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PURPOSE

Commissions were established to accomplish the following:

1. Provide advice to the AACC Board and staff.
2. Encourage collaboration among community college entities and organizations.
3. Provide a forum for focused conversation about the important community college issues and priorities of the day.
4. Provide for increased involvement in the Association by AACC member CEOs and other professional staff.
5. Provide leadership opportunities for members of the AACC Board of Directors (who serve as Chairs).

It is expected that Commissions will focus on matters relevant to the Association’s purposes outlined below:

1. **Policy initiatives**
   - Congressional policy
   - Administration policy
   - Court decisions
   - National bodies (NCAA)
   - Special initiatives (voter registration)
   - Advisory agendas

2. **Advocacy**
   - National awareness initiative
   - Conferences participation
   - Meetings participation
   - Government
   - Public
   - Associations/organizations
   - Responses

3. **Research/information**
   - Research agenda
   - Information sources
   - Uses of information
   - Dissemination of information (CCSN, Times, Journal)
   - Institutional research

4. **Educational services**
   - Focus areas and priorities
   - Convention
   - Journal
   - Teleconferences
• Workshops

5. Coordination
  • Focus areas and priorities
  • Commissions
  • Council chairs
  • Agendas

STRUCTURE

The Commissions

Six Commissions authorized by the AACC Board are covered by these guidelines. Each consists of chief executive officers from member institutions plus additional people from organizations that work in areas that are relevant to the specific commissions' charges. The Commissions are listed below, with general activity areas noted for each. The activity areas are intended to be viewed as suggestive rather than definitive.

Commission on Academic, Student, and Community Development (ASCD)

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Commission on Communications & Marketing

AACC letter
Alumni relations
Book publishing
CC Journal
CC Times
Corporate relations
Executive search services
Foundation relationships
Image building
Marketing
Member communications
Public communications
Public relations
Student scholarships

Commission on Diversity, Inclusion & Equity

(Name change unanimously approved 8/6/04)

Access
Affirmative action
Campus climate
Civil rights
Cultural competency
Disabilities
Early awareness
English as a Second Language (ESL)
Equity
Faculty recruitment/development
Financial aid
Immigrant transition
Minority services
Racial/ethnic/gender/age/sexual orientation equity
Students with disabilities
Student recruitment/retention
Student support
Tuition policies
Commission on Economic and Workforce Development

accountability
teaching (h.s.)
career lattices
contextual learning
corrections programs
credentialing
cyber technology
distance learning
DOL labor projections
economic development
environmental programs
equipment/facilities
hot programs & new
occupations
literacy
manufacturing
technology
nursing and allied health
occupational programs
placement
school-to-work
standards (occupational)
strategic planning
student services
student success
technology
tech prep
voc/rehab
workforce training

Commission on Global Education

Global awareness
Image building
International student recruitment/retention
Multi-cultural awareness
Outreach
SEVIS
Student/faculty exchange
Student services
Support initiatives
Visas
Commission on Research & Emerging Trends

changing role of Federal, State, and Local governments in community colleges changing roles of various sectors of postsecondary education
- community colleges offering the baccalaureate
- mission creep
- proprietary schools and growth and concomitant change in economic and political importance

changing relationships between K-12 and postsecondary education changing role of Federal, State, and Local governments in community colleges changes in accountability requirements, and reporting burdens changes in funding credit and noncredit activities changes in governance structures CEO career tracks community college leadership needs/gap education, Census, and Labor projections impact of new technologies institutional research and planning movement toward a culture of evidence

new technologies for teaching national and local demographic shifts national curriculum standards promising practices student population changes

• 4-year college capacity overflow
• baby boom echo
• dropout rates & causes
• dual enrollment
• high school/CC overlap
• legislative changes – state policy shifts
• reverse transfer

MEMBERSHIP CRITERIA

- Commission members appointed by the Chair-Elect must represent institutions that are members of AACC.
- Commission members appointed by Councils and other organizations represent the interests of their organizations.
- AACC Board members are not eligible to serve on Commissions, except as Chair or co-chair.

APPOINTMENT PROCESS

Commission members are appointed by the AACC Chair-Elect in May. Each new commission year begins on July 1. The appointment process, managed by the Associate Vice President of Leadership Development and Board Relations (AVP), is outlined below.
The field is notified via the *AACC Letter* that commissions are accepting applications for members for the next commission (3-year) term. Those interested in serving submit the official nomination form indicating their interest, located on the AACC website.

The AVP works with the staff liaisons and policy staff to develop tentative rosters, taking into account geographic regions, racial and ethnic diversity, gender diversity, and small/rural/urban balance.

The AVP confirms eligibility by checking institutional membership status of the nominees.

The tentative lists are submitted to the Board Chair-Elect for approval. The Chair-Elect determines final appointments.

Those selected for membership are notified and asked to formally accept the appointment. Dates of the upcoming meetings are included in this notification.

Those appointed are notified and provided with information on upcoming meetings. Commission chairs are appointed annually by the AACC Chair-Elect prior to the start of the new Board (and Commission) year. Commission chairs are selected from the AACC Board membership.

**TERMS**

- The commission year runs from July 1 through June 30, the same as the AACC Board year.
- Members are generally appointed for three-year terms, beginning on July 1 of the year. They are not eligible for a second consecutive term, although a second term is permitted after at least one year of inactivity. In extenuating circumstances, exceptions may be made on a case-by-case basis by the AACC President and CEO.
- Council representatives are appointed for one-year terms, beginning on July 1 of the year.
- Commission chairs are appointed for one-year terms, beginning on July 1 of the year.
- When commission members resign mid-term or become ineligible for commission membership, they will not be replaced unless it creates an imbalance in representation on the commission.

**OPERATIONS**

Chair’s role

Chairs conduct the commission meetings. They work with AACC staff liaisons to develop agendas and to develop short (i.e., 3 minutes) reports of commission activities, which they present at the AACC Board meeting following each commission meeting for informational purposes. The Chair (as well as the AACC President, Board Chair, and commission staff liaisons) may communicate with commission members on Association stationery.
Staff’s role

Although staff liaisons have been assigned to the commissions, there are no commission staff members per se. It is not expected that commissions will have great need for staff in order to carry out their advisory role.

The Commission Staff Liaisons will:

- Provide updated information on their commission members to the AVP for timely updates of the commission rosters.
- Solicit agenda items from commission members.
- Develop meeting agendas in concert with the Association President and the commission chair. Agendas are to be completed at three weeks prior to the meeting.
- Prepare for meetings, including producing tent cards, name badges, notebooks and sending out mailings, as appropriate (timing for the mailings is noted on the Commission Schedule).
- Help commission chairs develop a brief (3-minute) report on commission activities for the board meeting following the commission meeting.
- Prepare commission meeting minutes including recommendations. Mail copies of the minutes to commission members and forward a copy of minutes to the AVP. New rosters are to be sent with each mailing.

Agenda process

The Association’s (and Commission’s) purposes should guide the discussion of issues. Agendas are to be developed at least three weeks prior to Commission meetings by Staff Liaisons in concert with the President and commission chairs. Agendas should be mailed to members by the Staff Liaison approximately two weeks before the meeting.

Meetings

The Commissions meet twice a year, once in the Fall in Washington, D.C., and once in the Spring in conjunction with the AACC Convention.

- Commission members will receive pre-meeting mailings. These will include: Fall meeting: New commission members will receive an initial mailing from the President’s office in June (letter congratulating them on their appointment) which will note the dates of the commission meetings during the commission year and the name of the relevant staff liaison. Staff liaisons contact all their members at least twice regarding the meeting, once a couple months in advance to give information on AACC as well as more detail on the upcoming meeting and once approximately a month in advance to request a head count for attendance. Staff Liaisons meet to determine mailing contents. Spring meeting:
Staff Liaisons will contact all their members at least twice regarding the meeting, once a couple months in advance to give general information on AACC as well as more detail on the upcoming meeting and once approximately a month in advance to request a head count for attendance. Staff Liaisons meet to determine mailing contents.

- Meeting materials will include notebooks, nametags, and table tents. Notebooks will be the official Association folders. Templates for notebook labels, nametags and table tents will be uploaded to the Association’s shared drive, and are to be prepared by each Commission Staff Liaison.

The materials will be generated from the Commission Rosters in the AACC database. Staff Liaisons will review their rosters two weeks prior to meetings to ensure accuracy.

- Nametags will include: Commissioner nickname, full name, AACC Commission name.
- Notebook labels will have: Commission name, place, date.
- Table tents will have: Commissioner names (nicknames and last names).
- Guest names should be submitted to the Commission Staff Liaisons prior to the meeting so that name tags, etc. can be prepared but materials will also be available at the meeting to make table tents/name tags for guests.

**Minutes**

Staff Liaisons will prepare minutes of each commission meeting within one week of the Fall meeting and two weeks after the Spring meeting. The minutes will be written in the same format as AACC’s Board minutes and will include any commission recommendations. Staff Liaisons will mail a copy of the minutes to commission members.

**Recommendations**

Meeting Minutes are the principal method commissions have to submit recommendations to the Board. Recommendations should be included in the Minutes prepared by the staff liaisons and should be phrased to clearly indicate WHO (staff or Board) is to act and WHAT action is suggested. Examples:

*The Commission on Global Education Recommends that the AACC Board adopt a policy that supports cooperation between U.S. community colleges and those in the U.K.*

*The Commission on Economic and Workforce Development Recommends that AACC Staff conduct a survey of community colleges to determine the need for additional funds for training in workforce preparedness.*

- Staff liaisons are to forward commission recommendations to the Association Secretary (as part of the minutes) to determine appropriate action.
The President’s Office will share commission recommendations for board action with the Chair of the Board of Directors.

Typically, recommendations for board actions that would affect Association governance, have substantial budget implications, or affect Association policy will be referred to the Board for action. Other recommendations may also be referred to the Board for action, as deemed appropriate by the President in consultation with the Board Chair.

Staff liaisons are responsible to report back to the commissions on the disposition of each recommendation.

Rosters

Up-to-date membership rosters will be maintained for each commission using the AACC database. New rosters will be generated from the database for each use; the date printed will appear automatically as part of the report format from the database. Staff Liaisons will gather changes/corrections to address, phone, email, and other relevant changes during each commission meeting. Changes will be reported to the AVP and the Data Steward who will update the database.

The Rosters will also be used for the Yellow Pages entries for the Commissions.