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**GOVERNANCE DOCUMENT
 OF THE COLLEGE FORUM
 OF BUNKER HILL COMMUNITY COLLEGE**
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¹ When the language of this document contradicts the AGREEMENT between the Massachusetts

Community College Council and the Massachusetts Board of Higher Ed or other relevant contract(s), the latter prevails.

The College Forum is BHCC's central governance structure. The Forum is an inclusive body, representing all segments of the College from both the Charlestown and Chelsea campuses. All administrators, faculty and professional staff, as well as three representatives from support staff and three representatives from the Student Government Association, constitute the membership of the Forum. Adjunct faculty are invited to attend Forum meetings but do not have voting rights. Meetings occur monthly during the academic year on the Charlestown campus. The agenda is published five days in advance, as are motions to come before the Forum for a vote. This rule may only be waived at the discretion of the Moderator and a two thirds vote of those in attendance. In addition, Committee Chairs circulate information about important motions to all Forum members via email before the Forum meeting.

Under the umbrella of the Forum, eleven Forum Committees operate: six Policy Committees may present recommendations to the Forum and five Advisory Committees which present information but may not present motions.

Faculty hold the majority of positions on all Forum Committees. In addition, all committees have at least one professional staff member, an administrative representative, a support staff representative, and one student representative. The Forum elects the majority of members to these Committees, with some members appointed by the President.

Forum Committees make recommendations on issues pertaining to each Committee's charge. Committee agendas can be generated by members of a Committee or by other members of the College community. When a Forum Committee arrives at a policy recommendation, the Committee Chair presents the recommendation to the College Forum for discussion and, where appropriate, a vote.

The Forum Moderator uses Parliamentary Procedure to lead College Forum meetings and is also a member of the Governance Committee. The moderator carries motions passed by the Forum to the President for her approval. The moderator then reports the President's decisions back to the Forum and its Committees.

THE GOVERNANCE STRUCTURE

The most important structure for governance is the College Forum in which, given the reality of shared responsibility,

- ◆ the positions of the members involved can be heard, and, if appropriate,
- ◆ a vote taken, and/or recommendations made

Since the College Forum cannot be expected to devote all the time necessary for an adequate exploration of the advantages and disadvantages of particular proposals, a committee structure is necessary.

When an issue is identified, if it is appropriate to the purpose of an existing committee, it is forwarded to that committee. The committee's recommendations are then presented to the College Forum for action. The disposition may consist of discussion and vote or the creation of an ad hoc committee to study the issue.

Since the President of the College is ultimately responsible for the administration of the College, all actions of the College Forum constitute recommendations to the President.

A. THE COLLEGE FORUM

The College Forum is comprised of those assemblages which call together full-time professional members of the college community plus others listed under "Voting Membership".

Purpose:

1. To provide the membership of the College Forum the opportunity to discuss and evaluate, and the voting members to vote on matters of mutual responsibility.
2. To provide an opportunity for all members to be informed about the activities of all segments of the governance structure.

Composition: Voting Membership (See definitions in Glossary)

Title

Administrators

Faculty

Professional Staff

Three representatives from the Support Staff

Three representatives from the Student Government Association (President, Vice President of Administration and Secretary, or another designated student officer)

Moderator:

The Moderator is elected by the College Forum and shall hold office for a period of one year. The Moderator may succeed him/herself. The duties of the moderator satisfy all college service requirements for the person holding this position.

It is the responsibility of the Moderator to:

- ◆ Prepare the agenda for each Forum and distribute it at least one week in advance of the Forum; publish the agenda in the assigned folder on the I-Drive.
- ◆ To preside at meetings of the Forum.
- ◆ To submit to the President of the College the recommendations of the Forum with a request for a return signed copy including action taken.
- ◆ Deliver recommendations signed by the President to the appropriate committee or department.
- ◆ Announce at the College Forum all recommendations that have been signed by the President.

In the absence of the Moderator, the Chair of the Governance Committee or the Chair's designee will administer the duties of the Moderator and preside at the College Forum as Moderator Pro-Tem.

Recorder:

The Recorder is elected by the College Forum and shall hold the office for a period of one year. The Recorder may succeed him/herself.

It is the responsibility of the Recorder to take minutes at each College Forum, or to provide for the taking of minutes. The Recorder will distribute the minutes by e-mail and/or campus mail not more than two weeks after each College Forum and publish them in the assigned folder on the I-drive.

Meetings:

- ◆ The College Forum usually meets on the second Tuesday of each month of the academic year.
- ◆ A quorum shall consist of one-half of the voting membership.
- ◆ Special meetings will be called by the Moderator at the request of the President or of any five voting members.

Authority:

- ◆ Recommend to the President.
- ◆ Except as specifically stated in the Document, the Moderator will submit the recommendations of the College Forum to the President in writing within two weeks of said meeting.

B. STANDING GOVERNANCE COMMITTEES

Standing Governance Committees are established to provide an efficient means of exploring proposals and addressing issues, which arise from, shared responsibilities. Each standing committee is required to:

1. Elect a chairperson at the first meeting following the annual elections.
2. Develop a specific statement of committee policies and procedures in line with the general guidelines laid down in this document. Such a statement should include a policy on frequently absent members. These statements should be filed annually with the Chair of the Governance Committee.
3. Maintain a permanent record of actions taken.
4. Respond to all requests within thirty (30) days of receipt.
5. Report agenda and actions taken by the committee at the College Forum.
6. Announce location, time and agenda of any meeting of the committee in the appropriate place on the Today Page and post minutes no more than one week after the minutes are approved.
7. Publish minutes of all meetings in an assigned folder on the I-Drive, no more than one week after the minutes are approved.
8. Submit committee recommendations, in writing, to all voting members of the College Forum at least one week prior to the College Forum.
9. Report all recommendations to the College Forum for approval or disapproval
10. At the end of each academic year, submit all documents (including recommendations signed by the President) and minutes of the meetings to the Governance Committee, which will in turn forward them to the Library for inclusion in the College Archives.
11. Attendance on Standing Committees – Members cannot miss more than three meetings during an academic year unless they are able to contribute without

attending. i.e. electronically or some other form of written communication or contribution.

All committee meetings are open meetings and any member of the Forum is invited to attend. Committees have the right to go into executive session if the committee deems it appropriate.

Terms of office

Elected or appointed members: two years

Elected students: one year

Presidential Appointees one year with unlimited reappointment

In case of a vacancy, the College Forum will elect a new member to complete the unexpired term. All members elected shall serve for no more than four consecutive years.

When a new committee is established, one half of the elected or appointed members will serve a one-year term to guarantee staggered terms thereafter.

Elections will take place at the April College Forum.

The Moderator of the College Forum shall designate a person on each committee to be responsible for convening the first meeting of that committee each year in order to elect a chairperson.

1. GOVERNANCE COMMITTEE

Purpose:

1. To monitor the governance procedure and Document.
2. To review and recommend changes in that procedure and Document to the College Forum.
3. To provide administrative assistance to the Moderator.
4. To determine date and time of regular College Forums.
5. To act as Nominating Committee for College Forum elections.
6. To act as Rules Committee to establish operating procedure in situations, not otherwise covered by this document.
7. To collect all documents and minutes from the Standing and Advisory Committees at the end of the academic year and deliver them to the Library Archives.

Composition:

- a) Moderator
- b) Two faculty members elected by the College Forum
- c) One professional staff member elected by the College Forum
- d) One administrator appointed by the President
- e) One support staff member

Authority:

Recommend to the College Forum.

2. ACADEMIC AFFAIRS COMMITTEE

Purpose:

1. To review and recommend procedures and standards related to the college academic program including such matters as accountability, grading standards, teaching methodology, evaluation of student progress, requirements for special groups of students, and academic advising.

Composition:

- a) Four faculty members elected by the College Forum
- b) One professional staff member elected by the College Forum
- c) One faculty or professional staff member appointed by the President
- d) Two students elected by the Student Government Association
- e) Director of Counseling and Assessment or designee
- f) Vice President of Academic Affairs and Student Services or representative from Academic Affairs
- g) Registrar/Director of Enrollment Services or designee
- h) Representative from Registrar's Office
- i) One support staff member

Authority:

Recommend to the College Forum

3. CURRICULUM COMMITTEE

Purpose:

1. To review all new and revised programs and regular courses prior to their initial offering and to make recommendations when appropriate.
2. To receive notification of the offering of special topic courses¹ during their initial offering and to review and make recommendations for these courses prior to their being offered for the third time.
3. To recommend for approval the deletion of courses and programs.
4. To prevent duplication and proliferation of courses.

Composition:

- a) Vice President of Academic Affairs and Student Services or representative from Academic Affairs
- b) Executive Director of Workforce Development and Community Education or designee (two people – Les Warren and Jeffrey)
- c) Five faculty members elected by the College Forum
- d) One faculty member elected from each academic division provided that no academic department may have more than one representative on the committee when practicalable
- e) Two students elected by the Student Government Association
- f) One faculty or professional staff member appointed by the President
- g) One support staff member
- h) Representative from Career Services

Advisors: (non-voting)

- ◆ Director of Counseling and Assessment or designee
- ◆ Registrar/Director of Enrollment Services or designee

◆ Director of Admissions or designee

Authority:

Recommend new courses and programs to the College Forum.

Recommend all other matters to the President.

¹ Special topic courses are courses designed in response to a particular situational need, or courses which may be used to experiment with new course material and/or procedures or as a vehicle to respond to student or community request.

4. GENERAL EDUCATION STANDARDS COMMITTEE

Purpose:

1. To review all new and revised AA and AS degree programs to insure that all General Education requirements are satisfied.
2. To review all new or revised courses to be incorporated into the General Education menus to insure that all core and area competencies are addressed.
3. To provide direction for and participate in the ongoing assessment of the General Education curriculum and make appropriate recommendations for General Education curriculum modification.
4. To review the college catalog and provide updates for the descriptions of the General Education curriculum and menus.

Composition:

- a) One representative from the office of Academic Affairs appointed by the Chief Academic Officer.
- b) Three faculty members elected at large by the College Forum
- c) One faculty member elected from and by each academic division provided that no academic department have more than one representative on the committee when practicalable.
- d) One student elected by the Student Government Association
- e) One professional staff member elected by the College Forum
- f) One support staff member elected by the support staff

Authority:

1. Review and certify the curricula of newly proposed programs or modifications of existing programs as being General Education compliant and submit compliance certification to the Curriculum Committee. The Curriculum Committee may not recommend to the All College Forum the approval of any new program or program changes that involve general education modifications without first receiving General Education compliance certification from the General Education Standards Committee.
2. Review and certify new menu course proposals as being General Education menu compliant and present approval recommendations to the Curriculum Committee.
3. Provide support and assistance with design and implementation of instruments for the assessment of General Education learning outcomes and present proposals to the All College Forum for General Education assessment modifications.

5. PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose:

1. To plan and recommend methods of promoting professional development.
2. To give leadership in the organization and provide for sponsorship of activities appropriate to professional development.

Composition:

- a) Five faculty members elected by the College Forum
- b) Two professional staff members elected by the College Forum
- c) One administrator appointed by the President
- d) Executive Director of Human Resources or designee
- e) One support staff member

Authority:

Recommend/report to the College Forum

6. STUDENT SERVICES COMMITTEE

Purpose:

1. To review and recommend policy on student-related matters.
2. To recommend programs that will be beneficial to the educational experience of the students.
3. To assist in the implementation of student activities.
4. To explore and recommend new policies, procedures, programs and activities as the needs of the students and the College community change.
5. To provide liaison between the student body and other areas of the College.

Composition:

- a) Four faculty or professional staff members elected by the College Forum
- b) One faculty or professional staff member appointed by the President
- c) Five students elected by the Student Government Association
- d) Dean of Students or designee
- e) Director of Student Activities
- f) One support staff member

Authority:

Recommend/Report to the College Forum

C. ADVISORY COMMITTEES

An advisory committee is differentiated from a standing committee in that it does not submit recommendations to the College Forum for action (vote). All other guidelines for standing committees also apply to advisory committees.

1. COMMUNICATION COMMITTEE

Purpose:

1. To monitor, assess, and review communication policies and guidelines.
2. To facilitate the communication and sharing of information between the Integrated Marketing and Communications department and the BHCC community.
3. To assist in the assessment and creation of communication policies and guidelines, making recommendations regarding existing policies and suggestions for those that need to be established.
4. To address and report communication issues to the Integrated Marketing and Communications department.

Composition:

Total members: 13 members (7 faculty)

- a) 5 Faculty members: each elected from their academic division.
- b) 1 Professional Staff elected by the College Forum
- c) 1 Support Staff (appointed by the AFSCME)
- d) 1 Presidential appointee
- e) 1 H Building representative
- f) 1 student elected by SGA
- g) 1 Chelsea Campus representative
- h) 2 faculty members elected by the college forum at large

Authority:

Report to the College Forum and make recommendations to the president.

2. FACILITIES PLANNING COMMITTEE

Purpose:

1. To monitor, assess, and review college-wide policies regarding space utilization, land use, campus development, pedestrian and vehicle access, parking, campus beautification, and related issues.
2. To provide a mechanism for college-wide study, analysis and discussion of institutional facilities planning.

Composition:

- a) 5 Faculty members elected by the College Forum provided that no division has more than one representative on the committee
- b) 1 Professional Staff elected by the College Forum
- c) 1 Support Staff (appointed by the AFSCME)
- d) 1 Presidential appointee
- e) 1 Academic Dean (appointed by VPAA)
- f) Director of Facilities or representative
- g) Academic Records representative
- h) 2 Students elected by SGA
- i) 1 Chelsea Campus representative

Authority:

Report to the College Forum

3. LIBRARY COMMITTEE

Purpose:

1. To assist the Library Director in the effective accomplishment of his/her duties.
2. To submit recommendations with respect to acquisitions and other issues affecting the Library.

Composition:

- a) Director of Library and Information Center
- b) Four persons elected by the College Forum
- c) Two students elected by the Student Government Association
- d) One person appointed by the President
- e) One support staff member

Authority:

Recommend to Director of Library and Information Center

4. LONG RANGE PLANNING COMMITTEE

Purpose:

1. To assist in gathering institutional data, analyzing task force reports, and assessing institutional and community opinion with regard to proposed programs, policies, and priorities relating to the periodic updating of the College's Long Range Institutional Plan.
2. To provide a mechanism for college-wide study and discussion of long range and strategic institutional plans.

Composition:

- a) Five faculty members elected by the College Forum
- b) Two professional staff members elected by the College Forum
- c) One administrator elected by the College Forum
- d) One Presidential appointee
- e) Executive Dean of Institutional Effectiveness
- f) One support staff member

Authority

Recommend to the President and report to the College Forum

5. SAFETY AND HEALTH ADVISORY COMMITTEE

Purpose

1. Discuss health, safety and security issues submitted to the committee by faculty, staff

and students

2. Identify department(s) responsible for resolving the issue, consult with and/or refer the issue to the department(s)
3. Coordinate activities and recommendations with the AFSCME Safety Committee and other committees as appropriate

Composition:

- a) Coordinator of Health Services
- b) Director of Public Safety or designee
- c) Director of Facilities Management or designee
- d) Science Department Chairperson or designee
- e) Visual and Media Arts Department Chairperson or designee
- f) Medical Imaging Department Chairperson or designee
- g) Nurse Education Department Chairperson or designee
- h) Dean of Chelsea Campus or designee
- i) One faculty member elected by the College Forum
- j) One professional staff member elected by the College Forum
- k) One person appointed by the President
- l) One support staff member
- m) One student elected by the Student Government Association

Authority

Recommend to department/committee as identified above and report to the College Forum

6. PRESIDENTS' CLIMATE COMMITMENT AND SUSTAINABILITY COMMITTEE

Purpose:

1. Evaluate and recommend policies for developing action plans (e.g. reduce energy consumption) to reduce greenhouse gases;
2. Oversee and guide the development and implementation of a Climate Action plan to comply with the ACUPCC;
3. Evaluate measures that we can take to achieve no net greenhouse gas emissions;
4. Evaluate and recommend tangible action plans (e.g. only purchase energy star rated appliances) to be taken by BHCC to reduce greenhouse gases;
5. Evaluate and recommend measures to integrate sustainability into the curriculum and make it part of the educational experience;
6. Prepare reports detailing the progress of the implemented action plans for public view;
7. Act as the liaison between the college community and the President and between the President and the Nationwide Council on ACUPCC matters;
8. Report to the college forum

Composition

- a) Director of Sustainability
- b) Director of Facilities Management (Co-Chair)

- c) Director of Fiscal Affairs & Central Services (Co-Chair)
- d) Vice President of Academic Affairs and Student Services or designee
- e) Dean of Chelsea Campus or designee
- f) Science Department Chairperson or designee
- g) Registrar/Director of Enrollment Services or designee
- h) Director of Financial Aid or designee
- i) Executive Dean of Institutional Effectiveness or designee
- j) Executive Director of Workforce Development or designee
- k) Three faculty members elected by the College Forum
- l) Two professional staff members elected by the College Forum
- m) One person appointed by the President
- n) Two support staff members
- o) Two students elected by the Student Government Association

Authority

Report to the College Forum

7. TECHNOLOGY COMMITTEE

Purpose:

1. To assist the Chief Information Officer (CIO)/Technology Leadership in the effective accomplishment of his/her duties.
2. To serve as a conduit for information sharing, proposal consideration, two-way communication enhancement and regular dialogue with regard to any changes in Information Technology at the College.
3. To facilitate communication and the sharing of information between the Information Services Department and the BHCC College community.
4. To assist Information Services in the review of the College's Technology Plan and to make recommendations based on the needs and priorities of the College's Academic and Student Services community.
5. To support Information Technology Department Services in their task of providing the highest quality Information Technology services to the College.

Composition

- a) Director of Informational Services or designee
- b) Chair of CIT or designee
- c) Chair of CMT or designee
- d) Chair of VMA or designee
- e) 2 Faculty elected by College Forum
- f) 2 Professional Staff elected by College Forum
- g) 1 Support Staff
- h) 1 Presidential Appointee
- i) 2 Students elected by SGA

Authority

1. The Technology Advisory Committee acts as a recommending body to Information Services Department on behalf of the College Community with regards to decision-making matters related to the teaching and learning process.
2. The Technology Advisory Committee reports technology-related dialogue, updates and recommendations to the college Forum.

D. GRADUATION MARSHALS

At the April College Forum a member of the College Forum will be elected to serve as Graduation Marshal for a term of three years. The terms will be staggered so that there are a total of three Graduation Marshals. In case of vacancy, the College Forum will elect a new Graduation Marshal to complete the unexpired term.

E. CHANGES IN THE GOVERNANCE STRUCTURE

The governance procedure and/or Document may be modified by the College Forum by acting upon proposals submitted through the Governance Committee. Proposals to change the governance procedure or Document must be submitted to the Governance Committee.

The Governance Committee's recommendations for changes to the governance procedure and/or Document will be submitted, in writing, to all voting members of the College Forum at least two weeks prior to the Forum.

A two-thirds majority of those present and voting at the College Forum is required to effect a change.

GLOSSARY

1. Administrators

Full-time professional employees who are not eligible to be members of the Faculty/Professional Staff Bargaining Unit.

2. Faculty

Those occupying full-time positions as instructor, assistant professor, associate professor, or professor and eligible to be members of the Faculty/Professional Staff Bargaining Unit.

3. Professional Staff

Those occupying full-time professional positions whose primary duties are other than teaching and who are eligible to be members of the Faculty/Professional Staff Bargaining Unit.

4. Support Staff

a. Classified and other non-professional full-time employees who are eligible to be members of a College bargaining unit.

b. Classified and other non-professional full-time employees who are not eligible to be members of a College bargaining unit.

5. Part-time Employees Administrators, faculty, professional staff, and support staff employed on part-time basis.

6. Employees on special arrangements: Temporary full-time employees such as those on "soft money", grants, internships, exchanges, or other special arrangements and who are not eligible to be members of a college bargaining unit.