

## CAMPUS COMMITTEES

### **Chairpersons & Deans Group**

**Chairperson:** VPAA Julie Peacock

**Mission:** To provide the venue for all the academic departments to work together, in conjunction with the VPAA, to discuss campus-wide interdisciplinary learning and teaching opportunities, craft new academic policies and procedures, and revise existing academic policies and procedures consistent with the academic mission of the college.

**Membership:** Department Chairpersons and Divisional Deans

### **Civic Engagement Council (CEC)**

**Chairperson:** Douglas Garnar

**Authority:** To management the affairs, including strategic planning and programming, of the BCC Center for Civic Engagement. (The Center is organized to promote and foster political deliberation and involvement in the public square of the Southern Tier and collaborate with community partners to foster knowledge, skills, attitudes, and dispositions which contribute to civic discourse and engagement.)

**Membership:** Open to all campus and community individuals and associations interested in promoting deliberative democracy. By-laws require that the CEC shall consist of a minimum of 18 elected members, including the President of Broome Community College and 2 students selected by the BCC Student Assembly. Names for membership are gathered, reviewed, and nominated by the CEC's Nominating Committee. Term of elected members is 3 years. Student terms are 2 years or when they leave the college (whichever comes first).

**Committees:** Executive, Finance, and Nominating

**Meeting Days/Times:** TBD based on membership

**Email:** garnar\_d@sunybroome.edu

### **College Council**

**Chairperson:** Margherita Rossi

**Mission:** To support and advise the College President with identified initiatives related to optimizing the value of the college to students and their families, to faculty and staff, and to the greater community. Activities include strategic planning, various process improvements, and other targeted initiatives that continually improve the access, image, quality, and services of the College.

**Membership:** Representatives elected to 3-year terms according to College Council by-laws.

**Subcommittees:** See Below

**Meeting Days/Time:** 2<sup>nd</sup> and 4<sup>th</sup> Monday at 3:00 pm, during weeks when classes are in session.

**Website:** <http://websunybroome.edu/collegecouncil/>

**Email:** [college\\_cncl@sunybroome.edu](mailto:college_cncl@sunybroome.edu)

#### **1. Awards and Celebrations**

Coordinates and implements various awards and celebration functions on campus. This would include, but is not limited to; Chancellor's Awards, Distinguished Professor Award, Who's Who, Holiday Party, retirement parties, service appreciation, and recognition events.

#### **2. Campus Affairs**

Responds to issues presented for discussion and/or action by the President, Executive Council, or College Council. Issues may include, but are not limited to: customer service, master plan input, parking regulations/procedures, safety/security issues, conditions of campus facilities, dorms, and campus beautification.

### ***Learning-Centered Environment***

Create and maintain a survey to be used on a regular basis to gauge the campus position with respect to qualities found in a learning-centered institution, to educate the campus community as to what a learning-centered environment is, to analyze and disseminate survey results to the campus community and promote discussions to aid in making informed decisions, particularly as they related to the campus Strategic Directions.

### ***Strategic Planning***

Provides an annual report to the Executive Council that evaluates the college's progress towards attaining the strategic directions, reporting on the progress and shortfalls, and recommending modification to the plan if needed. Work with Institutional Research in coordinating data analysis (including possible focus groups) to obtain further information if needed.

### ***Textbook Advisory Committee***

Coordinates efforts with the bookstore on ways to meet new challenges. Monitor other campuses on their initiatives. Continually provide education to the campus community on how to keep the cost of textbooks down. To ensure representation from all interested groups on campus, members of the committee will include individuals from the faculty, the bookstore, and the student body. At least one faculty member should be from College Council.

***Ad Hoc subcommittees created to address current issues on an as needed basis.*** (i.e. the calendar)

### ***Faculty Council of Community Colleges (FCCC)***

The FCCC is the official agency through which the SUNY community college faculty engages in the governance of the University. The FCCC focuses on matters relating to community college faculty and system-wide educational policies and other professional matters of the State University of New York.

## **Committee on Professional Evaluation**

***Chairperson:*** Greta Wingate

***Charge:*** To make promotion recommendations to the President.

***Membership:*** A campus-wide faculty committee composed of one representative having rank and continuing appointment from the following five areas: Business, Health Sciences, Liberal Arts and Human Services, Non-classroom Personnel (Counselors, Learning Assistance Center faculty, Librarians), and Technologies, each serving two-year terms. (Elected through the Faculty Association – Art. 4: 13.)

## **Computer and Information Security (CIS)**

***Chairperson:*** Jeff Hatala

***Mission:*** To strive to continuously improve the security of Broome Community College's network, infrastructure, and computing systems, both internally and externally. To inform and educate users (faculty/staff/administration/students) on what computer and information security is and why it is needed.

***Membership:*** James Antonakos, Jeff Hatala, David Isabella, Joseph O'Connor, John Petkash, Howard Streby

***Website:*** <http://www.sunybroome.edu/compresources/CISatBCC.html>

### **Corporate Advisory Council**

**Chairperson:** Asst. Director Community Education – incumbent Janet Hertzog.

**Mission:** To involve staff of area business and industry to share ideas and experience for corporate training.

**Membership:** Training and Human Resource personnel from area organizations.

### **Curriculum Committee**

**Chairperson:** Diane O'Heron

**Mission:** To represent the faculty of the College in their collective responsibility for curricular innovation and for the regular review and revision of existing courses, curricula, and programs. The Curriculum Committee makes recommendations to Departments and Divisions, and works with other committees and with the Vice President for Academic Affairs to ensure a wide curricular collaboration.

**Membership:** Voting members are ranked teaching faculty elected according to committee procedures; VPAA, Registrar and Staff Associate to the VPAA.

### **Disability Services Advisory Board (DSAB)**

**Chairperson:** Meigo Kao

**Mission:** To ensure that comprehensive services are provided in support of educational development and equal opportunity for students with disabilities and to foster awareness of partnerships for persons with disabilities across the campus community.

**Membership:** A cross-section of faculty, students with special needs, and staff.

**Subcommittees:** See below.

#### **1. DBSA Publicity/Awareness Subcommittee**

Ensures that services for students with disabilities are reflected in campus publications and in activities and information that is disseminated in the community. Through publications, presentations, and other appropriate activities, the committee will work to support the mission of DSAB to ensure that comprehensive services are provided in support of educational development and equal opportunity for students with disabilities.

#### **2. DSAB Technology Subcommittee**

Ensures that comprehensive services are provided in support of educational development and equal opportunity for students with disabilities and fostering awareness of partnerships for person with disabilities across the campus community through the use of technology.

### **Distance Learning Steering Committee**

**Chairpersons:** Distance Learning & TRC Coordinator – incumbent Alice McNeely and Andrea Wade

**Mission:** To provide planning, oversight and academic leadership for Distance Education. Ensure distance education is integrated in the strategic plan, technology plan, campus policies and other planning initiatives.

**Membership:** Includes a number of faculty teaching in each campus supported Internet based course management system (SLN, WebCT), Distance Learning Student Advisor, Multimedia Instructional Designer, Registrar, WebCT Administrator, Webmaster, and Staff Associate to VPAA.

## **Enrollment Management Committee (EMC)**

**Chairperson:** Nancy LaBare

**Mission:** To coordinate the various campus processing systems (admissions, financial aid, registration procedures, student accounts, and offices that relate to these efforts) and retention initiatives to best serve students. The EMC reports to the President of Executive Council.

**Membership:** Selected by Executive Council

**Subcommittees:** See below.

### **1. Enrollment Process Subcommittee**

**Chairperson:** Marty Guzzi

**Mission:** To address strategic initiatives related to enrollment processing. This includes evaluating and improving enrollment services effectiveness, developing a consistent intake and advisement model for new, first time students and developing a consistent model for academic advising in all divisions. Committee will make recommendations but will not implement suggestions until approval is granted from the Enrollment Management Steering Committee.

**Membership:**

### **2. Retention Subcommittee**

**Chairperson:** Donna Rehak

**Mission:** To develop and implement a comprehensive retention plan.

**Membership:** Department representation as appointed by the Vice President of Student Affairs.

## **General Education Committee**

**Chairperson:** Andrew Haggerty

**Mission:** To develop, implement, and assess the General Education program at BCC according to SUNY guidelines.

**Membership:** A cross section of faculty and staff.

## **Grants Management Team**

**Chairperson:** Director of Sponsored Programs – incumbent Clifford Balliet

**Mission:** To encourage college communication and collaboration relative to all aspects of grant development and implementation.

**Membership:** Interested faculty and a cross section of administrators with responsibility for grant administration.

## **Intercollegiate Athletic Council**

**Chairperson:** Joe Drotar

**Mission:** To advise the Director of Athletics in his/her responsibility to promote the well-being of intercollegiate activities at BCC and its student athletes.

**Membership:** Selected by the Director of Athletics and Chairperson from a cross section of faculty, staff, and students.

## **Orientation Steering Committee**

**Chairperson:** Coordinator of Teaching Resource Center – incumbent Alice McNeely

**Mission:** To recommend measures that will ensure that all new faculty receive the information, tools, and support they need to effectively become a part of BCC's learning centered campus. To prepare and deliver a single faculty orientation program for all new full and part time faculty that covers all areas needed for employment.

**Membership:** Faculty recommended by the Deans.

### **President's Cabinet**

**Chairperson:** BCC President – Dr. Daniel Hayes

**Mission:** To aid in campus communication and decision making.

**Membership:** Vice Presidents, Associate VP; Deans, Director of Community Education; Director of BCC Foundation; Director of Sponsored Programs; Human Resources Officer; Budget Officer; College Council Chairperson, Director of Admissions; Director of Campus Safety and Security; Director of Resource Center; Delegate to the Faculty of Community Colleges.

### **Previously Incarcerated Committee**

**Chairperson:** Director of Admissions – Jenae Schmidt

**Mission:** To screen applicants who have been convicted of 1 or more felony crimes.

**Membership:** A cross section of interested faculty and staff.

### **Professional Development Committee**

**Chairperson:** Jeff Jurik

**Mission:** To design a plan to allocate campus-wide Professional Development funds and Teaching Grant funds and to administer the Professional Development Assistance Program, the Teaching Grant Program, and Campus Renewal Day. The committee serves as an advisory committee to the Vice President for Academic Affairs.

**Membership:** A cross section of faculty and staff.

### **Safety Committee**

**Chairperson:** Director of Campus Safety & Security - incumbent Joe O'Connor,

**Mission:** To advise the Director on issues of safety and security and to comply with SUNY guidelines.

**Membership:** Selected by the Director of Campus Safety & Security from a cross section of faculty, staff and student.

### **Teaching Resource Center (TRC) Advising Board**

**Chairperson:** Coordinator of the TRC – incumbent Alice McNeely

**Mission:** To help the TRC respond to the needs of faculty.

**Membership:** 3-year rotation of representatives from Allied Health, Technologies, Business, Liberal Arts, Non-Classroom faculty, Adjunct Faculty, College Council, LAC faculty member, Professional Development Coordinator, LRC Director, Instructional Designer and TRC Coordinator. A campus-wide announcement is issued for open positions.

### **Technology Committee**

**Chairpersons:** John Petkash and Andrea Wade

**Mission:** To review issues and recommend strategies for support and deployment of technological infrastructure, applications, and policies that enhance the learning and administrative needs of the campus.

**Membership:** Four representatives from Academic Affairs to include at least one Dean, one department Chair, two teaching faculty representative of all academic divisions, representative from the Teaching Resource Center, representative from Media Services, Technical Assistant, VPSA representative, VPAFA representative, and Publications.

**Subcommittees:** See below.

### ***1. Network Policy and Planning Committee***

Monitors requests for network services as well as plans for growth of network consumption from new initiatives; makes policy regarding bandwidth management and priority setting so as to provide yet not deny network services for supported applications; leads the effort to educate and training campus users to prevent network abuse and avoid security violations.

**Membership:** John Petkash, Dave Isabella, Gary Kohut, Alice McNeely, David Maslar, Jesse Wells

### **Writing Initiatives Network Committee (WINC)**

**Chairperson:** Diane O’Heron

**Mission:** To integrate and coordinate campus writing programs and activities including General Education writing sequence, “W” courses, and the Writing Center. (See committee design for additional details.)

**Membership:** Open to all.