

Northern Essex Community College -- All College Assembly -- Inventory of Committees October 2014

COMMITTEE NAME	PURPOSE OF COMMITTEE	SELECTION PROCESS	CONTACT PERSON
ACADEMIC AFFAIRS COMMITTEE	See All College Assembly website for up-to-date committee members and purpose. http://facstaff.necc.mass.edu/vision-and-planning-initiatives/all-college-assembly/		Chair: Patricia Willett
ACADEMIC MASTER PLAN STEERING COMMITTEE	Coordinate implementation of the Academic Master Plan 2008-2011. NOTE: Several other ad hoc committees will be created during 2008-2011 to implement specific goals contained in the Academic Master Plan.	Faculty and staff across the college invited to nominate/self-nominate. Members selected by Vice President of Academic Affairs with attention to distribution across divisions/areas.	Jane Bailey, Paul Cavan, Patricia Demers, Mike Hearn, Bill Heineman, Kirsten Kortz, Steve Russell, Bill Zannini
ACCESS COMMITTEE	To review, discuss and recommend items for campus wide access plan.	Open to all interested in purpose/mission. Representation of faculty, staff and students recommended.	Mary Chatigny Sue Martin
ACHIEVING THE DREAM CORE TEAM	Provide leadership and coordination of the college's Achieving the Dream initiative.	Initial committee selected by President. Additional members added include chairs of strategy teams.	Co-chairs: William Heineman & Rick Lizotte
ACHIEVING THE DREAM DATA COMMITTEE	Provide data gathering and analysis, and make recommendations to the Achieving the Dream Core Team.	Selected by recommendation of the Achieving the Dream Core Team	Tom Fallon
AFSCME SAFETY & LABOR MANAGEMENT COMMITTEE	To discuss matters of mutual concern to the campus and local Union.	Six members; three representing the campus administration and three representing the local Union. Representatives shall be appointed respectively by the CEO and the local Union.	Steve Fabbrucci, Thomasine Corbett
AFSCME UNION MANAGEMENT SAFETY COMMITTEE	To promote a safe, clean and wholesome environment, the development of safety programs and procedures and shall focus attention on any injuries which have resulted and would serve to alter or revise any such programs or procedures.	Composed of (8) members, four (4) representing college administration and four (4) representing the Union.	Steve Fabbrucci, Thomasine Corbett
AFSCME SCHOLARSHIP COMMITTEE	Scholarships to AFSCME members who apply for funding	AFSCME members	Thomasine Corbett, Al Hitchcock, Mary Chatigny
AFFIRMATIVE ACTION COMMITTEE	To advise and assist the president and Affirmative Action Officer in developing, implementing and evaluating the college's Affirmative Action Program; to recommend changes in the program or policy; to represent the concerns and problems of all employment areas of the college as these problems relate to equal opportunity; to be informed about the rules and procedures of the college as well as federal state laws and regulations governing affirmative action and equal opportunity; to meet as necessary, but not fewer than two times a year; to serve on the employee grievance hearing board as requested by the president; and to help sensitize and educate the college community regarding the affirmative action issues facing higher education and the larger society and to help broaden understanding of diversity in our society as well as to encourage behaviors appropriate to a pluralistic society.	Appointed by President	Mary Chatigny

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AWARDS CONVOCATION COMMITTEE	Arrange Awards Convocation Ceremony	Recommendations for appointment made to President; replacements done as necessary.	Chair: Grace Young
BANNER USER GROUP	To facilitate the use of Banner at NECC. Works under the aegis of the IT Committee	Open to all interested members of the Faculty & Staff who have a working knowledge of Banner.	Jeffrey Bickford
BENTLEY SCHOLARSHIP COMMITTEE	To review student application for and choose winner of the President Emeritus Harold Bentley Memorial Scholarship each year.	Nominated by committee members and approved by majority vote of committee	Trish Kidney
CHILDCARE ADVISORY COMMITTEE	Evaluate childcare programs and make recommendations regarding the provision of childcare services at NECC	Executive VP, Program Coordinator for ECE, Assoc. Dean of Student Life, Assoc. Dean Access & Resource Development, Director, Lawrence Campus Operations.	Mary Ellen Ashley, EVP
ALL COLLEGE ASSEMBLY: Academic Affairs Executive, Finance, Information Technology & Student Affairs Committees	The purpose of the ACA is not to perform administration, but to advise on executive and operating policies both before they are adopted and after implementation. In carrying out this purpose, the ACA shall be proactive as well as reactive.	Elected by constituency groups.	Committee Chairpersons: Terry Cargan, Mike Broughton, Bill Zannini and Ginger Hurajt, Patricia Willett
COMMENCEMENT COMMITTEE	To plan and implement Commencement	Committee appointed by the president; subcommittee selected to include those who are needed to perform tasks.	Chair: Mary Ellen Ashley Co-Chairs: Sue Shain, Colleen Walsh
CULTURAL DIVERSITY	National Coalition Building Institute (NCBI): Promotes and celebrates leadership for equity and inclusion.	Volunteers from all segments of the college. All facilitators must receive required training.	Judith Kamber
DISTANCE EDUCATION COMMITTEE	This committee shall meet as necessary to discuss in advance distance education initiatives/ opportunities to be offered by the College subsequent to this Agreement. This committee shall have no authority to modify or to add to the terms of this Agreement, but rather, shall serve as a vehicle to share information about campus distance education opportunities, system-wide distance education initiatives, and to provide the MCCC with an opportunity for effective input into those local opportunities and initiatives, including the process for selection of unit members for training opportunities. In no event shall the process for and/or the selection of unit members for training opportunities be arbitrary, capricious or unreasonable. The committee shall be provided at the end of each semester a list of all unit and non-unit employees who have participated in distance education training or course delivery at the College together with the amount of compensation of any form received for each course.	There shall be established at each College a committee comprised of no more than three (3) representatives of management, and three (3) members of the MCCC Units (Day and DCE) at that College.	Chair: Kathy Proietti
EMERITUS COMMITTEE	To review eligible candidates for emeritus states and make recommendations to the president.	Appointed by the president with emphasis on selection of individuals representing a broad range of work areas.	Frank Leary (04) Steve Fabbrucci

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COMMITTEE NAME	PURPOSE OF COMMITTEE	SELECTION PROCESS	CONTACT PERSON
EMPLOYEE RECOGNITION PROGRAM SELECTION	To select three employees quarterly from a pool of nominations which are based on criteria demonstrating outstanding performance?	Selected by the Director of Human Resources who chairs the Committee and approved by the President	Mary Chatigny
ENGLISH COMPOSITION I AND II AWARDS COMMITTEE	To recommend standards and procedure for the awards to the department; to judge entries; to provide a celebratory forum for presentation of awards; to select prizes or forms of recognition; to provide linkage for public relations.	Committee Chair and. internal Communications Coordinator by combination of volunteering and Department Chair appointment; Department Chair always a member of committee; judges by rotation (and voluntary acceptance) of full-time department members (4 per semester). Judges change each semester.	Steve Mathis
ENVIRONMENTAL AND SUSTAINABILITY COMMITTEE (Green Team)	The Mission of the Environmental Impact & Sustainability Committee is to integrate the economic, social and environmental principles of sustainability throughout the curriculum and operations of the college, and to help the college respond to changing local, state and national requirements for public institutions. As we practice the ways of sustainability, our students will see the relevance, develop an understanding and develop strong values for the area.	Appointed by the President	Co-chairs: Tom Fallon, Marcy Vozzella
EXECUTIVE COMMITTEE	See All College Assembly website for up-to-date committee members and purpose. http://facstaff.necc.mass.edu/vision-and-planning-initiatives/all-college-assembly/		Terry Cargan
FINANCE COMMITTEE	See All College Assembly website for up-to-date committee members and purpose. http://facstaff.necc.mass.edu/vision-and-planning-initiatives/all-college-assembly/		Bill Zannini
FLEXIBLE COURSE SCHEDULING COMMITTEE	To examine and propose additional ways to offer courses so that students have increased chance of success.	Representatives from advising, registrar, academic affairs, assessment and finance.	Sue Grolnic
HONORS COMMITTEE	To oversee the Honors Experience Program	Volunteers	Ginger Hurajt
INFORMATION TECHNOLOGY COMMITTEE	See All College Assembly website for up-to-date committee members and purpose. http://facstaff.necc.mass.edu/vision-and-planning-initiatives/all-college-assembly/		Chairperson: Mike Broughton
LATINO/LAWRENCE MARKETING/PR COMMITTEE	The purpose of the Latino Marketing Task Force is to bring an interdisciplinary group together to reevaluate NECC's current strategies in outreach and communications with the Latino population, to investigate new opportunities and to examine our policies and practices in this area. We plan to convene twice a year to assure we are addressing the college's needs in Latino marketing and communications, scanning our internal and external environments for changes that may impact our direction, and maintaining a positive and consistent message in all of our external communications to the public.		Dawna Perez
LAWRENCE COMMUNITY ADVISORY COUNCIL (LCAC)	To hear how NECC can best serve community organizations in Lawrence	President, includes NECC staff & faculty as well as numerous municipal and community organizations	

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LEARNING COMMUNITIES STEERING COMMITTEE	To steer NECC learning communities initiative – plan, implement, promote learning communities, learning community's network.	Initial chosen by experience with distribution by area	Patricia Schade
LIBERAL ARTS ONEBOOK COMMITTEE	To review and recommend books which may be used as supplementary material in a variety of Liberal Arts courses in conjunction with the Theme Across the Curriculum...	Open to all Liberal Arts faculty	Kristi Arford
LIBERAL ARTS OUTCOMES ASSESSMENT COMMITTEE	To recommend procedures and assist in assessing the Liberal Arts Program Outcomes.	Open to all Liberal Arts faculty	Kristi Arford
LIBERAL ARTS REVITALIZATION COMMITTEE	To preserve the mission of Northern Essex as a comprehensive community college by maintaining a balance between Liberal Arts and other areas of the college through activities that will increase awareness of the relevancy of the Liberal Arts in our personal and professional lives, a well as other activities that will benefit both college and community.	Open to any interested member of the college community	Kristi Arford
MANAGEMENT ASSOCIATION COMMITTEE ON EMPLOYEE RELATIONS MCCC/MTA	Contract Driven		Steve Fabbrucci
MANAGEMENT UNION COMMITTEE ON EMPLOYEE RELATIONS (AFSCME)	Contract Driven		Steve Fabbrucci
NECC PROFESSIONAL ASSOCIATION SCHOLARSHIP COMMITTEE	To review applications and make recommendations for NECCPA scholarship recipients.	Open to all union members	NECCPA President
OUTCOMES ASSESSMENT COMMITTEE	To work on implementation of outcomes assessment at NECC. To decide what to assess and how to assess it.	Some members were invited and others volunteered.	Ellen Wentland
PRIDE IN PERFORMANCE COMMITTEE	To choose 3 nominees to receive Commonwealth Pride in Performance award and nominate one individual for the Carballo award.	One individual from all employee groups.	Mary Chatigny
SABBATICAL LEAVE COMMITTEE	To rank each eligible candidate who has applied for sabbatical leave in terms of the criteria stated for sabbatical leave. The recommendations of the Committee in rank order shall be concurrently submitted to the Dean(s) and the applicants no later than July 15 for the spring semester or January 1 and no later than January 15 for the fall semester or July 1.	Appointed by the President	Steve Fabbrucci
SERVICE LEARNING AND COMMUNITY ENGAGEMENT	To establish and support Service Learning/Community Engagement culture at NECC	Combination of asking representatives of various groups and volunteers	Sue Grolnic
SCHOLARSHIP COMMITTEE	Make changes, as needed, to NECC Scholarship Process and implement.	Appointed by Jean Poth	Jean Poth

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CHESTER W. HAWRYLCIW MEMORIAL SCHOLARSHIP COMMITTEE	Committee selects a student to receive a scholarship in Chet's name.	Committee to review scholarship applications was formed by the request of Chet's wife, Sally	Patricia Kidney, Chairperson
THE JOHN SPURK MEMORIAL SCHOLARSHIP COMMITTEE	To review student applications for and choose winners of the John Spurk Memorial Scholarship each year.	Nominated by committee members and approved by majority vote of committee.	Professor Steve Russell
PROFESSIONAL DEVELOPMENT FUNDING COMMITTEE	Encourages and promotes professional development, personal growth, and community building for all faculty and staff.	Faculty & Staff representing various departments on campus.	Judith Kamber
STRATEGIC PLANNING COMMITTEE	To work with the NECC Faculty, staff, students and members of the community to develop the new Strategic Plan.	Volunteers from faculty, staff and students from NECC.	Ellen Grondine & Judith Kamber
STUDENT AFFAIRS COMMITTEE	See All College Assembly list of committee members and purpose.		Ginger Hurajt
TEACHING AND LEARNING TASK FORCE	To advise on matters relating to Teaching and Learning Center: i.e. symposia, workshops, professional days, special projects.	Members to be elected by faculty in their areas (two from Humanities, Social Science and Human Service Professions; two from Math, Science, Technology and Health Professions; one from Business and International Programs and Non-Traditional, and; one from Instructional	Judith Kamber
TECHNOLOGY OPERATIONS MANAGEMENT WORKGROUP	To communicate major changes in the uses of information technology as well as a rationale for those changes to the College Community. As appropriate review and recommend policies related to the use of Information Technologies by faculty, staff and students. Develop procedures to ensure all major technology purchases and moves are properly reviewed by IT and Facilities as appropriate. Make recommendations regarding the redeployment of existing computer equipment. Make recommendations regarding the selection of classrooms to convert to smart classrooms, and smart classroom design/layout. Establish, as needed, subcommittees, task forces, or work groups to assist in all responsibilities charged to the committee		Chair: Dave McAskill
UNIT PERSONNEL PRACTICES COMMITTEE	To review unit members who are eligible for tenure each year.	Elected by members of the MCCC/MTA Day Division Bargaining Unit.	Steve Fabbrucci
ONLINE COMMUNICATION SUB-COMMITTEE	College-wide departmental input to the future development/adaptation of www.necc.mass.edu , faculty/staff site, social media and other forms of online communications.	Open to key stakeholders for online communication in the college.	Nathan Gilbert

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WORKFORCE DEVELOPMENT COMMITTEE	Create and monitor a "Workforce Development Dashboard" that will inform planning and decision-making for credit and non-credit workforce development programs and initiatives. Recommend an organizational structure for credit and non-credit workforce development activities that will provide effective services to the community and make appropriately efficient use of college resources. Serve as a resource for sharing information and making recommendations about new workforce development activities, grant opportunities, and business partnerships. Develop "Career Pathways" that will facilitate more effective transitions from Adult Basic Education to Developmental Studies to college level coursework, degree/certificate attainment, and employment in the Merrimack Valley.		Co-Chairs: George Moriarty, Sue Grolnic
WRITING ACROSS THE CURRICULUM	We are an interdisciplinary group which is working to institute and maintain a WAC program at the college. .	Membership has been an informal process: interested faculty members have volunteered to serve.	Lynne Nadeau
FLEXIBLE COURSE SCHEDULING COMMITTEE	To examine and propose additional ways to offer courses so that students have increased chance of success.	Representatives from advising, registrar, academic affairs, assessment and finance.	Sue Grolnic
UNIT PERSONNEL PRACTICES COMMITTEE	To review unit members who are eligible for tenure each year.	Elected by members of the MCCC/MTA Day Division Bargaining Unit.	Steve Fabbrucci