

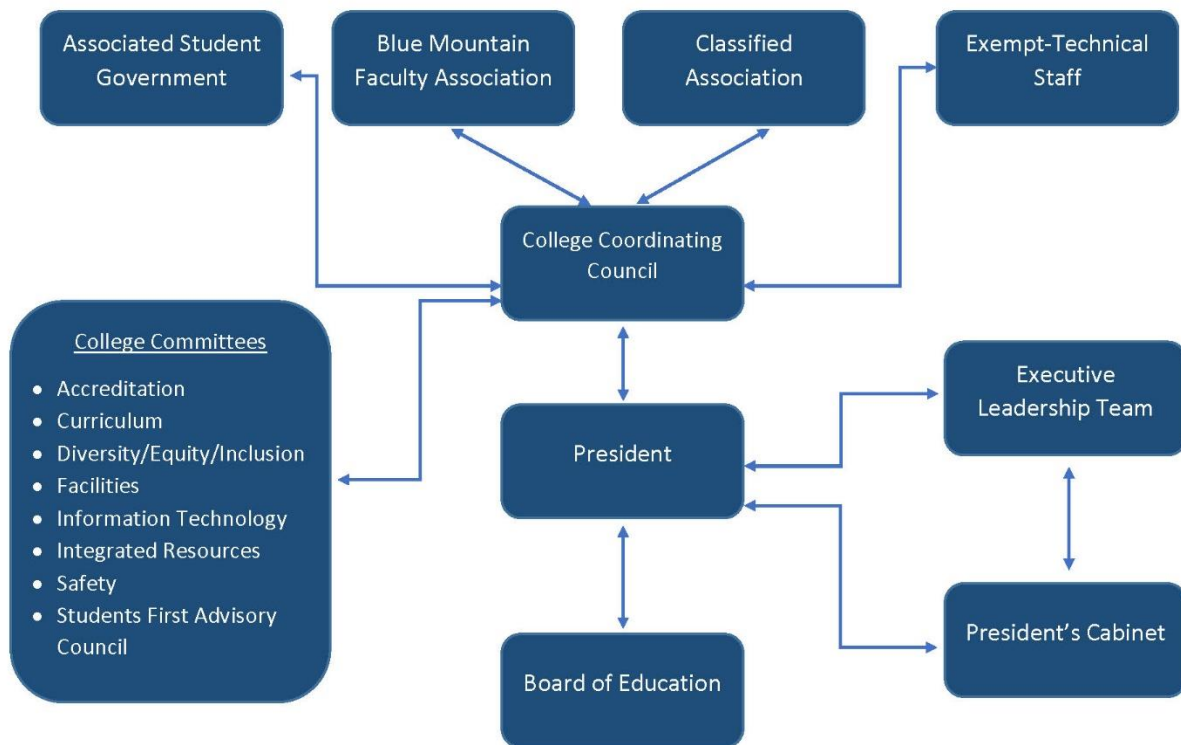


# **GOVERNANCE PROCESS**

**and**

**Membership Rosters for 2017-2018**

## BMCC Shared Governance Structure



## BMCC GOVERNANCE PROCESS

The Shared Governance Policy and Process is the mechanism by which employees and students participate equitably and collegially in the decision-making processes of the College. The focus of Shared Governance is at the institutional planning and policy level, not the operational or implementation level, which is the responsibility of administrators. Shared Governance at BMCC is based on *BMCC Board Policy II.A. Governance Commitment*.

### **Policy:**

- The Shared Governance system should follow these guiding principles:
- Shared Governance is a central value of integral leadership that requires continued hard work, open communication, trust and respect.
- Shared Governance develops a system of open communication where the president, faculty, staff, administrators, board members and students work to align and implement strategic priorities.
- Integral leadership links the president, faculty, staff, administrators, board and students in a well-functioning partnership purposefully devoted to a well-defined, broadly affirmed institutional vision.

The Shared Governance structure is outlined in the attached organizational chart, which outlines the two-way conversations between various stakeholders and committees.

Any College employee may, at any time, recommend a change to the process that improves efficiency and provides for greater input from throughout the College community.

### **Membership:**

- Employees will have opportunities to sign up for committee membership during the fall Pre-Service each year. *Unfilled committee membership slots will be recommended by the Vice President associated with that committee to the committee chair.*
- Each college committee will select from among its members, a chair and vice-chair, except where a chair is appointed.
- Each College committee will include representation from a Vice President, a faculty member, a classified member, and a student. Other positions included are determined by the committee's purpose.
- While membership of each committee is set in the organizational document, all meetings are open.

### **Process/Responsibilities:**

- All committees and the College Coordinating Council are advisory. Final authority lies with the President.
- A regular schedule of committee meetings will be established.
- A quorum for each committee will consist of half the assigned membership.
- Committee structure, membership, purpose, and procedures can and will be modified from time to time as better and more effective ways of working are developed.
- Administration will monitor committee assignments to assure that the needs and interest of all constituencies are adequately represented.
- All committees should have open and constructive participation among constituents.
- All committees should have a willingness to actively listen to each other.
- All committees should have early opportunities for discussion, information sharing, and input on any topic.
- All committees should have time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.
- All committees should have shared integrity and responsibility in all adopted governance policies and procedures.
- All committees should have continual monitoring and refinement of governance policies and procedures by representatives of the entire college community.
- All committees should make a sincere effort to make the governance process work in a timely and effective manner.

- All meetings will be documented and records of meetings will be made available within one month on the BMCC website Shared Governance Policy & Process Committee page.
- Committees will have reports presented to the Cabinet through their Cabinet level supervisor. An overview of reports will be produced by the Cabinet recorder and presented at the next CCC meeting for informational purposes. Committee chairs may ask to attend a CCC meeting to present issues or information that requires input from the membership.
- Committees may deem it necessary to form sub-committee work groups to accomplish the committee plan of work or form for specialized tasks.
- Throughout this process of disclosure, responsiveness, and accountability, the constituents recognize that the college administration is ultimately responsible for approving decisions advanced by this system of consultative governance.

## College Coordinating Council (CCC)

### **Purpose:**

The purpose of the College Coordinating Council is to serve as a college-wide organization with representatives from all the major campus constituencies and committees. The primary purpose is to be a forum that facilitates dialogue on college-wide issues. The Council will oversee the strategic framework, support accreditation and be active in all college evaluation and improvement efforts. The CCC is to advise the President on issues that affect the entire college. The CCC meetings are open to all and at times the President will extend the CCC time for all-campus conversations.

### **CHARGE**

- Provide input, guidance and advice on the College's strategic framework.
- Recommend the framework/plans to the College Board.
- Understand the college data, its implications and suggest changes to improve student persistence and completion.
- Review, monitor and offer advice on student success outcomes.
- Oversee the College Accreditation process and provide on-going monitoring, implementation and continuous improvement of the self-evaluation process.
- Review and discuss college-wide recommendations from the college's standing committees.

### **Membership:**

Chair / Dean Student Success	Ralph Murphy, II
Recorder	Shannon Franklin
Faculty- AAOT	Melinda Platt
Faculty - CTE	Margaret Mayer
Faculty - At Large	Pete Hernberg
Faculty – Centers	Alison Timmons (Chair-Elect)
Faculty – Adult Basic Skill	Shannon Maude
Information Technology	
Facilities	Brenda Daggett
Student Affairs	Allison Severin
Institutional Effectiveness	Tim Wilson
Center Director	Jacelyn Keys
Office of Instruction	Wade Muller
Business Operations	Celeste Insko
Financial Aid	Yadira Gonzalez
Library Director	Jackie Ray (Past Chair)
Student Representative	
Student Representative	

### **Members at Large:**

COD Grant County	Ashley Masterson
President	Cam Preus
VP Student Affairs	Diane Drebin
VP Instruction	MJ Kuhar
VP Public Relations	Casey White-Zollman
VP Admin Services	Tammie Parker
Baker Center	Dan Koopman

**Process:**

1. College Coordinating Council officers will be the chair and chair-elect. The recorder will be a designated staff person. These officers will be elected annually, with the chair-elect becoming chair the year following his/her tenure as chair-elect. Officers will be elected from the council members serving as committee, group representatives, and ex-officio non-voting members. Officers of the College Coordinating Council will not serve consecutive terms. Representatives and their alternates on the College Coordinating Council will have voting rights. Terms of council members will be three-year terms. In October of 2007, members will have varying terms determined by drawing lots to provide continuity.
2. The College Coordinating Council will meet once each month, however Council meetings may be called every two weeks, if necessary. Minutes of the College Coordinating Council will be written by the recorder and published on the BMCC website Governance Process Committee page following each meeting.
3. Special meetings can be called at the discretion of the Council Chair and the President of the College.
4. A quorum of the College Coordinating Council will consist of half of CCC voting membership plus one. A majority vote by the College Coordinating Council is half of voting members present plus one. Alternate representatives attending the meeting will have complete voting rights.

**Meeting dates:** \_\_\_\_\_ of each month during the academic year, 3:00 – 4:30 pm, Boardroom

# Cabinet

**Purpose:**

Cabinet shall provide a shared governance forum for collaborative decision making to effectively guide the institution with a focus on the Strategic Plan and Mission Fulfillment that is shared college-wide through its membership.

**Membership:**

President	Cam Preus
Executive Assistant (Recorder)	Shannon Franklin
VP Student Affairs	Diane Drebin
VP Instruction	MJ Kuhar
VP Public Relations	Casey White-Zollman
VP Administrative Services	Tammie Parker
AVP Corrections	John W Thomas
AVP Finance & Business Operations	Celeste Insko
AVP Information Technology	Brad Holden
Dean CTE & Community Ed	Carl Melle
Dean Student Development & Success	Ralph Murphy, II
Center Director Baker	Dan Koopman
Center Director Hermiston	Jacelyn Keys
Center Director Milton-Freewater	Susan Kralman
Center Director Morrow County	Anne Morter
Executive Director BMCC Foundation	Margaret Gianotti
Director Facilities & Grounds	Dwayne Williams
Director Human Resources	Kelli Bullington
Director Institutional Effectiveness	Tim Wilson
Faculty Rep	Doreen Matteson
Faculty Rep	Ki Russell

**Meeting dates:** Second and Fourth Tuesday of each month, 8:30 am – 9:50 am, Boardroom

# Curriculum

## **Purpose:**

1. To design, review, and maintain a responsive integrated curriculum.
2. To serve as a resource to departments and individuals for understanding the curriculum process and developing new/refining existing programs and courses.
3. To review course/program changes/proposals in terms of their impact on college programs, departments, workloads, schedules, equipment, and resources.
4. To review course/program changes/proposals and recommend approval based on compliance with state and accrediting guidelines as well as transferability to other institutions of higher learning.

## **Membership:**

Chair	Margaret Mayer
Admin Assistant/Office of Instruction (Recorder)	Jan Keough
Department Representatives (1 from each department):	
Adult Basic Skills	Sharone McCann
Agriculture	Matt Liscom
Allied Health	Laurie Post
Apprenticeship	Jennifer Hills
Business Technologies	Velda Arnaud, Ron Neeley
College Prep and Corrections	Jeanine Youncs
Criminal Justice	Matt DeGarmo
Diesel	Scott Waggoner
ECE	Dawn Kennison-Kerrigan
Education	Arlene Isaacson
English	Ki Russell
Humanities	Margaret Mayer
Industrial Systems Technology	Jerry McMichael
Math & Computer Science	Greg Schulberg
Nursing	Laurie Post
Science	Sascha McKeon
Social Science	Tina Martinez
Dean CTE	Carl Melle
Director Library & Media Services	Jackie Ray
Director College Prep	MaryJane Bagwell
Registrar	Theresa Bosworth
<b>Members at Large</b>	
Director Financial Aid	Yadira Gonzalez
VP Office of Instruction	MK Kuhar
VP Student Affairs	Diane Drebin
Credentialing & Completion Specialist	Linnet Preston
Dean Student Dev & Success	Ralph Murphy II

Term of appointment for the representatives is to be one year in length. **Meeting Dates:** Second & Fourth Thursday of each month (or more frequently depending on need) 3:30 – 5:00 pm.



## Diversity / Equity / Inclusion Committee

### **Purpose:**

- Create avenues and advocate for the development of diversity education, awareness, understanding, appreciation and valuing.
- To foster working relationships between the college and underrepresented groups within the communities we serve.
- Make recommendations concerning actions and procedures to be taken to meet the needs of the diverse population we serve.
- Committed to promoting equity in success for all students.

### **Membership:**

Co-Chair	Yadira Gonzalez
Faculty	Alison Timmons
Faculty	Carol Johnson
Faculty	Sascha McKeon
Faculty	Deyanira Morales
Faculty	Ki Russell
Faculty	Kristin Oja
College Prep	MaryJane Bagwell
Student Outreach and Leadership	Dawn DiFuria
Classified Staff Representative	April Torres
Classified Staff Representative	Jeff Neeley
Native American Liaison	Annie Smith
Administration Representative	Jackie Ray
Administration Representative	Diane Drebin
Student Success	Roman Olivera
Student Success	
Administrative Services	Barb Baty
Student Affairs	Theresa Bosworth
Student Affairs	Tina Richardson
Recorder	
Treasurer	Heather Gatin
Student Representative	
Student Representative	

Term of appointment will be one year in length.

**Meeting Dates:** 3<sup>rd</sup> Friday of each month at 10:00 am in the Boardroom on the Pendleton Campus

## Facilities Committee

### **Purpose:**

- Serve in a consultative capacity to the college administration for matters related to facilities planning and use
  - Deliberate and advance facilities policies
  - Deliberate and advance the facilities planning process, including the oversight of a master facilities plan
  - Deliberate and make recommendations concerning facilities utilization
  - Deliberate and report on tasks assigned by the college administration
- Post approved minutes on the college website; report routinely to the College Coordinating Council; provide special updates to the President's Cabinet.

### **Membership:**

Director Facilities and Grounds (Co-Chair)

Facilities Assistant (Recorder)

Office of Instruction

Academic Department Specialist

Faculty

Athletics Director

Information Technology

Center Director

Library

Student Affairs

Asset and Contract Coordinator

Student Representative

VP Administrative Services

President's Office

Dewayne Williams

Brenda Daggett

Jan Keough

Marilyn Van Vliet,

Tammi Clark

Cheri Kendrick, Kristin Oja

Brett Bryan

Brad Holden

Dan Koopman

Jackie Ray

Theresa Bosworth

Kristi Sewell

Tammie Parker

Shannon Franklin

### **Members at large**

Term of appointment will be one year in length. **Meeting Dates:** Second Tuesday of each month during the academic year, as required, 3:00 pm, E-128, Pendleton Campus.

## Information Technology

### **Purpose:**

- Serve in a consultative capacity to the President, College Coordinating Council (CCC), Cabinet, and the IT Department through identification and analysis of best practices and implementation of educational technology to support faculty, staff, and students to fulfill the Mission of BMCC.
- Serve as a resource and facilitate the sharing of IT uses and application information with faculty and staff. This includes identifying the current uses of IT, collecting information about best practices, finding and sharing training opportunities, and identifying those expert users of specific IT applications who can act as resources for our college community.
- Deliberate and advance information technology and telecommunications strategies and requirements that will anticipate and meet the future instructional, business, and human resource needs to support the strategic plans of both BMCC and the IT Department
- Deliberate and report on technology matters/questions when requested to do so by committees, departments, or units of the college
- Perform an independent peer-review of BMCC's Information Technology plans.
- Work to fulfill accreditation mandates

### **Membership:**

Faculty Department Chair (Chair)	Velda Arnaud
Distance Education (Vice Chair)	Bruce Kauss
Web / Database Administrator	
Library	Jackie Ray
AVP Information Technology	Brad Holden
AVP Finance & Business Operations	Celeste Insko
Institutional Effectiveness	
Student Affairs	Theresa Bosworth
Corrections	Michael Isaac
Classified Representative	
Classified Representative	Jeff Daniels
Center Director: Milton-Freewater	Susan Kralman
Center Director: Baker	Dan Koopman
Center Director: Hermiston	Jacelyn Keys
Faculty – CTE	Stan Beach
Faculty – AAOT	
Faculty	
Marketing	Anne Livingston
Student Representative	
VP Admin Services	Tammie Parker

Term of appointment will be one year, however, a 3-year commitment is recommended.

**Meeting Dates:** The second Friday of each month from 11:00 to 11:50 am in E-128

## Integrated Resources Committee

### **Purpose**

- Serve in a consultative capacity to the President for matters related to the allocation of college resources (time, money, people)
  - Deliberate and advance fiscal policies
  - Deliberate and advance the budgeting process
  - Deliberate and report on tasks assigned by the President
  - Perform a preliminary, top-level review of the college's annual budget before it is presented to the Budget Committee of the Blue Mountain Community College Education District

### **Membership:**

AVP Finance & Business Operations (Chair)	Celeste Insko
Assets and Contracts Coordinator (Recorder)	Kristi Sewell
Projects and Reporting Accountant	Tod Case
Representatives, BMCC Audit Sub-Committee	Bob Savage, Heidi Van Kirk
Registrar	Theresa Bosworth
VP Instruction	MJ Kuhar
VP Student Affairs	Diane Drebin
VP Public Relations	Casey White-Zollman
VP Admin Services	Tammie Parker
Director Institutional Effectiveness	Tim Wilson
Academic Support	Judith Mosier
Facilities	Brenda Daggett
Faculty – AAOT	Philip Schmitz
Faculty – CTE	
Faculty	Bob Hillenbrand
Instructional Office	Wade Muller
Outreach	Dawn DiFuria
Student Representative	
Student Representative	

### **Members at Large:**

AVP Corrections

**Meeting Dates:** 2<sup>nd</sup> Wednesday of each month during the academic year, 3:30 – 5:00 p.m. Boardroom, Pendleton Campus

## Safety Committee

### **Purpose:**

- Serve in a consultative capacity to the Director Human Resources for matters related to Safety & Health in accordance with (a) federal regulations published by the Occupational Safety & Health Administration and (b) state requirements pursuant to Oregon Revised Statutes, which includes
  - Performing independent oversight of Safety & Health programs and activities at the college, including but not limited to periodic surveillances of maintenance activities
  - Identifying, assessing, and recommending solutions to Safety & Health risks that are identified by or brought to the attention of the subcommittee
  - Routinely reviewing incident reports, safety suggestions, and regulatory updates and recommending action, as appropriate
  - Supporting the planning, management, and evaluation of emergency response drills
  - Deliberating and reporting on tasks assigned by the Operations Committee
- Post approved minutes on the college website and the safety bulletin board, provide periodic updates to the President’s Cabinet, and proactively communicate key initiatives and other matters of interest to the college community through the VP, Public Relations
- Exercise the prerogative to independently report matters of urgency or neglect directly to the President or to any member of the Board of Directors

### **Membership:**

Chair	Adam Sims
Academic Department Specialist	Tammi Clark
Allied Health	Marilyn Van Vliet
HR Specialist (Recorder)	Connie Fellows
Information Technology	
Service Specialist	Jeff Neeley
Student Outreach & Leadership	Austin Shick
Director Humans Resources	
Safety Officer	Tammie Parker
VP Public Relations	Casey White-Zollman
Center Director	
Center Representative	
Facilities	Brenda Daggett
Faculty – AAOT	Wells Jones
Faculty – CTE	Matt DeGarmo
Faculty - at large	Chandra Kunapareddy
Corrections	Brian Bradley
Health & Wellness Resource Center	
VP Student Affairs	Diane Drebin
Student Representative	
Student Representative	

**Meeting Dates:** Second Thursday of each month during the academic year, 2:30-3:30 pm, Boardroom, Pendleton Campus.

## Students First Advisory Council (SFAC)

### Purpose and Charge:

To assure that BMCC strategic enrollment initiatives and policies are connected to both immediate as well as long term college goals supporting equitable access, progression, and completion for students.

The Students First Advisory Council will discuss, develop, recommend, monitor, and evaluate all aspects of BMCC's three-year strategic enrollment management (SEM) plan related to recruitment, retention, graduation, transfer, alumni engagement, and the overall experience of BMCC students. This committee is advisory to the Vice President of Student Affairs, Vice President of Instruction, and Vice President of Public Relations.

Blue Mountain Community College reflects its commitment to Students First in that students feel valued, supported, and encouraged by the campus community from the time they decide to enroll until they complete their educational goals. Students respond to this commitment through their engagement, persistence, and successful completion of their educational goals. *(est. 1/25/16 by the BMCC Students First Advisory Council)*

### Reports to:

The SFAC will report twice a year to President's Cabinet and College Coordinating Council as follows:

- 1) Fall term – Report on goals for the year
- 2) Spring term - Report on outcomes for the year

<b>Role</b>	<b>Person</b>	<b>Duration</b>
Co-Chairs	Diane Drebin, Casey White-Zollman, MJ Kuhar	Fixed
President	Cam Preus	
Assistants	Shannon Franklin, Stacie Stahl, Linda Zojonc	
Dean, CTE & Community Education	Carl Melle	Fixed
Dean of Student Development & Success	Ralph Murphy II	Fixed
Research and Assessment	Tim Wilson, Kedar Koirala	On-going
College Coordinating Council Representatives (2) <ul style="list-style-type: none"> <li>• faculty</li> <li>• non-faculty</li> </ul>	Philip Schmitz Diana Hammon	2 years
Achieving the Dream Representative	Velda Arnaud, Ron Neeley, Ki Russell, Peter Hernberg, Matt Liscom	1 year
Advising Steering Committee Representatives (2)	Mary Jane Bagwell Wade Muller	1 year
Center Representation (5)	Naamah Franke, Dan Koopman, Jacelyn Keys, Anne Morter, Susan Kralman	Rotates
AVP Finance & Business Operations	Celeste Insko	Fixed
Marketing	Anne Livingston	Fixed
Outreach/Recruitment	Dawn DiFuria	Fixed
Financial Aid	Yadira Gonzalez	Designee
Enrollment Services	Theresa Bosworth	Designee
Director of Library & Media Services	Jackie Ray	Designee
Alumni	Margaret Gianotti	Designee
Faculty At-Large	Stan Beach	Designee
Student Representation (1-3)		1 year

## Accreditation Steering Committee

### Purpose:

- Serve as a steering function to guide all aspects of the accreditation/self-study process.
- Communicate to the college and community and provide training related to the areas of accreditation.
- Develop and format the self-study and implementation of the college's assessment plan.

### How progress will be communicated to the college community

- Agendas and minutes will be posted to I-drive Accreditation folder.
- Information items will be shared through the College Coordinating Council, and the StaffWeb.
- Institutional Recommendation forms will be prepared or reviewed and forwarded on to the College Coordinating Council for consideration.
- Representatives will receive input and report progress to their constituencies.

### Membership:

Cam Preus	President
MJ Kuhar	Vice President, Instruction
Carl Melle	Dean, Career Technical and Community Education
Diane Drebin	Vice President, Student Affairs
Tammie Parker	Vice President, Administrative Services
Celeste Insko	Associate Vice President, Finance & Business Operations
Kelly Bullington	Director, Human Resources
Jacelyn Keys	Director, Hermiston Center
Brad Holden	Associate Vice President, Information Technology
Tim Wilson	Director, Institutional Effectiveness
Jackie Ray	Director, Library & Media Services
Dwayne Williams	Director, Facilities & Grounds
Theresa Bosworth	Director, Enrollment Services/Registrar
Cheri Kendrick	Instructor, Communications
Velda Arnaud	Instructor, Business
AnnMarie Hardin	Instructor, Math and Engineering
Casey White-Zollman	Vice President, Public Relations

Term of Appointment: As needed

Meeting Date: To be established by the committee.