an updated list of membership for each of his/her committees to the appropriate committee chairperson and to the chairperson of the Central Committee at the start of the fall semester. In order to accomplish this in a timely manner, vacancies should be determined by late spring. Appointments should be made or elections held in late spring or at the first division or staff meeting in the fall. Names should be forwarded to the administrator by September 25.
- Reports changes in membership during the academic year immediately to the appropriate chairperson and to the chairperson of the Central Committee.
- Responds to the committee chairperson with regard to committee recommendations and/or actions within a reasonable period of time, but no longer than two months. It is the responsibility of each administrator to take appropriate and timely action of each recommendation he/she receives from a committee. Includes a detailed summary of the committee's recommendation when the administrator's recommendation to the President differs from that received from the committee. This summary shall be prepared by the chairperson of the committee.
- Reviews all minutes of meetings of committees under his/her purview and responds in a timely manner to issues raised.
- Reviews attendance as reflected in the minutes. If a member is not able to meet his/her obligation to the committee, the administrator should request that a replacement be selected. Committee members on sabbatical leave or other authorized leave should be replaced temporarily.

VII. CHART OF MAJOR CATEGORIES AND COMMITTEES:

CATEGORY	COMMITTEE
Oversight	<ul style="list-style-type: none"> · Central
Policy	<ul style="list-style-type: none"> · Academic Standards · Academic Standing · Affirmative Action · Budget · College-Wide Curriculum · Outcomes Assessment (formerly OATSS)
Planning	<ul style="list-style-type: none"> · Educational Media · Institutional Effectiveness · Strategic Planning · Technology Planning and Policy
Co-Curricular	<ul style="list-style-type: none"> · First Year Experience and Orientation · Multicultural
Campus Services	<ul style="list-style-type: none"> · Auxiliary Services · Disability Concerns · Professional Development for Faculty/Professional Staff · Sustainability · Traffic, Safety, and Security
Recognition	<ul style="list-style-type: none"> · College Awards · Commencement · Professor Emeritus · Scholarship
Contractual	<ul style="list-style-type: none"> · Classified Professional Development · Distance Education · Management and Association Committee on Employee Relations (MACER) · Management/Union Classified Employee Relations (MUCER) · Sabbatical Leave · Union/Management Safety · Unit Personnel Practices
Ad hoc	<ul style="list-style-type: none"> · OneBook · Student Grievance · Transfer Scholarship

VIII. COMMITTEE DESCRIPTIONS, MISSION STATEMENTS, & MEMBERSHIP:

Definitions and Clarifications of Committee Memberships:

- One from each academic division refers to a full-time faculty or professional staff unit member from each of six academic divisions.
- Professional Staff refers to a professional staff unit or non-unit member exclusive of those at Vice President level.
- Enrollment Services refers to anyone from student affairs.
- Faculty refers to a full-time faculty unless otherwise stated.

OVERSIGHT COMMITTEE

The Central Committee oversees the proper functioning of the College's committee system.

Central Committee:

The Central Committee reports and makes recommendations to the President and communicates with administrators and committee chairpersons. The committee acts as the vehicle to determine the number, type, and nature of college committees, and develops and monitors policies and procedures associated with the creation and membership of committees. Other responsibilities include the review of term expiration dates, committee minutes, committee reports, and the communication flow among committees and between the committee system and the rest of the college. The committee reviews and evaluates the functioning of the various committees and recommends changes to improve the effectiveness of the committee system. The committee requests progress reports from the College's committees, and, in conjunction with committees, recommends issues to be discussed at the Professional Staff meetings. The committee confers with the College president to assure that the faculty and staff are consulted by the administration on matters of importance to the College through the committee system.

Reports to: President	Chair: Appointed	Rotation: 3 years
Membership - Elected: 2 Faculty, 1 Classified Staff, 1 Professional Staff Appointed: 3 Faculty		

POLICY COMMITTEES

Policy committees convene to develop recommendations relating to policies, goals, academic standards, and operational considerations of the college.

Academic Standards:

The Academic Standards Committee reviews and makes recommendations to the Vice President of Academic Affairs on policies and procedures relating to the academic standards of the College. The committee considers academic policies such as those governing acceptance and placement of credits, awarding of degrees, and granting of curriculum waivers.

Reports to: V.P. of Academic Affairs	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 faculty from each academic division (6), 1 Professional Staff, 2 Enrollment Services, 1 student		

Academic Standing:

The Academic Standing Committee studies and recommends to the Vice President of Academic Affairs policies concerning the academic standing of students. The committee reviews the academic record of students in poor standing and makes recommendations about probation or dismissal of those students who fall below the minimum standards determined by the Academic Standards Committee. The Academic Standing Committee holds hearings for students appealing dismissal and makes recommendations to the Associate Vice President of Academic Affairs relative to the acceptance or denial of each appeal.

Reports to: Associate Vice President of Academic Affairs	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 faculty from each academic division (6), 3 Enrollment Services, 1 Financial Aid as non-voting member		

Affirmative Action:

The Affirmative Action Committee advises the college president in the development of policies, procedures and programs to assure compliance with federal and state statutes regarding affirmative action, equal opportunity, and non-discrimination on the basis of race, creed, color, gender, sexual orientation, age, disability, veteran status, marital status, and national origin. The committee promotes diversity in enrollment and employment and fosters a civil college environment where an understanding of diverse cultures and mutual respect can prevail.

Reports to: President	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 2 Enrollment Services, 1 Learning Resources, 1 Classified, V.P. of Human Resources as non-voting member, 1 Administration & Finance		

Budget:

The Budget Committee advises the President on the allocation of the College's annual operating budget. The committee also offers recommendations on general matters related to budgetary issues. The Budget Committee ensures that its recommendations align with the objectives of the College's strategic plan.

Reports to: President	Chair: Appointed	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 2 Enrollment Services, 1 Learning Resources, 1 Classified, 1 Non-Unit Professional Staff as non-voting member, 1 student		

College-Wide Curriculum :

The College-Wide Curriculum Committee makes recommendations to the Vice President of Academic Affairs on all issues relating to the curriculum of the College. The committee researches and reviews proposals for new and revised academic programs and courses and determines whether they are consistent with the academic standards of the institution and the level of course work generally considered appropriate for a community college curriculum.

Reports to: V.P. of Academic Affairs	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 faculty from each academic division (6), 1 Professional Staff, 2 Enrollment Services		

Outcomes Assessment (formerly OATSS) :

The mission of the Outcomes Assessment Committee (formerly the Outcomes Assessment Team for Student Success, or OATSS) is to assist all academic administrators, faculty and staff in the development and implementation of the college's learning outcomes assessment plan. This committee will facilitate efforts to create a culture of assessment at the college, evaluate college-wide assessment tools and processes, create a clearinghouse for assessment resources, and oversee the college-wide assessment of general education competencies and the Educated Person goals.

Reports to: V.P. of Academic Affairs Administrator Co-Chair	Chair: 1elected faculty co-chair; 1 appointed Academic Affairs	Rotation: 3 years
Membership - Volunteers: 1 faculty from each academic division (6), Dean of each Academic Division (6), VP or IRP&A or designee, VP and Assoc. VP of Academic Affairs, ATTL Dean, NB Dean, Lash CTL Dean		

PLANNING COMMITTEES

Planning committees help provide vision for long-range goals through research, study and evaluation, making recommendations for the college at large.

Academic Computing: President Sbrega approved dissolution of this committee. Function is covered by Technology Policy and Planning Committee effective 2003-04.

Continuing Education and Community Services Advisory Council: President Sbrega approved dissolution of this committee. Function is covered by the Team for Instruction and Enrollment Services (TIES) effective 2003-04.

Educational Media:

The Educational Media committee makes recommendations concerning the library and media collections, services, and program and training offerings of Learning Resources Center. The committee makes suggestions to enhance services provided to students, faculty, staff and the community.

Reports to: V.P. of Academic Affairs	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 2 Enrollment Services, 1 Learning Resources, 1 Non-Unit Professional Staff member, 2 students		

Institutional Effectiveness:

The Committee on Institutional Effectiveness advises the President, through the Vice President of Institutional Research, Planning, and Assessment, on the implementation of a college-wide program to assess the institution's effectiveness. The committee makes recommendations for assessment in the areas of Administration, Academics, Student Services, the Learning Resources Center, and Continuing Education and Community Services as outlined in the Final Report of the Outcomes Assessment Task Force (March 1993).

Reports to: V.P. of Institutional Research, Planning, and Assessment	Chair: Appointed	Rotation: 3 years
Membership - Appointed: 1 from each academic division (6), 1 Central Academic Affairs, 1 Learning Resources, 1 Enrollment Services, 1 Administration & Finance, 1 Campus Security, 1 Information Technology Services, 1 Resource Development, 1 President's Council, and V.P. of Academic Affairs		

Strategic Planning:

The Strategic Planning Committee surveys the College's internal and external environment including an analysis of strengths, weaknesses, opportunities, and threats to identify opportunities and challenges and recommends priorities for future initiatives and activities to support them. The committee gathers and examines data from faculty and staff, students, area business and industry, and other educational institutions as a basis for identifying issues and recommending goals to be accomplished.

Reports to: V.P. of Institutional Research, Planning, and Assessment	Chair: Appointed	Rotation: 3 years
Membership - Appointed: 1 from each academic division (6), 2 Enrollment Services, 1 Learning Resources, 1 Information Technology Services, 1 Administration & Finance, 1 Human Resources, 1 Communications, CWCC Chair, 1 Resource Development, Satellite Campuses, 1-2 Central Academic Affairs, 1 Classified Staff, 2 Executive V.P.'s Council not otherwise represented. When necessary, the chairs of the Self-Study and/or the Gen. Ed. committees should serve as <i>ad hoc</i> members.		

Technology Planning and Policy Committee:

The Technology Planning and Policy Committee makes recommendations to the Vice President of Administration and Finance about information technology. The committee researches trends in computing and produces college-wide plans that reflect future technology directions. The committee is

responsible for recommending policies that govern the use of technology such as the Policy for the Responsible Use of Information Technology. The committee advocates for appropriate funding to ensure that its recommendations are realized and advises the Budget Committee concerning information technology funding.

Reports to: Vice President of ITS	Chair: Appointed	Rotation: 3 years
Membership - Appointed: 1 ITS Non-Unit Professional Staff, 1 Enrollment Services, 1 Academic Affairs Non-Unit Professional Elected: 1 representative from each area supervised by a Dean in Academic Affairs (Divisions 1-6 and Learning Resources)		

CO-CURRICULAR COMMITTEES

These committees are involved with program planning to complement and enhance students’ academic experience, reflective of the cultural, ethnic, and gender considerations of the community.

First Year Experience and Orientation:

It is the mission of the First Year Experience and Orientation Committee to develop and implement programs, activities and events with specific focus on supporting new students as they begin their College experience. These offerings ease students’ transition into and throughout their first year of college, with the goal of empowering them to become active learners, develop self-advocacy skills, and understand the importance of civility as members of our community. Information relative to key academic and support resources, both in-person and online, are provided to foster an environment conducive to curricular and co-curricular student success.

Reports to: V.P. of Students/Enrollment Services	Chair: Appointed	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 5 Enrollment Services, 1 Learning Resources, 1 Resource Development, 1 New Bedford, 1 Attleboro, 2 students		

Multicultural:

The Multicultural Committee will explore and support activities of a “Multicultural Perspective” related to our approved General Education Competency for a “BCC Educated Person” as follows:

- The skills necessary for successful cross-cultural interactions in modern life by developing understanding of and respect for the beliefs, values, traditions, and practices of people from other cultures
- The ability to recognize and learn from the different assumptions, beliefs and perspectives of people from different cultural backgrounds
- Appreciation of the richness of the beliefs, values, traditions, and practices of people from other cultures and how they contribute to the development of one’s own ideas and beliefs
- Understanding of the social and historical circumstances that help explain the beliefs, experiences and actions of culturally diverse groups
- Heightened awareness of the pervasive realities of discrimination and stereotype due to race, gender, religion, ethnicity, social class, disability, sexual orientation, and linguistic background

The role is multicultural programming in a comprehensive fashion.

Reports to: V.P. of Academic Affairs	Chair: Elected	Rotation: Academic Year
Membership: Volunteers: Members from each division are encouraged to participate.		

Student Affairs: President Sbrega approved dissolution of this committee effective 2006-07.

Women’s Issues Committee: Effective September, 2008, the Women’s Issues Committee will be integrated with the Affirmative Action Committee.

CAMPUS SERVICES

Campus services committees address concerns of the campus community regarding the development of auxiliary services and needs of the diverse campus population. Additionally, several of these committees provide students with due process within the college governance structure.

Auxiliary Services:

The Auxiliary Services Committee acts in an advisory capacity to the Vice President of Administration and Finance on matters pertaining to the operation of the College’s food service and bookstore. The committee considers issues such as contract negotiations, pricing, and physical operations. The committee addresses the concerns and recommendations of faculty, staff, and students and disseminates the information to all concerned parties.

Reports to: V.P. of Administration & Finance	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 2 Enrollment Services, 1 Learning Resources, 1 Classified, 1 student, Culinary Arts Director and Associate V.P. of Administration and Finance as non-voting members.		

Disability Concerns:

The Disability Concerns Committee works to increase the level of awareness among all members of the College Community, to be a catalyst for ensuring equal learning *and* working opportunities for students, faculty, staff and guests with disabilities, to review college policies, procedures, services and programs, and to assist the college in providing access to services and programs for students with disabilities in the most integrated setting possible.

Reports to: V.P. of Students/Enrollment Services	Chair: Appointed	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 2 Enrollment Services, 1 Learning Resources, 1 student, 1 Office of Disability Services		

Professional Development for Faculty & Professional Staff:

The Professional Development Committee invites proposals for professional development activities submitted by unit and non-unit faculty and professional staff. The committee develops guidelines for evaluating proposals for individual activities and workshops; reviews each proposal; and makes recommendations for allocations of full, partial, or no funding for each request submitted.

Reports to: Executive V.P.	Chair: Elected	Rotation: Academic Yr.
Membership - Elected: 1 from each academic division (6), 1 Enrollment Services, 1 Learning Resources		

Student Grievance (ad hoc):

The Student Grievance committee provides due process hearing appeals for students who have been accused of and/or found guilty of behavior which violates College Rules and Regulation, as outlined in the Student Handbook.

Reports to: President	Chair: Appointed	Rotation: As needed
Membership: Appointed as specified in Student Handbook: 1 unit classified employee, 1 non-unit administrator, 1 faculty, 1 professional staff unit member, and 1 student. The President or his designee shall appoint each member from among the recommendations submitted by the student grievance officer.		

Sustainability:

The Sustainability Committee has as its mission to uphold the American College and University Presidents Climate Change Commitment by greening BCC's campuses, both physically and educationally, by serving as a sustainable model within the communities served by BCC, and by encouraging like institutions to follow a similar commitment.

Reports to: V.P. of Administration & Finance	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 from each academic division (6) Appointed: 3 at large, Mass PIRG representative, 2 students Non-voting: Director of the Institute for Sustainability and Post-Carbon Education, Associate Vice-President of Administration & Finance		

Traffic, Safety and Security:

The Committee advises the V.P. of Administration and Finance regarding problems arising from safety/security, parking/traffic, emergency medical and other emergencies that affect students, faculty and staff.

Reports to: V.P. of Administration & Finance	Chair: Elected	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 3 Enrollment Services, 1 Learning Resources, 1 Classified, 1 Non-Unit Professional Staff, 1 student		

Financial Aid Appeals: Effective Fall 2012, the Financial Aid Appeals Committee will be integrated with the Academic Standing Committee.

RECOGNITION COMMITTEES

Recognition committees solicit nominations, review criteria and make recommendations regarding the recognition of deserving individuals for awards and honors.

College Awards:

The College Awards Committee plans the college’s annual Student Awards Night, held before commencement. The committee solicits nominations and recommends honors for students, faculty and staff to be presented at the banquet. The committee also recommends to the President a graduating student for the President’s award presented at commencement exercises.

Reports to: V.P. of Students/Enrollment Services	Chair: Appointed	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 3 Enrollment Services, 1 Learning Resources, 1 Non-Unit Professional Staff, 3 students		

Commencement:

The Commencement Committee plans the college’s annual commencement ceremony and makes recommendations to the President regarding any changes to the program.

Reports to: President	Chair: Appointed	Rotation: Continuous
Membership: Appointed: VP of Student/Enrollment Services, VP of Academic Affairs, Registrar, Associate Registrar, VP of College Communications, Assoc. VP of Administration, Campus Police Chief, IT professional staff, 1-3 ODS professional staff, Director of Student Life, Director of Event Scheduling, 1 full-time faculty, 1 professional staff from College Communications, 2 administrative assistants, 1 Enrollment Services clerical,		

Professor Emeritus:

The Professor Emeritus Committee shall review nominations for the title of “Professor Emeritus” and recommend candidates to the President by April 15 of each year in accordance with the guidelines and criteria, as established by the President, upon recommendation of the Central Committee.

Reports to: President	Chair: Appointed	Rotation: 3 years
Membership - Elected: 1 from each academic division (6) drawn from faculty with 5 years continuous service		

Scholarship:

The Scholarship Committee selects recipients for Bristol Community College Foundation Scholarships. The committee produces and distributes scholarship applications in March of each year and advertises scholarship availability. The committee reviews applications each summer and awards scholarships in the fall. The Scholarship Committee is also responsible for selecting or recommending candidates for several other student recognition programs.

Reports to: V.P. of Resource Development	Chair: Appointed	Rotation: 3 years
Membership - Elected: 1 from each academic division (6), 3 Enrollment Services, 1 Non-Unit Professional Staff/Administration		

CONTRACTUAL COMMITTEES

Contractual committees are required by employee contract. The structure and membership criteria are defined within each contract.

Classified Professional Development:

The Classified Professional Development Committee invites proposals for professional development activities for classified employees. The committee develops guidelines for evaluating proposals for individual activities and workshops; reviews each proposal; and makes recommendations for allocations of full, partial, or no funding for each request submitted.

Reports to: President	Chair: V.P. of Human Resources	Rotation: Annual
Membership: 5 members of AFSCME Unit		

Distance Education:

The committee meets as necessary to discuss in advance distance education initiatives/opportunities to be offered by the College subsequent to the Distance Education Memorandum of agreement. The committee serves as a vehicle to share information about campus distance education opportunities for effective input into those local opportunities and initiatives, including the process for and/or the selection of unit members for training opportunities.

Reports to: President	Chair: V.P. of Academic Affairs	Rotation: As needed
Membership: Three representatives of management and a total of three members of the MCCC Units (Day and DCE).		

Management and Association Committee on Employee Relations (MACER):

This committee discusses matters of mutual concern to the employees and the employer. It meets once a month, with the chairpersonship alternating between the College and the Association, provided, however, that whenever the parties mutually agree there is no need for a meeting during a month, there shall not be a meeting.

Co-Chairs: The President of the College and the President of the MCCC Chapter	Rotation: Annual
Membership: President, V.P. of Academic Affairs, V.P. of Administration & Finance, V.P. of Human Resources/Affirmative Action, and members of the MCCC Chapter Executive Committee	

Management/Union Classified Employee Relations (MUCER):

MUCER is comprised of management and union representatives charged with the focus to discuss matters of mutual concern to the campus and local union. The parties may consult periodically on mutually perceived problems. MUCER has as its purpose the promotion of harmonious relations between the College and the Union and the maintenance of a work environment where employees are treated with dignity, respect and civility.

Reports to: President	Co-Chairs: V.P. of Human Resources/Affirmative Action and Chief Steward Unit II	Rotation: Annual
Membership: Members representing AFSCME Unit Executive Committee		

Sabbatical Leave:

The President of the College annually invites recommendations for appointment to the Sabbatical Leave Committee, and appoints, insofar as possible, MCCC unit members who have successfully completed sabbatical leaves and who represent the unit membership. Unit membership shall be proportionally representative of the faculty and professional staff members eligible to apply for sabbatical leave. The Committee should be of an uneven number not to exceed seven (7) nor be less than five (5). A unit member shall not serve on the committee during a year in which the unit member applies for sabbatical. The committee shall rank each eligible member's sabbatical proposal in terms of the contractual criteria for sabbatical leave, and submit to the Vice President of Academic Affairs the recommendations in rank order.

Reports to: V.P. of Academic Affairs	Chair: Appointed	Rotation: Annual
Membership: Appointed: Maximum of 7, proportionately representative of faculty/professional staff eligible to apply for sabbatical.		

Union/Management Safety:

The Union/Management Safety Committee promotes a safe, clean and wholesome environment, the development of safety programs and procedures and focuses attention on any injuries which have resulted and would serve to alter or revise any such programs or procedures. There shall be at least four (4) meetings of the committee each year. Additional meetings shall be arranged at the request of either party.

Any health and safety issue which cannot be resolved by the local level Safety Committee may be referred by mutual agreement of both parties to the Board Level Labor/Management Committee for discussion.

Reports to: V.P. of Administration & Finance	Co-Chairs: Chief Steward Unit II, Director of Public Safety	Rotation: According to the Collective Bargaining Agreement
Membership: 4 Administrative, 4 Union Representatives		

Unit Personnel Practices:

This contractual committee must be established by November 21 of each year, elected by the members of the MCCC. The size and composition of this committee is determined by the President of the College, and shall reflect the ratio of teaching faculty to professional staff in the Chapter, provided, however, that a unit member shall not serve on the Committee during the year the unit member is a candidate for tenure. The committee is charged with reviewing the appropriate Assistant Supervisors’ recommendations for tenure, reviewing the individual’s personnel files, and forwarding recommendations for either tenure or a one year terminal appointment to the Vice President of Academic Affairs by March 15.

Reports to: V.P. of Academic Affairs	Chair: Elected	Rotation: Annual
Membership-Elected: MCCC Unit members. Membership must reflect the ratio of teaching faculty to professional staff.		

IX. AMENDMENTS:

The Central Committee may recommend amendments to this document to the President. Suggested modifications may be submitted to the Central Committee by other college committees and by other constituents, including the President. After considering a recommendation for amendment, the Central Committee will forward its recommendation to the President. The President will respond to the chairperson of the Central Committee regarding the recommendation in a timely fashion. Amendments will be incorporated upon approval of the President.

X. APPENDICES:

- [List of Administrators for Standing Committees](#)
- [Minutes Template](#)
- [Executive Summary of the Committee System Document \(CSD\)](#)
- [Committees and Number of Committee Members](#)

Bristol Community College

Fall 2013 - Spring 2014

Administrators for Standing Committees

President	VP of Academic Affairs	Assoc VP of Academic Affairs	VP of Institutional Research, Planning & Assessment	VP of Resource Development	VP of ITS	VP of Enrollment Services	Executive VP	VP of Administration & Finance
Central Committee	Academic Standards	Academic Standing	Institutional Effectiveness	Scholarship	Technology Planning & Policy	Orientation	Prof. Dev. for Faculty & Prof. Staff	Auxiliary Services
Affirmative Action	College-wide Curriculum		Strategic Planning			Disability Concerns		Sustainability
Budget	Educational Media					College Awards		Traffic, Safety & Security
Professor Emeritus	Multicultural							Union/ Management, Safety
Classified Prof. Development	Outcomes Assessment							
Distance Education	Sabbatical Leave							
MACER With President of MCCC	Unit Personnel Practices							
MUCER								
Commencement								

Minutes

BRISTOL COMMUNITY COLLEGE _____ Committee

_____, 20__
____ p.m.
Location: _____

**Committee's
Mission Statement:**

[cut and paste this committee's Mission Statement from the Committee System Document]

**Committee Charge/
Focus/Objective:**

Meeting called by:

Type of meeting:

Note taker:

Attendees:

Agenda Item

Comments

**Action
Required**

**Due
Date**

Observers/Guests:

Submitted by: _____

Executive Summary: The Committee System Document (CSD)

Introduction

The committee system of internal representational governance allows interested and knowledgeable members of the college community to participate in major decisions, debate issues, and make recommendations to the Vice Presidents and to the President about college policies and/or procedures.

Duties and responsibilities of a committee chairperson are as follows:

RESPONSIBILITIES:

The Committee Chairperson's Responsibilities

- Schedules and convenes meetings as necessary.
- Designates a committee member to record minutes.
- Assigns tasks as appropriate to committee members.
- Distributes minutes of each of his/her meetings to the committee members, and, once approved by this committee, distributes them to the President, to the administrator, to the Chair of the Central Committee, and to the Learning Resources Center.
- Notifies the appropriate administrator when any member has two unexcused absences during the academic year.
- Forwards within a week after approval of the minutes all requests and recommendations of the committee to the appropriate administrator.
- Insures that the committee's recommendations reflect the will of the committee members as evidenced by the accepted minutes.
- Communicates, when necessary, with the administrator before the next scheduled meeting.
- In the event the administrator's recommendation to the President differs from that of the committee, the chairperson prepares a detailed summary of the committee's recommendation for the administrator to submit to the President.

- Reports at the next available Professional Staff Meeting whenever appropriate matters that are under consideration by his/her committee. These reports may be given for informational purposes and/or to receive guidance from the professional staff.
- Holds joint meetings with other committees when requested, in order to discuss matters which are of mutual concern.
- Where appropriate, organizes an election for a new chairperson for the next academic year at the last meeting of the current academic year.

Committee Member's Responsibilities

Duties and responsibilities of a committee member are as follows:

- Attends every meeting.
- Notifies committee chair (in advance unless not possible) of his/her absence.
- Provides a substitute (where appropriate and necessary) to represent his/her area at the meeting.
- Presents the positions and concerns of his/her area.
- Completes assigned tasks by the deadline.
- Promptly communicates results of meeting to his/her constituents at division or staff meetings.
- Approves minutes, verifying that accepted minutes reflect what has actually taken place.

Administrator's Duties and Responsibilities

Duties and responsibilities of the Administrator of a committee are as follows:

- Provides an updated list of membership for each of his/her committees to the appropriate committee chairperson and to the Central Committee chairperson at the start of the fall semester. In order to accomplish this in a timely manner, vacancies should be determined by late spring. Appointments should be made or elections held in late spring or at the first division or staff meeting in the fall. Names should be forwarded to the Administrator by September 25.

- Reports changes in membership during the academic year immediately to the appropriate chairperson and to the chairperson of the Central Committee.
- Responds to the committee chairperson with regard to committee recommendations and/or actions within a reasonable period of time, but no longer than two months. It is the responsibility of each administrator to take appropriate and timely action of each recommendation he/she receives from a committee. Includes a detailed summary of the committee's recommendation when the administrator's recommendation to the President differs from that received from the committee. This summary shall be prepared by the Chairperson of the committee.
- Reviews all minutes of meetings of committees under his/her purview and responds in a timely manner to issues raised.
- Reviews attendance as reflected in the minutes. If a member is not able to meet his/her obligation to the committee, the administrator should request that a replacement be selected. Committee members on sabbatical leave or other authorized leave should be replaced temporarily.

Bristol Community College
Committees and Number of Committee Members

Fall 2011

Category	Committee	Chair	# Faculty	Elected # Classified staff	# Pro- fessional Staff	Appointed	Other	Total
Oversight	Central	1	2	1	1	3		
Policy								
	Academic Standards	1	6 (one from each division)	-	1		2 (Enrollment Services)	
	Academic Standing	1	6	-	-		3 (Enrollment Services) + 1 from Financial Aid	
	Affirmative Action	1	6	1	-	-	2 (Enrollment Services) + 1 Learning Resource + VP of HR 1 Adm & Finance	
	Budget	1	6	1	1 Non-unit Prof Staff		2 (Enrollment Services) + 1 Learning Resource	
	College-Wide Curriculum	1	6	-	1		2 (Enrollment Services)	
Planning								
	Educational Media	1	6		1 Non-unit Prof Staff		2 (Enrollment Services) + 1 Learning Resource	
	Institutional Effectiveness	1	6	-	-	-	1 Central Academic Affairs + 1 Learning Resource + 1 Enrollment Services + 1 Adm & Finance + 1 Campus Security + 1 IT Services +	

Category	Committee	Chair	# Faculty	Elected # Classified staff	# Pro- fessional Staff	Appointed	Other	Total
							1 Resource Dev. + 1 Pres. Council + 1 Executive VP + Academic Dean	
	Strategic Planning	1	6	1			2 Enrollment services + 1 Learning Resources + 1 IT Serv + 1 Adm & Fin + 1 HR + 1 Comm-unications + CWCC Chair + 1 Res. Dev + Satellite campuses + 1-2 Central Aca Affairs + 2 VPs	
	Technology Planning & Policy	1	6		1 Non-unit Prof Staff		1 Enrollment Services + 1 Academic Affairs	
Co-Curricular								
	Multicultural Orientation	1	6	-	-	-	-	
		1	6				5 Enrollment Services + 1 Learning Resources + 1 Resource Development	
Campus Services								
	Auxiliary Services	1	6	1			2 Enrollment Services + 1 Learning Resources + Culinary Arts Director + Asso VP Adm & Finance	
	Disability Concerns	1	6	-	-	-	2 Enrollment Services + 1 Learning Resources + 1 ODS	

Category	Committee	Chair	# Faculty	Elected # Classified staff	# Pro- fessional Staff	Appointed	Other	Total
	Financial Aid Appeals	2 (Dir & Asst Dir – Financial Aid)	6	-	-	-	-	
	Professional Development for Faculty/Prof Staff	1	6		1 PT Unit Professional		1 Enrollment Services + 1 Learning Resources	
	Student Grievance	1	1	1	1		1 non-unit admin	
	Sustainability	1	6			3 at large Mass PIRG		
	Traffic, Safety & Security	1	6	1	1 non unit Professional		3 Enrollment Services + 1 Learning Resources	
Recognition								
	College Awards	1	6		1 non unit Professional		3 Enrollment Services + 1 Learning Resources	
	Professor Emeritus	1	6	-	-	-	-	
	Scholarship	1	6		1 non unit Professional		3 Enrollment Services	
Contractual								
	Classified Professional Development	VP of HR	5 AFSCME	-	-	-	-	
	MACER	2 President & MCCC Pres.					VPs	-
	MUCER	2						
	Sabbatical Leave							
	Union/Management Safety							
	Unit Personnel Practices							

* It appears that there are more administrators on this committee than faculty. Remember that this document is to determine the number of faculty positions on all committees to see if those numbers are more than current full time faculty.