

# AACC COMMISSION GUIDELINES

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## **PURPOSE**

Commissions were established to accomplish the following:

1. Provide advice to the AACCC 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 AACCC member CEOs and other professional staff.
5. Provide leadership opportunities for members of the AACCC 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**

1. **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)**

accountability	distance learning	learning strategies
access to baccalaureate	dual enrollment	literacy
accreditation	facility management	national goals
admission	faculty/staff recruitment, orientation	placement
advisement	& development	public health/welfare
athletics	general education	service learning
certificates	health services	strategic planning
community building	high school transition	student services & success

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community engagement	instruction	substance abuse
credit/non-credit curriculum	K-12 teacher education	transfer curricula &
cybersecurity	leadership development learning	articulation
degrees	resource centers	university partnerships

**Commission on Communications & Marketing**

AACC letter	corporate relations	marketing
alumni relations	executive search services	member communications
book publishing	foundation relationships	public communications
CC Journal	image building	public relations
CC Times		student scholarships

**Commission on Diversity, Inclusion & Equity (name change unanimously approved 8/6/04)**

access	faculty recruitment/development
affirmative action	financial aid
campus climate	immigrant transition
civil rights	minority services
cultural competency	racial/ethnic/gender/age/sexual orientation equity
disabilities	students with disabilities
early awareness	student recruitment/retention
English as a Second Language (ESL)	student support
equity	tuition policies

**Commission on Economic and Workforce Development**

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

## **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
- Drop out rates & causes
- Dual enrollment
- High school/CC overlap
- Legislative changes – state policy shifts
- Reverse transfer

### 2. **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.

### 3. Appointment process

Commission **members** are appointed by the AACC Chair-Elect in May prior to the start of each new Board (and Commission) year on July 1. The appointment process (which is managed by the Board Coordinator) is outlined below.

- ◆ The field is notified via *The Letter* that Commissions are accepting applications for members for the next Commission (3-year) term. Those interested in serving submit forms indicating their interest, which are included in that issue of *The Letter*.
- ◆ Indications of interest also arrive throughout the year and a waiting list of people interested in serving is maintained.
- ◆ Staff Liaisons work with the Board Coordinator to develop tentative rosters, taking into account geographic regions, racial and ethnic diversity, gender diversity, and small/rural/urban balance.
- ◆ Board Services confirms eligibility by checking institutional membership status of their nominees.
- ◆ The tentative lists are submitted to the Board Chair-Elect for approval. 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, as well as the AACC policy on Commission travel expenses.
- ◆ Councils and other relevant organizations are invited to appoint members for a one-year term. Those appointed are notified and provided with information on upcoming meetings as well as AACC policy on Commission travel expenses.

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.

### 4. 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.

- ◆ 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**

Refer to the AACC Commission Schedule and Timetable for information on the timing for Commission activities.

### 1. *Chair's role*

Chairs conduct the Commission meetings. They work with AACC staff 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.

### 2. *Staff's role*

Although Staff Liaisons have been assigned to the Commissions, there are no Commission staff 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 Board Coordinator for timely updates of the Commission Rosters.
- ◆ Solicit agenda items from Commission members.
- ◆ Develop agenda in concert with the Association President and the Commission Chair.
- ◆ Prepare for meetings, including developing 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 make copies available to the President's Office. New Rosters are to be sent with each mailing. (See Minutes and Recommendations for more detail; see Schedule for timing.)
- ◆ Work with the President of AACC to determine appropriate actions for Commission Recommendations.

3. *Agenda process*

- ◆ The Association's (and Commission's) purposes should guide the discussion of issues. Agendas are to be developed at least two weeks prior to Commission meetings by Staff Liaisons in concert with the President and Commission Chairs and mailed to Members by the Staff Liaison.

4. *Meetings*

- ◆ The Commissions meet twice a year, once in the Fall (early November) 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 attendance. Staff Liaisons meet to determine mailing contents. (The mailing and meeting dates are specified in the AACC Commission Schedule and Timetable.)

once approximately a month in advance to request a head count for Staff Liaisons meet to determine mailing contents. (The mailing dates are specified in the AACC Commission Schedule and Timetable.)

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. (The mailing and meeting dates are specified in the AACC Commission Schedule and Timetable.)

- ◆ Meeting materials will include notebooks, nametags, and table tents. Notebooks will be folder style (navy blue) with prongs and pockets. The notebook labels, nametags and table tents will be prepared by the Board Services office (in

cooperation with the Membership office). 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 Board Coordinator 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.
  - Very limited funds are available for reimbursement for expenses incurred as a result of Commission membership. Commissioners with special financial needs should contact the Board Coordinator.

5. **Minutes**

- Staff Liaisons will prepare minutes (up to two pages in length) of each Commission meeting within two weeks of the Fall meeting and three weeks of the Spring meeting. The minutes will be written in the same format as AACC's Board minutes (see sample) and will include any Commission Recommendations. Staff Liaisons will mail a copy of the minutes to Commission members. A master set of these minutes will be maintained by the Board Coordinator.

6. **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 President (as part of the minutes) to determine appropriate action (see Schedule for timing for submitting minutes and Recommendations).
- The President's Office will share Commission Recommendations for Board action with the Chair of the Board.
- 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.

7. **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, e-mail, and other relevant changes during each Commission meeting. Changes will be reported to the Board Coordinator and the Data Steward who will update the database.
- The Rosters will also be used for the *Yellow Pages* entries for the Commissions.