

MANCHESTER COMMUNITY COLLEGE

Governance Structure

Governance at Manchester Community College is a participatory system in which every member of the college community can influence decisions regarding strategic planning and college priorities, operational policies and procedures and can provide direction for the College. Under this system, the College community shall arrive at appropriate and timely recommendations in a manner consistent with the principles of open and honest communication. Students are encouraged to participate in the governance process.

Governance at Manchester Community College shall consist of Strategic Teams, Operational Committees and Task Forces. The College President is the chief executive officer of the College, directly responsible to the System Chancellor and the Board of Trustees. Given that the President is responsible for administering the College, directly or by delegation, the Strategic Teams and Operational Committees serve as recommending bodies and are advisory to the President.

The College Coordinating Council (CCC) and the President's Cabinet are the cornerstones of the Manchester Community College Governance Model. CCC is responsible for oversight of all Strategic Teams. President's Cabinet is responsible for oversight of all Operational Committees.

Definitions:

College Coordinating Council – Gives voice to the college community regarding strategic planning and related policies by which the college operates through representative teams.

Strategic Teams – Focus on strategic planning initiatives for the college related to NEASC accreditation standards. Strategic teams report to the College Coordinating Council.

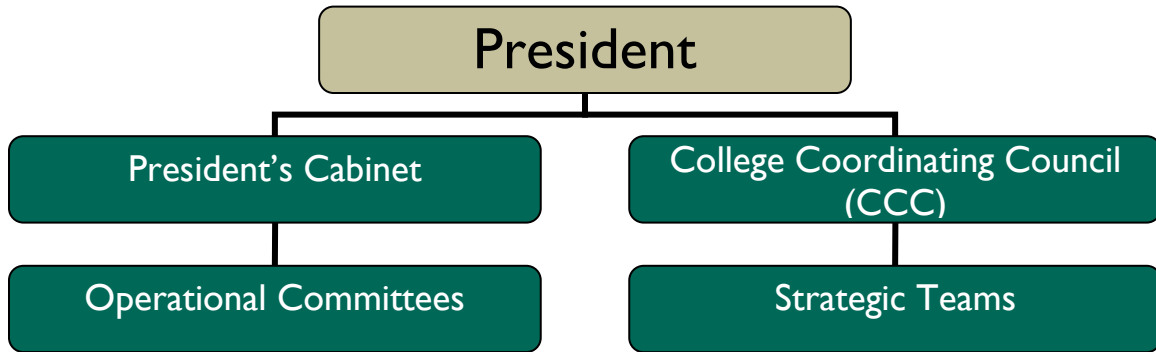
President's Cabinet – Administrative representatives determined by the president to oversee operational committees and make recommendations to the president.

Operational Committees – Focus on operationalizing of the strategic planning initiatives and dealing with the daily workings of the organization as assigned by the President's Cabinet.

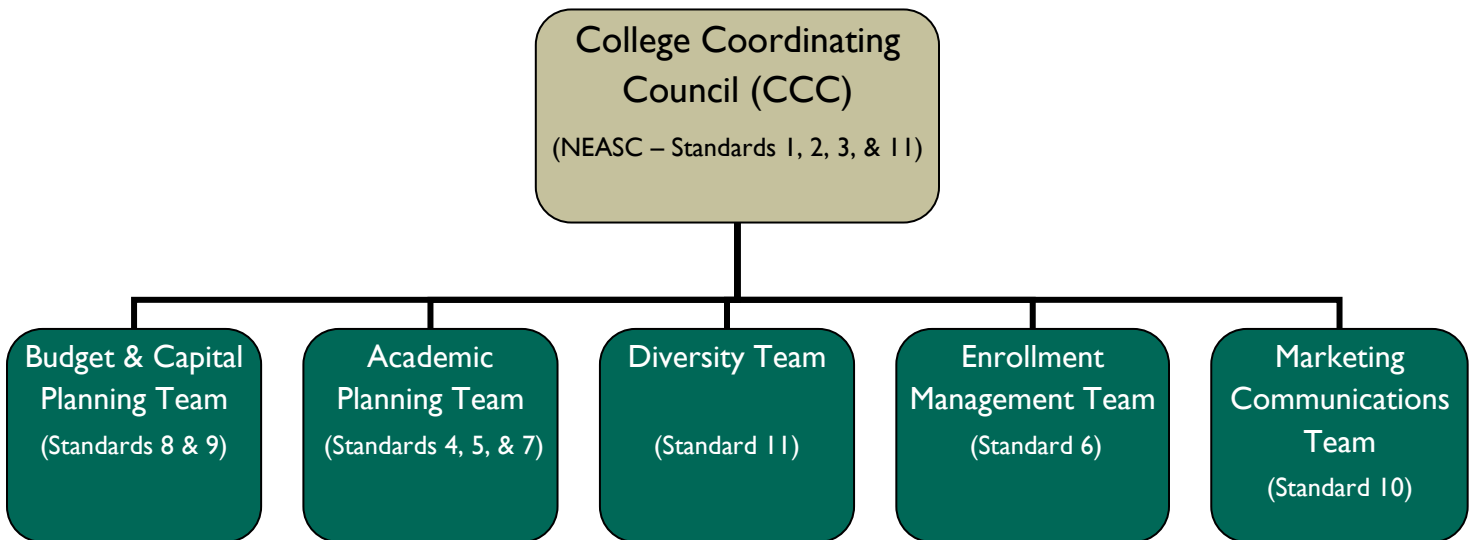
Task Force – A group formed to focus on short term issues with a definite goal and endpoint who make recommendations to the appointing authority. Task Forces must be approved by the President, President's Cabinet or the College Coordinating Council. Minutes are forwarded to the president's administrative assistant.

GOVERNANCE STRUCTURE:

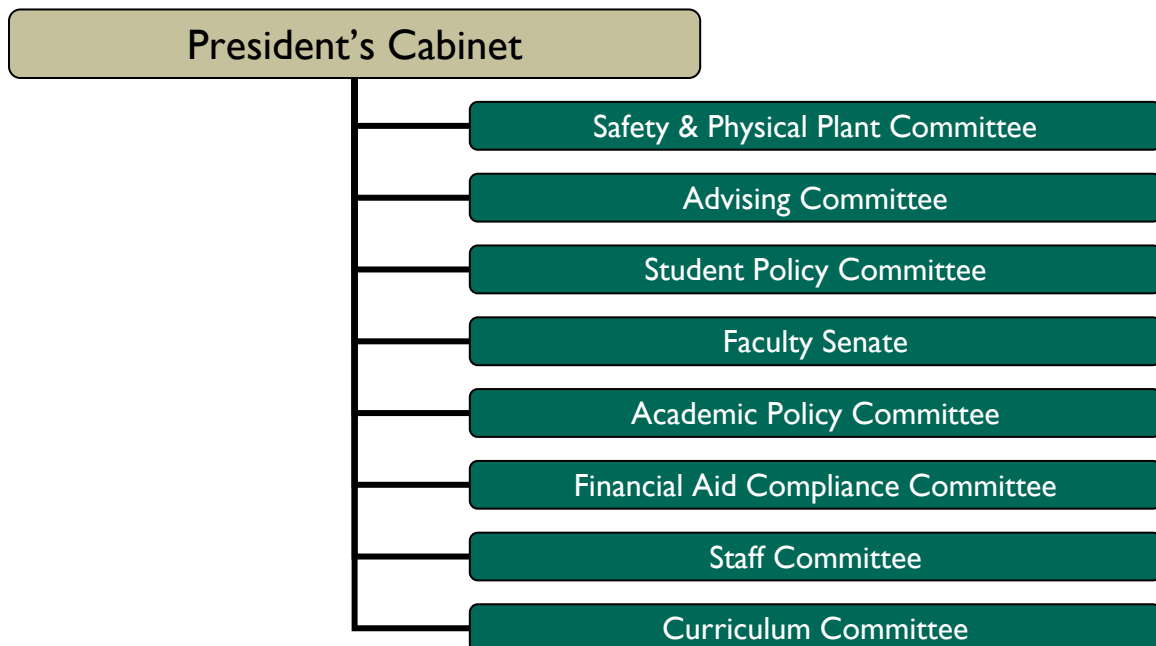
MCC Participatory Governance Model



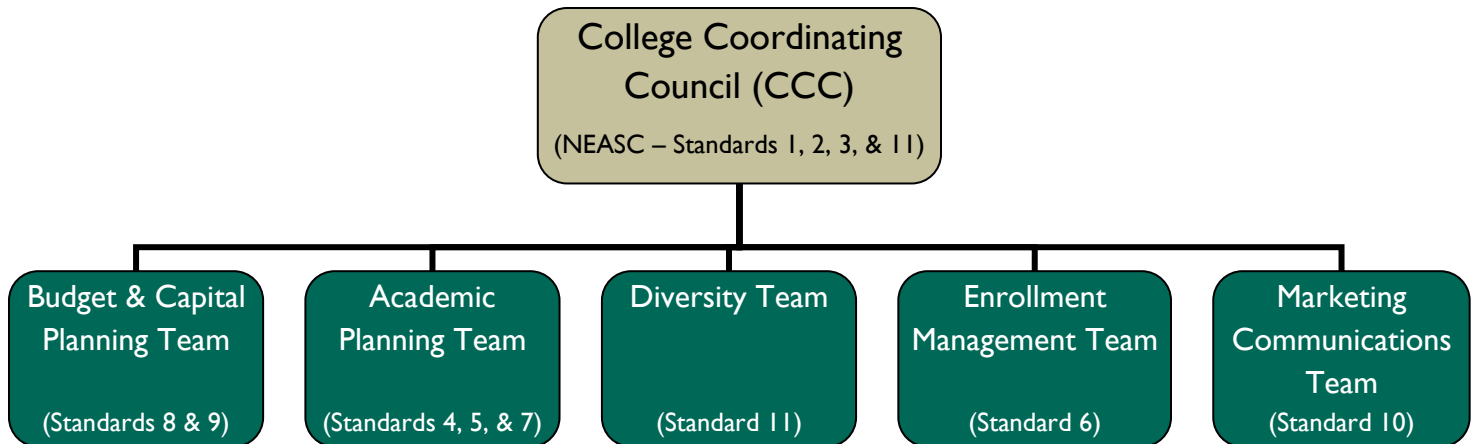
MCC Strategic Teams



MCC Operations Structure



STRATEGIC STRUCTURE:



The strategic team structure of Manchester Community College Governance Model consists of the

1. College Coordinating Council
2. Academic Planning Team
3. Budget and Capital Planning Team
4. Diversity Team
5. Enrollment Management Team
6. Marketing Communications Team

The chair from each of the five strategic teams shall serve on the College Coordinating Council. Members of the college community are invited to participate as non-voting members.

Strategic Teams

Membership – Membership on all strategic planning teams is open to any college faculty, staff or student. Additionally, all meetings are open to the campus and anyone is invited and encouraged to attend and participate in team meetings.

Strategic Team Membership Process

In April of each academic year, a call for volunteers and nominees will come forth from the President's Office. During the summer the President's Cabinet in partnership with the College Coordinating Council will finalize membership. Members will serve for two-year terms and each team will elect a chair annually at their first meeting in August. The term will be from August to August. Each team will appoint a note-taker who will provide meeting notes to the president's administrative assistant within two weeks of the meeting.

Strategic Teams and Strategic Plan

Strategic Teams are responsible for recommending a strategic goal for their team, defining strategic strategies, and in partnership with the CCC, determining strategic priorities for a yearly focus. Teams are also responsible for determining Key Performance Indicators associated with each goal. These KPIs assess the effectiveness of the team and the college's strategic plan.

College Coordinating Council

Using the NEASC Standards I, 2, 3, and II as a guide, the College Coordinating Council (CCC) is the cornerstone of the Manchester Community College Governance Model. Membership is widely drawn from the college community and includes faculty, staff, administrators and students, as well as representation from the external community. Through collaboration and participation, the CCC gives voice to the college community regarding strategic planning and related policies by which the college operates.

The CCC is responsible for recommending policy to the President, developing and evaluating the College Strategic Plan, advising the president on processes for implementing the Strategic Plan, reviewing college budget priorities for congruence with the plan, and the oversight of all other Strategic Teams. Thus, the CCC has responsibility for the following governance initiatives:

- Developing and update the College's Strategic Plan as well as other strategic initiatives that the College may consider.
- Determining the priorities for focus from the strategic plan on a yearly basis.
- Ensuring the effectiveness of the College's strategic plan through periodic and systematic review.
- Ensuring budget priority congruence with the Strategic Plan.
- Communicating its monthly agenda and meeting minutes to the college community, as well as all recommendations that are forwarded to the President.
- Being available to help ensure and support the smooth and effective work of the strategic teams.
- Guiding and coordinating the work of special task forces, which may be established from time to time.
- Coordinating and modifying membership on strategic teams.
- Assigning responsibilities to strategic teams.
- Ensuring that there is integration and sharing of data among the teams.
- Determining the effectiveness of the team through evaluation activities on an ongoing basis.

As the CCC is a recommending body, the President is ultimately responsible for final decisions on recommendations and responsible for ensuring the success and institutionalization of the College's Strategic Plan.

CCC MEMBERSHIP

Members' Name	Constituency
Darlene Miller, Chair	President
Mary Scerra	Academic Affairs
Joan Acorace	NEASC Representative
Charlene Wolfe-Stepro	Budget and Capital Planning
Larissa Baia	Admissions
Jan Phelps	Marketing
Jere Turner	Dir. of Institutional Research
Karen White or Ron Rioux	College Advisory Committee

Alicia Cutting, Diversity Team Liaison

Academic Planning Team

Using the NEASC Standards 4, 5 and 7 for accreditation as a guide, the Academic Planning Team will ensure that the college's academic programs are consistent with, and serve to fulfill its mission and purposes, that it develops a faculty suited to fulfill the mission and that there are sufficient and appropriate information resources and services and instructional and information technology and utilizes them to support the fulfillment of the mission. Therefore the Academic Planning Team has responsibility for:

- Developing an academic plan that is consistent with the college's strategic plan and priorities, which through assessment and evaluation, drives future strategic planning.
- Developing strategic goals and priorities to understand how and what students are learning and use the evidence obtained to improve the academic program.
- Defining and implementing a strategy and process for new program development, modification and elimination.
- Developing a systematic and effective plan to provide, oversee, evaluate, improve, and assure the academic quality and integrity of academic programs.
- Developing strategies to ensure that faculty qualifications, numbers, and performance are sufficient to accomplish the college's mission and purposes.
- Developing strategic goals and priorities to ensure that instructional technology is sufficient and state of the art to support the academic program.
- Determining the effectiveness of the team through evaluation activities on an ongoing basis.

ACADEMIC PLANNING TEAM MEMBERSHIP

Members' Name	Constituency
Laurie Westcott	Education
Robert Jarmak	Computer Science
Joan Acorace, Interim Chair	Academic Affairs
David Flint	CTL
Mary Scerra	Academic Affairs
Jane Lahaye	Science
Kevin Wason	CAPS

Budget and Capital Planning Team

Using the NEASC Standards 8 and 9 as a guide, the Budget and Capital Planning Team serves as the College's strategic team responsible for recommending policy regarding budget and capital planning to the CCC and developing and evaluating the college's budgeting and capital request processes. Therefore the Budget and Capital Planning Team has responsibility for:

- Developing operational budget and capital plans that are consistent with the college's strategic plan and priorities, which through assessment and evaluation, drives future strategic planning.
- Recommending yearly budget priorities that are congruent with the college's Strategic Plan.
- Designing and implementing a budget process that aligns departmental goals and budget needs with college's Strategic Plan.
- Recommending capital projects based on college's Strategic Plan and college's Master Plan.
- Updating the college's Master Plan; determining funding necessary to drive a Capital Campaign.
- Recommending policies and procedures related to budget development.
- Determining the effectiveness of the team through evaluation activities on an ongoing basis.
- Designing and implementing a plan evaluating effectiveness of utilization of funds.

BUDGET AND CAPITAL PLANNING TEAM MEMBERSHIP

Members' Name	Constituency
Marc Bellerose	Automotive Technology
Charlene Wolfe-Stepro, Chair	Nursing
Shanyun (Shirley) Wang	Mathematics
Naim Syed	Information Technology
Louise Fulling	Academic Affairs
Evelyn Perron	Registrar's Office
Timothy Fontaine, CFO	College Administration
Paula Hennesey	Business Office
Cathy Heffernan	Academic Affairs
Mary Scerra	Academic Affairs

Diversity Team

Using the NEASC Standards as a guide, the Diversity Team serves as the College's strategic team responsible for establishing and encouraging a clear commitment to the value of diversity on the part of all members of the college community. The Team ensures that the college adheres to non-discriminatory policies and practices in recruitment, admissions, employment, evaluation, disciplinary action, and advancement. Additionally, the Team guarantees that the College fosters an environment and climate that respects and supports people of diverse characteristics and backgrounds. Therefore the Diversity Team has responsibility for:

- Developing a diversity plan that is consistent with the college's strategic plan and priorities, which through assessment and evaluation, drives future strategic planning.
- Developing and evaluating a strategic goal(s) for diversity and a college values statement(s) regarding diversity, cultural competency and global awareness.
- Designing and ensuring implementation of policies, procedures and practices around recruitment and hiring practices to ensure equity and non-discrimination and to increase the diversity of the College's workforce.
- Developing a focused action plan to increase the college community's awareness around cultural competency and diversity.
- Developing a focused action plan of college activities for students and staff from diverse backgrounds.
- Assisting the president in assuring diversity of the membership of the college's Advisory Committee to represent all of the Greater Manchester communities.
- Ensuring that all College publications and marketing materials accurately reflect the community.
- Assessing and evaluating College policies and practices as they relate to diversity.
- Determining the effectiveness of the team through evaluation activities on an ongoing basis.

DIVERSITY TEAM MEMBERSHIP

Members' Name	Constituency
David Pichette	HVAC/Construction
Terry Chisholm	TRIO
Karen Parr-Day	Nursing
Nitya Dhakar	Marketing
Jeff Nyhan	Campus Safety
Alicia Cutting	Human Resources
Kim Keegan	Student & Community Development

Enrollment Management Team

Using the NEASC Standards 6 as a guide, the Enrollment Management Team serves as the College's strategic team responsible for designing an enrollment management model that supports the students, faculty, and staff throughout the enrollment and retention processes within the college. Therefore the Enrollment Management Team has responsibility for:

- Developing an enrollment management plan that is consistent with the college's strategic plan and priorities, which through assessment and evaluation, drives future strategic planning.
- Creating a comprehensive coordinated student enrollment system.
- Ensuring our student population reflects the diversity of the community.
- Creating a comprehensive coordinated student retention system.
- Developing a communication plan with potential and current students and faculty and staff regarding all aspects of enrollment at the college.
- Examining ways to involve alumni in the enrollment management model.
- Determining the effectiveness of the team through evaluation activities on an ongoing basis.

ENROLLMENT MANAGEMENT TEAM MEMBERSHIP

Members' Name	Constituency
Larissa Baia, Chair	Admissions
Katherine Stewart	Registrar's Office
Kelly Chouinard	Business Office
Linda Willard	Social Science
Judi Hull	Online Learning
Paul Dlubac	Admissions
Stephanie Weldon	Financial Aid
Marion Knedler	CAPS
Aileen Clay	Student Life
David Flint	CTL
Karen Parr-Day	Nursing
Vacant	Faculty

Marketing Communications Team

The Marketing Communications Team serves as the College’s strategic team responsible for developing a coordinated, consistent internal and external marketing communications program that will help to make Manchester Community College more competitive, accessible and visible to our varied constituencies.

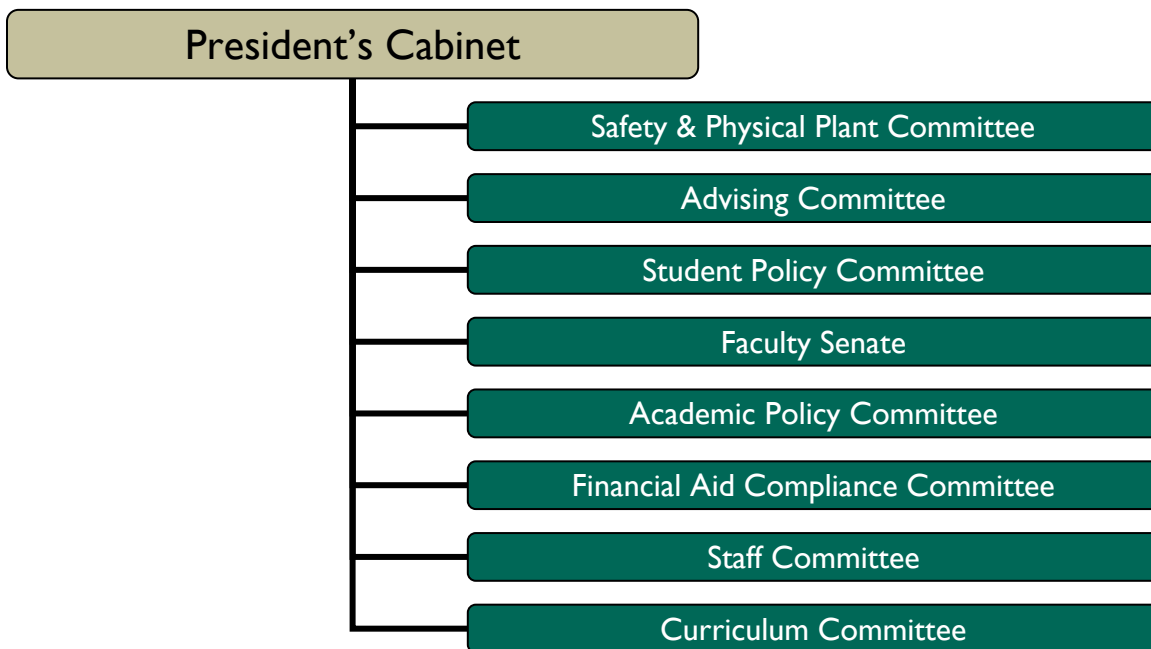
Using the NEASC Standard 10 as a guide, and congruent with the college’s Strategic Plan, the Marketing Communications Team will design an integrated marketing communications plan that will reposition Manchester Community College as the comprehensive community college of choice for the Greater Manchester area. Therefore the Marketing Communications Team has responsibility for:

- Creating and implementing a process to gather and interpret necessary student demographic and other data to help determine the marketing message.
- Developing processes and procedures to ensure that all communications – internal, external and online – are consistent with that message.
- Investigating and evaluating methods of evaluating the ROI of the various communications venues.
- Developing and evaluating a publications policy and processes for approving publications.
- Determining the effectiveness of the team through evaluation activities on an ongoing basis.

MARKETING COMMUNICATIONS TEAM MEMBERSHIP

Members’ Name	Term
Jane Lahaye	Science
Michael Magoon	Business
Dave Fischer	Construction Technologies
Dorene Bourque	Exercise Science
Betsy Stull	Running Start
Larissa Baia	Admissions
Judi Hull	Online Learning
Jan Phelps	Marketing
Meg Hamm	CAPS
Kirsten Stinson	Student Representative
David Flint	CTL
Nitya Dhakar	Marketing
Corey Szepan	Marketing

OPERATIONAL STRUCTURE



The Operational Structure of Manchester Community College's Governance consists of:

1. President's Cabinet
2. Academic Policy Committee
3. Curriculum Committee
4. Faculty Senate
5. Financial Aid Compliance Committee
6. Professional Development Committee
7. Safety and Physical Plant Committee
8. Staff Committee
9. Student Policy Committee

These committees focus on operationalizing the strategic planning initiatives and deal with the daily workings of the organization as assigned by the President's Cabinet. These committees report to the President's Cabinet by way of the Administrative Liaisons to each committee.

Definition of Liaison: The liaison coordinates communication between the committee and the President's Cabinet. The President shall appoint a liaison to each committee. That person shall have expertise that will benefit the work of the committee and possess the ability to clearly articulate committee recommendations and concerns to the President's Cabinet.

Academic Policy Committee

The Academic Policy Committee conducts research and recommends actions to the President’s Cabinet on academic policies, procedures and standards that foster student success and retention. The Committee handles student academic appeals of probation and suspension status. In addition, the Committee may be consulted by the Vice President of Academic Affairs with regard to grade appeals.

The Academic Policy Committee has responsibility for the following initiatives:

- Monitor the academic integrity for awarding of grades and assessment of student learning.
- Review currency of academic policies to ensure instructional integrity and consistency with the college mission.
- Systematically oversee, evaluate and improve policies to assure the academic integrity of academic programs.
- Ensure that all academic policies and procedures are implemented fairly and consistently.
- Respond to student grade appeals as requested by the Vice President of Academic Affairs.
- Determine the effectiveness of the committee through evaluation activities on an ongoing basis.

ACADEMIC POLICY COMMITTEE MEMBERSHIP

Members’ Name	Constituency
Diane Hebert, Chair	English
Charlene Wolfe-Stepro	Nursing
Marion Knedler	CAPS
Ed Ely	Computer Science
Joanne Shannis	Mathematics
Kathy Hoben	Business
Dave Flint	CTL
Judi Hull	Online Learning

Non-Voting Membership

Liaison: Mary Scerra, Vice President of Academic Affairs

Advising Committee

The Advising Committee has the responsibility of assuring that the advising structures and processes that are in place are well-organized, comprehensive, and support student success. The Advising Committee reviews current practice to create an advising process that addresses diverse student needs and interests with clear definitions of resources and how to access them. The Advising Committee makes recommendations for assuring that all members of the college community understand and have easy access to all advising resources.

The Advising Committee has the responsibility for the following initiatives:

- Designing and implementing a comprehensive Advising process including both electronic and face-to-face advising so that all students have access to the same information and resources
- Review current practice to assure coordination of all advising processes between academic programs, support services such as CAPS, admissions, and others as appropriate
- Review and recommend procedures to disseminate Advising procedures and resources to students, faculty, and staff
- Recommend and implement a process for evaluating the effectiveness of advising and responding to the results of that evaluation

ADVISING COMMITTEE MEMBERSHIP

Members' Name	Constituency
David Flint, Chair	CTL
Joan Acorace	Academic Affairs
Jan Caron	Early Childhood Education
Cecile Dolan	Science
Raymond Godin	Business
Diane Hebert	English
Judi Hull	Liberal Arts
Marion Knedler	CAPS
Kevin Wason	CAPS
Karen Parr-Day	Nursing
Maria Mann	Foreign Language
Larissa Baia	Admissions
Mary Scerra	Academic Affairs

Curriculum Committee

The Curriculum Committee oversees all academic activity related to courses and programs. A cross sectional group of faculty and staff meet to:

- Receive and review curriculum proposals.
- Ensure that appropriate research, consultation and evaluation has been conducted.
- Develop task forces as necessary to assist in the development of processes to ensure compliance with NEASC standards.
- Make recommendations to the Vice President of Academic Affairs.
- Communicate all Curriculum Committee activity to the college community.
- Determine the effectiveness of the committee through evaluation activities on an ongoing basis.

CURRICULUM COMMITTEE MEMBERSHIP

Members' Name	Constituency
Diane Roberts	Nursing
Raymond Godin	Business
Cecile Dolan, Chair	Science and Mathematics
Laurie Westcott	Education
Ed Cauthorn	Computer Science
Brian Hand	Building Construction Technologies
Diane Hebert	English
Lisa Klein	Library
Mary Marks	Library
Katharine Stewart	Registrar's Office
Vacant	

Non-Voting Membership

Representative: Dave Flint, Center for Teaching and Learning

Liaison: Joan Acorace, Associate VP of Academic Affairs

Recording Secretary

Joan Laroche, Academic Affairs

Faculty Senate

The Faculty Senate, as governed by its By-Laws, is the officially designated organization representing the faculty in most academic issues and assures faculty participation in the shared governance of the College. The objectives of the Faculty Senate are these:

1. To advance educational excellence, academic integrity, and academic freedom
2. To establish a forum for effective communication between the faculty and other interdependent components of the College
3. To promote the gathering, exchanging, and disseminating of faculty views and concerns regarding the College in an open forum.
4. To establish a structure in which the collective faculty view can be developed and can be presented through the Vice President of Academic Affairs to the President.
5. To serve as a vehicle for faculty participation in the growth and development of the College, especially in regard to such matters as, but not limited to, curriculum issues, academic standards, **staffing**, technology development, instruction, research, budgetary issues, professional development, adjunct instructor concerns, academic freedom, course scheduling, the Library and the Center for Academic Planning and Support concerns, and social functions.
6. To serve as a vehicle for faculty participation in recommending policies for student academic concerns including, but not limited to, advising, plagiarism and cheating, expulsion, appeals, honor societies, activities, organization, and awards.

Membership:

Core Membership: All full-time faculty, professional members of the Library, professional members of the Center for Teaching and Learning, and professional members of the Center for Academic Planning and Support.

Association Membership: All part-time and adjunct faculty and paraprofessionals of the Library.

FACULTY SENATE OFFICERS (2008-2009)

Senate President	Jack Paige
Senate Vice President	Cindy Feldhousen
Senate Secretary	Karen Parr-Day
Central Faculty Senate Representative	Jere Turner

Non-Voting Membership:

Liaison: Vice President of Academic Affairs (or designee)

Financial Aid Compliance Committee

The Financial Aid Compliance Committee reviews all college policies and procedures that impact financial aid and recommends any changes to these policies and procedures to ensure Federal Financial Aid compliance. The committee will determine its effectiveness through evaluation activities on an ongoing basis.

FINANCIAL AID COMPLIANCE COMMITTEE MEMBERSHIP

Members' Name	Constituency
Stephanie Weldon	Financial Aid
Pat Lamontagne	Financial Aid
Evelyn Perron	Registrar's Office
Larissa Baia	Admissions
Kristen Blase	Bursar's Office
Carol Despathy	Business Office
Susan Nallan	Financial Aid
Kim Keegan	Student & Community Development
Joan Acorace	Academic Affairs

Safety and Physical Plant Committee

The Safety and Physical Plant Committee recommends projects, policies and procedures related to the physical plant, campus safety, security, emergencies, hazardous materials, and other concerns. The Committee also identifies needs and informs the college community of emergency response plans, identifies resources and coordinates additional training and support to college employees.

The Safety and Physical Plant Committee has responsibility for the following initiatives:

- Adherence to ADA requirements throughout the building
- Review and design of the College Evacuation plan
- Review and design of the College “lockdown procedure”
- Review and update to the College Safety Manual
- Testing of the fire systems, including annunciation system and emergency lighting
- Review of the hazardous materials on campus for adherence to State and Federal Guidelines
- Review and recommendations to the College Security and Safety for employees and students
- Review of the safety in classrooms, with particular attention to labs.
- Determine the effectiveness of the committee through evaluation activities on an ongoing basis.

SAFETY AND PHYSICAL PLANT COMMITTEE MEMBERSHIP

Members' Name	Constituency
Brenda Burke	Nursing
Jeff Nyhan	Campus Safety
Dana Mosher	Building Construction Technology
Karen Kobzik	Medical Assisting
Wendy Kyllonen	Nursing
Mark McGrath	Admissions
Tim McGinnin	Facilities
Stephen Bruneau	Facilities
Cindy Feldhousen	Medical Assisting

Non-Voting Membership

Liaison: Tim Fontaine, CFO

Student Policy Committee

The Student Policy Committee reviews and recommends college policies and procedures as they relate to students' rights, responsibilities, health and safety. The committee reviews student costs, including fee structures, and makes recommendations to the President to be brought to the Board of Trustees. The committee serves to nominate members to the Judicial Advisory Board and oversees the procedures of hearings. The Student Policy Committee has responsibility for the following initiatives:

- Review the Student Handbook on a yearly basis.
- Review all Board and College policies with regard to those that affect students and make recommendations to the President's Cabinet for changes as needed.
- Review college website for accuracy and consistency regarding policies and information that affect students.
- Review student costs, including fee structures, and makes recommendations to the President to be brought to the Board of Trustees.
- Nominate members to the Judicial Advisory Board and oversees the procedures of hearings.
- Determine the effectiveness of the committee through evaluation activities on an ongoing basis.

STUDENT POLICY COMMITTEE MEMBERSHIP

Members' Name	Constituency
Paul Plourde	Welding Technology
Diane St. Cyr	Liberal Arts
Jessica Price	Nursing
Aileen Clay	Student Life
Meg Hamm	CAPS
Kristen Blasé	Bursar's Office
Student	Student Representative

Non-Voting Membership

Academic Policy Committee Representative

Liaison – Kim Keegan, VP of Student & Community Development

Staff Committee

The Staff Committee assesses the operational climate of the college, and develops programs to improve and/or enhance a professional and collegial atmosphere. With appropriate college staff, the committee has responsibility for the following:

- Develop a formal internal communications program.
- Develop and evaluate a new employee orientation process.
- Workshops to increase the technical and professional skills of college employees.
- Determine the effectiveness of the committee through evaluation activities on an ongoing basis.

In addition, the committee may sponsor workshops on such topics as: professional integrity, customer service and other topics that will enhance the campus experience for faculty, staff and prospective and current students.

The membership of this committee is open to all college employees except members of the President’s Cabinet.

STAFF COMMITTEE MEMBERSHIP

Members’ Name	Term
Joyce Ozelius	CTL
Karen Keeler	President’s Office
Kelly Chouinard	Bursar’s Office
Vandana Dhakar	Library
Paul Dlubac	Admissions

Non-Voting Membership

Liaison: Alicia Cutting, Human Resources

Governance Teams and Committee Meetings Schedule

Committee	Date	Time	Location
Academic Planning Team	Fourth Monday of the month 9/29, 10/27, 11/24, 12/22, 1/26, 2/23, 3/23, 4/27	12:10 - 1:20 pm	MAIN 129
Academic Policy Committee	Third Monday of the month 9/15, 10/20, 11/17, 12/15, 1/19, 2/16, 3/16, 4/20	12:10 - 1:20 pm	MAIN 131
Advising Committee	Second Thursday of the month 8/27, 10/9, 11/13, 1/8, 2/12, 3/12, 4/9, 5/14	1:00 – 2:30	HSCI 103
All-Campus Forums or Meetings	Second Friday of the month 9/12, 10/10, 11/14, 12/12, 1/9, 2/13, 3/13, 4/10	12:10 - 1:20 pm	MAIN 100
Budget and Capital Committee	First and Third Monday of the month 10/6, 10/20, 11/3, 11/7, 12/1, 12/15, 1/5, 1/19, 2/2, 2/16, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18	12:10 - 1:20 pm	HSCI 103
College Coordinating Council	Fourth Friday of the month 9/26, 10/24, 11/28, 12/26, 1/23, 2/27, 3/27, 4/24	12:10 - 1:20 pm	HSCI 103
Curriculum Committee	First Monday of the month 10/6, 11/3, 12/1, 1/5, 2/2, 3/2, 4/6	12:10 - 1:20 pm	MAIN 129
Diversity Team	Second Friday of the month 9/12, 10/10, 11/14, 12/12, 1/9, 2/13, 3/13, 4/10, 5/8, 6/12	1:30 - 2:30 pm	MAIN 306
Enrollment Management Team	Every other Monday 9/22, 10/6, 10/20, 11/3, 11/17, 12/1, 12/15, 12/29, 1/12, 1/26, 2/9, 2/23, 3/9, 3/23, 4/6, 4/20, 5/4	1:00 – 2:00 pm	HSCI 208
Faculty Senate	First Friday of the month 9/5, 10/3, 11/7, 12/5, 1/2, 2/6, 3/6, 4/3, 5/1	12:10 - 1:20 pm	MAIN 131
Marketing	Second & Fourth Mondays of the month 9/8, 9/22, 10/3, 10/27, 11/10, 11/24, 12/8, 12/22, 1/12, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, 4/27, 5/11, 5/25	12:00 - 1:00 pm	HSCI 107
Safety and Physical Plant Committee	Second Monday of the month 9/8, 10/13, 11/10, 12/8, 1/12, 2/9, 3/9, 4/13, 5/11	12:10 - 1:20 pm	MAIN 131
Staff Committee	Every other Wednesday	11:30 am - 12:30 pm	HSCI 129