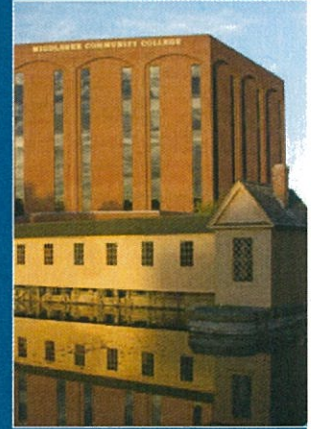




MIDDLESEX
Community College



Board of Trustees

Committee

Roles and Responsibilities

2013

January 24, 2013



Mission Statement

At Middlesex Community College, everyone teaches, everyone learns. Collaborative in nature and innovative in practice, we educate, engage, and empower a diverse community of learners. Through transformative opportunities, we challenge and support every student to succeed and lead. Recognizing equity and inclusion as the foundation for excellence and creativity, Middlesex Community College meets the evolving educational, civic and workforce needs of our local and global communities.



STRATEGIC PRIORITIES

1. Assessment
2. Diversity in the Workplace
3. Fiscal Stability
4. Student Success
5. Workforce Development



MCC STRATEGIC PRIORITIES



PRIORITIES

Assessment
 Diversity in the Workplace
 Fiscal Stability
 Student Success
 Workforce Development

COMMITTEE

Student Success
 Diversity
 Finance
 -Audit (Ad Hoc)
 Institutional Planning
 -Leadership Evaluation (Ad Hoc)
 Workforce Development



Student Success Committee

Roles and Responsibilities:

Review and provide input to policies, procedures, programs, resources and strategies aimed at the improvement of student access and student success. Areas for review include enrollment management plans/strategies, vertical teaming, dual enrollment, college readiness, basic skills assessment, developmental education models and instructional initiatives, high impact practices, comprehensive student services including developmental advising, student learning outcomes, college completion and transfer.



Student Success Committee

MCC Strategic Priority: Assessment	Related Vision Project Key Outcome	Accountability Measures: <i>*Data Will Be Disaggregated by Race, Gender and PELL Eligibility</i>
<p>Improve access and advance student success by strengthening evidence-based practice and resource allocation.</p> <p>Transfer learning by integrating academic, workplace and global experiences to meet personal, professional and community needs</p> <p>Drive innovation, enrich community and broaden the learning experience for all by fulfilling our shared responsibility for diversity</p> <p>Empower all members of the college community to be educators, mentors, advocates, entrepreneurs and lifelong learners.</p> <p>Foster greater college engagement through improved communication, personal connections and collaborative partnerships.</p> <p>Build partnerships that stimulate innovation and address the educational, social, economic, and workforce development needs of our communities.</p>	<p>College Participation</p> <p>College Completion</p> <p>Student Learning</p> <p>Preparing Citizens</p> <p>Closing Achievement Gaps</p>	<p>Developmental Ed to College Level*</p> <p>Persistence Rate*</p> <p>Retention Rate*</p> <p>Graduation Rate*</p> <p>Mass Transfer Rate*</p> <p>Community College Success Rate*</p> <p>Institutional Student Learning Outcomes in Writing, Critical Thinking and Personal and Professional Development</p> <p>Community College Survey of Student Engagement**</p>

**Data Will Be Disaggregated by Race, Gender and PELL Eligibility*

*** Measures Active and Collaborative Learning, Academic Challenge, Student Effort, Student-Faculty Interaction, Support for Learners*

**** Measures Institutional Structure, Supervisory Relationships, Teamwork, Student Focus*

Diversity Committee

Roles and Responsibilities:

Review and provide input to College policies and procedures designed to ensure inclusive and equitable treatment for all students, staff, faculty, administrators and members of the public. Areas for review include succession planning, college hiring policies, college workforce demographics, the college onboarding process, college complaint procedures, the community colleges affirmative action plan, human resources procedures, student recruitment and admission policies and procedures, student demographics, student achievement gaps and the globalization of the curriculum and extra-curricular activities.



Diversity Committee		
MCC Strategic Priority: Diversity in the Workplace	Related Vision Project Key Outcome	Accountability Measures: *Data Will Be Disaggregated by Race, Gender and PELL Eligibility
<p>Drive innovation, enrich community and broaden the learning experience for all by fulfilling our shared responsibility for diversity</p> <p>Foster greater college engagement through improved communication, personal connections and collaborative partnerships.</p>	<p>College Participation</p> <p>College Completion</p> <p>Preparing Citizens</p> <p>Closing Achievement Gaps</p>	<p>Developmental Ed to College Level*</p> <p>Enrollments Persistence and Retention Rates*</p> <p>IPEDS Graduation Rate*</p> <p>IPEDS Human Resources Surveys</p> <p>Mass Transfer Rate*</p> <p>Community College Success Rate*</p> <p>Community College Survey of Student Engagement**</p> <p>College Climate Survey - Personal Assessment of the College Climate***</p> <p>Workforce Analysis</p>

*Data Will Be Disaggregated by Race, Gender and PELL Eligibility

** Measures Active and Collaborative Learning, Academic Challenge, Student Effort, Student-Faculty Interaction, Support for Learners

*** Measures Institutional Structure, Supervisory Relationships, Teamwork, Student Focus

Finance Committee

Roles and Responsibilities:

The committee would review and recommend the budgeting policies and practices of the college. The committee would recommend to the full board the annual operating budget recommendation including the setting of fees as well as any other budget recommendations. The committee would also review and recommend to the full board any changes to the investment policy and practices including the allocation and diversity of the investment portfolio.



Finance Committee		
MCC Strategic Priority: Fiscal Stability	Related Vision Project Key Outcome	Accountability Measures: *Data Will Be Disaggregated by Race, Gender and PELL Eligibility
Improve access and advance student success by strengthening evidence-based practice and resource allocation.	DHE Funding Formula Performance Component Elements	Financial Statements Financial/Budget Reports DHE Funding Formula Performance Component Elements

**Data Will Be Disaggregated by Race, Gender and PELL Eligibility*

*** Measures Active and Collaborative Learning, Academic Challenge, Student Effort, Student-Faculty Interaction, Support for Learners*

**** Measures Institutional Structure, Supervisory Relationships, Teamwork, Student Focus*

Institutional Planning Committee

Roles and Responsibilities:

Review and provide input to the development, implementation and assessment of the college's strategic plan and other major college plans. Monitor progress toward their accomplishment on an on-going basis by reviewing related accountability data.



Institutional Planning Committee

MCC Strategic Priority: Student Success	Related Vision Project Key Outcome	Accountability Measures: *Data Will Be Disaggregated by Race, Gender and PELL Eligibility
<p>Improve access and advance student success by strengthening evidence-based practice and resource allocation.</p> <p>Transfer learning by integrating academic, workplace and global experiences to meet personal, professional and community needs</p> <p>Drive innovation, enrich community and broaden the learning experience for all by fulfilling our shared responsibility for diversity</p> <p>Empower all members of the college community to be educators, mentors, advocates, entrepreneurs and lifelong learners.</p> <p>Foster greater college engagement through improved communication, personal connections and collaborative partnerships.</p> <p>Build partnerships that stimulate innovation and address the educational, social, economic, and workforce development needs of our communities.</p>	<p>College Participation</p> <p>College Completion</p> <p>Student Learning</p> <p>Workforce Alignment</p> <p>Preparing Citizens</p> <p>Closing Achievement Gaps</p> <p>Research</p> <p>DHE Funding Formula Performance Component</p>	<p>Developmental Ed to College Level*</p> <p>Persistence and Retention Rates*</p> <p>IPEDS Graduation Rate*</p> <p>Mass Transfer Rate*</p> <p>Community College Success Rate*</p> <p>Degree and Certificate Production in High Demand Fields*</p> <p>Institutional Student Learning Outcomes in Writing, Critical Thinking and Personal and Professional Development</p> <p>Community College Survey of Student Engagement**</p> <p>College Climate Survey - Personal Assessment of the College Climate***</p>

**Data Will Be Disaggregated by Race, Gender and PELL Eligibility*

*** Measures Active and Collaborative Learning, Academic Challenge, Student Effort, Student-Faculty Interaction, Support for Learners*

**** Measures Institutional Structure, Supervisory Relationships, Teamwork, Student Focus*

Workforce Development Committee

Roles and Responsibilities:

Review and provide input to the development, implementation and assessment of the College's Workforce Development efforts. Monitor, support and stimulate workforce development initiatives including: Aligning degree and certificate programs with the needs of statewide regional and local employers, expansion of a comprehensive database of contacts that would allow MCC to grow its' contract training and non-credit offerings on campus and research future workforce needs and innovative delivery methods.



Workforce Development Committee

MCC Strategic Priority: Workforce Development	Related Vision Project Key Outcome	Accountability Measures: *Data Will Be Disaggregated by Race, Gender and PELL Eligibility
<p>Transfer learning by integrating academic, workplace and global experiences to meet personal, professional and community needs</p> <p>Build partnerships that stimulate innovation and address the educational, social, economic, and workforce development needs of our communities.</p>	<p>Workforce Alignment</p> <p>Preparing Citizens</p> <p>Closing Achievement Gaps</p>	<p>Graduation Rate*</p> <p>Mass Transfer Rate*</p> <p>Certificate and Degree Production in High Demand Fields*</p> <p>Institutional Student Learning Outcomes in Writing, Critical Thinking and Personal and Professional Development</p> <p>Community College Survey of Student Engagement**</p>

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Audit Ad Hoc Committee

Roles and Responsibilities:

To establish an independent relationship with the college auditors, KPMG, in the review and recommendation of financial reports and controls. The committee would review and recommend to the full board approval of the annual financial statements of the College and the audit report on Federal Awards as required by OMB Circular A-133.



The committee would also review and authorize the services and engagement letter of the auditor. The committee would meet as necessary.

Accountability Measures

- Financial Audit
- Federal A133 Audit
- Review of Internal Controls

Leadership Evaluation Ad Hoc Committee

Roles and Responsibilities:

1. Board Evaluation

The Leadership Evaluation Committee will periodically undertake a self-assessment of the effectiveness of the Board and recommend to the Chair and the President changes in the committee structure of the Board as appropriate.

2. Presidential Evaluation

The Leadership Evaluation Committee will annually evaluate the College President utilizing the guidelines governing presidential evaluations as established by the Department of Higher Education.

The committees would meet as necessary.



MIDDLESEX COMMUNITY COLLEGE
Board of Trustees
2012-2013

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