

Standard Three: Organization and Governance

DESCRIPTION

Washington County Community College is one of seven colleges that comprise the Maine Community College System. Since 1986, when the state legislature established the Maine Vocational Technical Institute (MVTI) System as an autonomous body, separate from the Maine Department of Education, the System has been governed by its own Board of Trustees. (In 1989, the MVTIs were recognized as technical colleges and in 2003 as community colleges.) WCCC operates under the auspices of the Maine Community College System (MCCS) and is governed by the MCCS Board of Trustees.

Washington County Community College's systems of organization and governance support the accomplishment of the College's mission and vision. The College has both an external and internal system of governance. External organizations include the State of Maine, the Maine Community College System, the Board of Trustees, and accrediting agencies. Internal organization and governance include program advisory committees, the Student Senate, the faculty-led Academic and Curriculum Committee, Community Council, and various ad hoc project-driven committees. The [organizational chart](#) identifies the structure and divisions within the College that support the organization and governance.

Governing Board

The Maine Community College System's [Board of Trustees](#) is the policy-making authority for the System. Under [Maine statute](#), the MCCS Board of Trustees consists of 13 appointed voting members (including a trustee appointed from among the MCCS student body), one ex-officio voting member (the commissioner of the Maine Department of Education), and one ex-officio non-voting member (the commissioner of the Maine Department of Labor). Trustees are nominated by the governor and confirmed by the legislature. The Trustees include members representing a variety of fields in business, industry, labor, education, and the general public. Trustees serve four-year terms of office, except the student member, who is appointed to a two-year term. No classified or unclassified employee of the state or person who holds elected state office may serve on the Board of Trustees, with the exception of the ex-officio members. From among the appointed members, the board elects a chairperson and vice-chairperson to serve annual terms of office. The chairperson appoints all committee members. The president of the MCCS serves as secretary of the Board of Trustees and is responsible for a Trustee orientation program. The Board of Trustees, as the policy-making authority of the system, has three standing committees: the Executive Committee, the Educational Policy Committee, and the Finance and Facilities Committee. All Maine Community College System policies must be approved by the Board of Trustees.

The Board is the legally established body responsible, through the exercise of the powers and performance of the duties set forth by the law, for the establishment, control, and administration of the system of publicly supported community colleges in Maine.

The Board of Trustees appoints the System President of the MCCS. [MCCS Policy 106 System President: Powers and Duties](#) and [MCCS Policy 108: Presidents of the Colleges](#) govern the powers and duties of the MCCS President and the College Presidents. The System President implements the policies of the Board, reports directly to the Board through the Board chairperson and with the Board of Trustees en banc, and is responsible for the operation of the system. The System President meets regularly (typically monthly) with the Presidents Council, made up of all seven college presidents, to implement policies and goals. Each of the seven MCCS college presidents meets with the Board of Trustees at committee meetings. The Board meets in full session five to six times each year. Its standing committees (Education, Finance, and Strategic Planning) meet during full Board sessions and at other times as needed. The Board sets and regularly reviews progress on the [MCCS Strategic Plan](#). The previous five-year plan, with its focus on student success, was adopted and implemented in 2015, and an updated 2018 plan with a focus on access, success and workforce development was presented and approved by the Board in November 2018.

The Board of Trustees [meeting schedule and related announcements](#) are found on the MCCS website. The announcements and agenda are sent to the president of each college in advance of the meetings. Relative to the finance and academic areas, the board committees meet with respective representatives in committee meetings on the same day the Board of Trustees meet. The MCCS Board of Trustees meeting agendas and minutes are available on the MCCS website.

The President of the Maine Community College System is appointed by the Board of Trustees and serves at its pleasure. The President oversees the System Office, which exists to provide statewide coordination and leadership to the seven colleges in the areas of finance, academic and student affairs, human resources, legal counsel, information technology, institutional research, government relations, and public affairs. The System Office also serves as staff to the Board, and the MCCS president and staff work in close collaboration with the Trustees in setting and overseeing academic policies and offerings, the MCCS budget, and the biennial budget request to the state.

In accordance with its policies and procedures, the Trustees regularly conduct a program of self-assessment of Board effectiveness. In addition, [MCCS Policy 107](#) outlines the annual evaluation process for the System President, a detailed process conducted by a three-member committee from the Board, appointed by the Board Chair.

The president of each college within the system is a member of the MCCS Presidents Council, which meets approximately eight times a year with the System president to ensure consistency in academic programming and System policies and procedures, to discuss operational goals, to set the strategic direction, and ensure alignment with the overarching MCCS Strategic Plan. The Presidents Council also attends all full meetings of the Board to ensure clear communication between the Board and colleges.

The System President, who is appointed by the Board of Trustees, implements the policies of the Board and is responsible for leadership of the system. The Presidents Council, which

consists of all of the MCCS seven college presidents and system office staff, meets regularly to develop policies and goals. The Board of Trustees' executive committee conducts an annual performance appraisal of the System President. With the input from the full board, the Board of Trustees chairperson conducts a review and discussion of the president's job performance annually with the System President.

A clear protocol is in place for proposing and implementing policy within the MCCS. The Presidents Council reviews policies originating from the Board of Trustees as appropriate. The college presidents submit policies proposed at the institutional level to the System President for review and approval. If a specific policy is not in conflict with Board policies or MCCS operational guidelines, colleges may adopt it at its discretion. The policies, including [contracts](#) negotiated with each bargaining unit, the [MCCS strategic plan](#), as approved and adopted by the MCCS board of trustees, and procedures approved and adopted by the Presidents Council and approved by the System President, are distributed to each college. These documents delineate the authority, responsibility, and relationships among the governing Board of Trustees, MCCS and college administration, staff and faculty. The MCCS makes its policies and procedures available to all employees of the system on the [MCCS Portal](#). Concerning college operations, the MCCS office, under the direction of the System President, offers guidance in developing policies, setting goals, and establishing objectives. The academic affairs council, consisting of the Chief Academic Officer of the MCCS and the academic deans from each college, provides leadership in reviewing, assessing and recommending policies and actions, which ensure the academic integrity of each of the colleges.

The System President and the College Presidents are responsible for ensuring all policies and procedures comply with the Board policies set. New policies are developed in collaboration with the President at the College. These policies are developed with input from various constituencies across the institution and are reviewed by senior staff. The proposed policy is vetted by the academic deans, deans of students, directors of finance, etc. The Board has final review and approval authority prior to the implementation of any policy. Locally, each college President has the authority for approving policies and assuring they are in compliance with the Board policies and/or directives. At WCCC, all policies are vetted by the Senior Management Team and then presented and vetted at Community Council, which has approval authority prior to Presidential approval.

Regular collaborative system-wide meetings of the Executive Teams from each college occur on an ongoing basis. These meetings comprise groups based on responsibility areas at each of the colleges. The Deans of Finance and Directors of Financial Aid meet monthly with the Chief Financial Officer/Vice President of MCCS; the Academic Deans and Deans of Students meet monthly with MCCS's Chief Academic Officer; the Deans of Students meet quarterly with MCCS Chief Legal Counsel; the Deans of Business and Industry/Workforce Development meet regularly with the MCCS Director of Workforce Development; Deans and/or Directors of Information Technology meet with the MCCS Chief Information Officer; the Public Affairs representatives from each campus meet with the MCCS Director of Public Affairs; and the Directors of Human Resources meet regularly with the MCCS Human Resource Manager. These

meetings are opportunities to discuss current policies, procedures, and projects that are common across our System. The Deans from each respective area review, assess, and make recommendations for proposed policy changes and additions and discuss the impacts of policy and procedural changes upon the daily operations of their departments. This process provides a substantive voice from each of the colleges and invaluable input. The pertinent feedback from these meetings is incorporated into edits to the policies and procedures, which are then submitted to the Presidents and the Board.

The Program Review Process is outlined in the MCCC Academic Affairs Procedures Manual, [Section 306.1](#). See standards 4 & 6.

Internal Governance

Each of the seven colleges in the MCCC has a president who has been nominated by the MCCC President and appointed by the Board of Trustees. The College president implements the policies of the Board of Trustees and is responsible for the day-to-day operation of the College. Susan Mingo, the current President of WCCC, has served in this role since August 2018.

The powers and duties of the College president are established by [statute](#) and include administration of the College with the support of six senior administrative staff members. At the College, the senior staff includes the Dean of Academics; the Dean of Finance and Administration; the Dean of Enrollment Management and Student Services; the Director of Human Relations, Development, and Communication; the Dean of Business and Industry, a newly appointed faculty representative, and the Manager of Facilities. The President's senior staff meets twice per month as a group. In addition, beginning Spring 2019 the President and Deans began weekly meetings to discuss institutional advancements and strategic planning. The small size of the campus allows the President the opportunity to meet with each member of the senior staff daily, as necessary. Meetings include updates, priority agenda items, and strategic planning sessions, and they allow for opportunities to have varied input before administrative decisions are made. The President encourages and benefits from the free exchange of ideas. The President and the senior staff make decisions, with feedback solicited from the Academic & Curriculum Committee (ACC) and the Community Council, about the direction of the College and how to allocate its resources to best meet the mission. Collectively, the President, Senior Team, and the ACC ensure the educational quality of courses and programming in accordance with program and institutional accreditation standards. The President appoints college personnel, is responsible for personnel oversight; preparation and administration of the College budget; facilities capital investments and maintenance; the appointment of advisory councils and committees; and other duties as delegated by the Board. There is a clearly defined evaluative process for College Presidents, including WCCC's, which is conducted in accordance with MCCC [Policy 108](#).

WCCC's administration benefits from active community involvement in college planning. The President maintains a President's Advisory Council comprised of business, civic, and educational leaders from around Washington County. The Council meets biannually and is a robust group, offering honest and sometimes challenging advice regarding the direction of the College.

Additionally, each program at the College meets annually with a program advisory board. Each program advisory board is comprised of leaders from business, civic organizations, and educational institutions from around Washington County and the State of Maine, representing the occupational areas and higher education entities covered by the program.

Committee transparency is essential to the governance process. The College utilizes an electronic master calendar for all governance related committees, governance meetings, and general scheduling requirements. The master calendar streamlines planning of college meeting schedules and reduces time conflicts within the community to encourage better participation. Committee minutes are disseminated throughout the college community in a timely fashion via e-mail and in some instances on the [MyWCCC](#) portal. WCCC will continue to utilize this approach to provide optimum opportunities for all constituencies to be aware of meetings well in advance for planning and attendance purposes.

The various College governance committees and their responsibilities are as follows:

- Academic and Curriculum Committee—Development, improvement, and elimination of academic courses and programs. Ensure all academic courses and programs align with policies, maintain rigor and integrity, and include learning outcomes that adhere to our mission and vision. Responsible for initiating, vetting, and recommending edits to academic policies and procedures for the College. The ACC meets monthly.
- Community Council—Conveys recommendations to the College President and his/her administration in the process of shared governance. The Council has representation from all stakeholder constituencies throughout the College, including administration, faculty, staff, and students. The Community Council approves campus policies and disseminates campus-wide communication updates. The Community Council meets monthly.
- Student Assistance Team—Serves two primary roles: 1) as the hearing board on student appeals for determinations on allowing dismissed students to return to the College based on the [Satisfactory Academic Progress policy](#); 2) as an academic intervention team tasked with solving issues that are impeding a student's academic success and assisting with the development of an individual educational success plan. Meets on an as-needed basis by referral from faculty or staff members and prior to new semester startups.
- Retention Committee—Oversight of Jenzabar Retention Module, student intervention program planning and development, retention data analysis, and retention activity planning, with campus acclimation and connectivity in mind.
- Safety and Security Committee—Development and improvement of [campus safety and security policies and procedures](#), recommend safety and security technological enhancements, facility upgrades and improvements to ensure a safe working, learning

and living environment for employees, students and the public, recommend and plan for safety and security related professional development training programs.

- Information Technology Committee—Plan current and future technology needs for the institution.
- Academic Planning Committee (Established Fall 2018)—Assist the President with creating an annual, biennial, and long-term plan for new program expansion aligned with regional and the State of Maine workforce needs and the mission and vision of the College.
- Achieving the Dream Core Team and Data Team—Develop the strategic plan for improving student success measures at WCCC and work on data enhancements, including developing a data bank, a data fact book, and opportunities for improving data-driven decision-making at the College.

The Academic & Curriculum Committee and the Community Council review instructional and institutional policy changes and make appropriate recommendations to the President for final approval. The Academic Affairs Office manages assessment, program development, curriculum design, academic performance, course scheduling, faculty evaluation, academic budgets, the student probation/dismissal process, grade appeals and student complaints related to academics. The Academic Dean is a member of the Senior Executive Team at the College and reports directly to the President. As the Chief Academic Officer for the College, the Dean of Academic Affairs works collaboratively with institutional committees, department chairs, program advisory committees, faculty, and students to manage the academic matters of WCCC. The Dean is the lead for working with individuals in developing new programs, evaluating existing programs and implementing pedagogical improvements. The Dean works closely with the Chief Academic Officer of the Maine Community College System and is a leader within the academic community in Washington County. The Dean of Academic Affairs is tasked with oversight of assessment of student learning outcomes for all academic programs (see Standard Four for more detail). Academic Affairs is governed by Maine Community College academic policies and procedures Section 300 as published on the [MCCS intranet](#).

The faculty plays an integral role in creating, developing, adapting, and modifying the College's programs and curricula. Individual program faculty members have direct responsibility for their program curriculum, working collaboratively with the Dean of Academics to ensure quality, rigor, and relevance of programming. Faculty members maintain a voting majority on the Academic and Curriculum Committee (ACC), and only a faculty member may hold the positions of chairperson and vice-chairperson of the ACC. The ACC is charged with adapting and upholding the academic rigor and integrity of the College's academic programs; monitoring, reviewing, and recommending action on proposals for new catalog programs; reviewing and recommending action on proposals for program discontinuation or suspension; vetting

academic policy changes; and monitoring adherence to MCCS academic standards as well as the Commission's standards.

The College strives for faculty representation on all standing committees, ad hoc committees, and hiring committees. As WCCC is a small college, it maintains a relatively small faculty and staff. As a result, individual faculty and staff members are often called upon to serve on multiple committees and in a number of leadership roles simultaneously. Committee membership is voluntary and is always encouraged for all community members. This practice has resulted in clear and effective communication among and between committees and campus constituencies, but it has also led to some community members being more involved with committee memberships and leadership roles than others are.

As outlined in the collective bargaining agreements, WCCC maintains a Faculty/Management Committee, which meets regularly to address faculty concerns and challenges facing the College. Members of the Faculty Management Committee work collaboratively with management to bring forth collective bargaining agreement concerns in an effort to troubleshoot and rectify issues that arise in a mutually agreed upon manner between the two parties. Similar committees exist to represent the voice of all other bargaining units of employees within the College.

The WCCC Student Senate represents the WCCC student body, the membership of which is elected annually by the entire student body. Overseen by the Director of Student and Residential Life and the Associate Dean of Student Affairs and Retention, the Student Senate's primary purpose is to represent the needs and best interests of the student body. It also seeks to encourage and provide for the participation of students in considering the issues and policies that affect their rights and responsibilities as members of the campus community. Students participate in academic governance through participation on the College's Community Council, the Achieving the Dream Core Team, the Graduation Committee, the Safety and Security Committee, and select ad hoc committees, as well as through their Member of the Board of Trustees. The college President meets directly with the Student Senate twice per year in the fall and spring, and on an as-needed basis with the Student Senate President throughout the academic year. Student Resident Assistants are also included in the planning process for initiatives concerning residential life. The Deans of Academics, Student Affairs, and Finance hold regular meetings (dinners, focus groups, etc.) with groups of students to listen to their needs and concerns.

APPRAISAL

The System President and staff at the MCCS provide significant support and guidance for the seven colleges of the system. Under the leadership of the current System President that support continues to increase. In recent years, the MCCS has added the position of Chief Academic Officer for the system, a position designed to support the work of the Academic

Affairs Council and the individual Deans of Academics. This past year, the system added a new Executive Director of Workforce training, a position designed to support the credit and non-credit work offered by each of the seven colleges. The Board and system office also support the work of all seven campuses through a variety of actions, including implementing a common strategic plan, maintaining a presence in the State Legislature, and fostering open communication among the leadership on the various campuses of the MCCS. Periodically, the System President visits each of the seven educational institutions. Similarly, the Board of Trustees alternates its meetings among the colleges. The system office distributes press releases and periodic newsletters to employees at each of the system campuses.

Regular system-wide meetings between MCCS personnel and College management are part of the organizational design and governance structure and both support and strengthen the vision, mission, and guiding principles described in the MCCS strategic plan. The plan serves as a guide for decision-making and focuses the energies of the MCCS on shared goals and priorities. These meetings serve to strengthen shared governance between and among the MCCS and each of the campuses to ensure the fiscal management and control systems are in compliance with appropriate regulatory bodies; to discuss adherence to collective bargaining agreements; to communicate regarding recent legislative updates and changes impacting higher education and the institution; to seek counsel on legal issues and ensure oversight of such; to provide leadership for academic integrity and maintain quality assurance of our academic standards; and to cultivate relationships across campuses for enhancing shared levels of expertise upon which to rely when necessary.

As mentioned above, because WCCC is a small institution, we often find that certain members of our faculty or staff are assigned to multiple committees, leadership roles, or tasks that advance the work of WCCC. This can lead to the most active faculty and staff members sometimes feeling overwhelmed with responsibilities beyond their core job requirements. The College has sought to expand the number of faculty and staff members participating in campus leadership roles. There are natural limits set by our small numbers to how much we can expand the number of committees and the pool of participants before individuals experience committee fatigue. This continues to be a focus and a challenge at the College.

Both the President's Advisory Council and the program-specific advisory boards provide overall guidance and support to the College and effectively bring a community perspective and statewide perspective to the College's planning and decision-making processes. Subject matter experts from industry help the College in maintaining course and program relevance and support program advancements, ensuring they are aligned with current business and industry trends, the latest technology updates, and best practices in the field of study.

As with many institutions, there are times at WCCC when communication does not flow as well as the organization would like. In recent years, the College administration has received constructive criticism from some members of the faculty and staff regarding breakdowns in communication. As a result of this feedback, the prior President engaged a professional communication coach to work with members of the administration and its maintenance

department, as well as to do some communication facilitation between the administration and the Liberal Studies academic department. Additionally, the Dean of Academics has revisited how the academic department chairpersons communicate with their respective departments. This academic year, in an effort to be more transparent and to improve communication, the new President has begun conducting monthly topical breakfast meetings (i.e., accreditation, business and industry initiatives, bond projects) open to the campus community, has met with individual staff members, and is holding two faculty listening sessions. In addition, the Senior Team has begun professional development sessions around enhancing our communication skills. The College continues to be committed to improving communication with all segments of the campus community.

The Academic and Curriculum Committee has undertaken a review of its [bylaws](#), procedures, and forms. This work started at the beginning of the 17/18 academic year and will last through at least the current academic year. The ACC is seeking to streamline its procedures while codifying its high standards for academic review. This faculty-led committee takes its work seriously and is central to the success of the College and its students.

Program faculty ensures the academic integrity of their program in concert with the Dean of Academic Affairs, Department Chairs, and the oversight of the ACC. Three Faculty Department Chairpersons meet monthly with the Dean of Academics to share information, to receive information, to cultivate excellence in the teaching and learning process, to promote opportunities for faculty professional development, to budget for their respective programs, and to participate in making decisions about college governance. Department Chairs are the lead faculty members overseeing their respective areas of the academic inventory. There is a department chair for each area of academics at the College: trade and technical programming, career and occupational programming, and academic/liberal studies programming. Each Department Chair works closely with their program faculty to improve teaching and learning at the College. They provide leadership to the faculty to promote and maintain quality academic standards within programs, they facilitate enhanced communication between faculty and management related to academic and instructional concerns, and they work closely with the Dean of Academic Affairs to improve their department's curricula.

The WCCC Student Senate has historically been an active participant in the College's governance structure. In recent years, due in part to the focus of Senate Leadership, the group had lost its way. It continued to be an important part of the College community, engaging in community fundraisers and student activities, but it had ceased being a vibrant voice for student needs on campus. During the 17/18 academic year, the College President challenged the Senate president and other student leaders to re-engage more substantially with the governance of the College. The challenge was well received, and the Student Senate has begun to reorient itself to serve its important role as a voice for students at WCCC. The Student Senate is working on updating its by-laws during the current academic year to reflect the good work they continue to engage in and to ensure a strong voice in college governance remains a focus.

The College monitors institutional effectiveness in the area of organization and governance by

having the Community Council oversee the work of all College committees, and by fostering an employee-inclusive approach to governance. WCCC has a system of organization and governance that facilitates the successful accomplishment of its mission and vision. Through organizational design and the governance structures in place, WCCC encourages teaching and learning with a student-centric approach.

PROJECTIONS

The College administration will continue to encourage participation on committees by faculty and staff members, including those who have not historically participated, bringing any necessary assistance to bear to support this work.

The College will continue to examine the effectiveness of communication across the community and will develop a communication plan. The College will continue to address the communication challenges facing the institution, recognizing that strong, clear, and inclusive communication begins at the top. The president and senior staff will maintain open lines of communication conducive to shared governance at WCCC.

The Academic and Curriculum Committee will continue to examine and update its by-laws, procedures, and forms to ensure that it safeguards academic integrity and supports academic progress at the College.

During the fall of 2019, the Student Senate will complete a strategic planning process that includes an evaluation of their goals, objectives, representation structure, and by-laws. Student Senate will make revisions, as necessary, to the constitution.

In 2019, the College will establish a Strategic Enrollment Management Advisory Council (SEMAC). SEMAC will provide feedback and guidance on WCCC's enrollment, including recruitment and retention. SEMAC's focus will be on developing and implementing enrollment plans, goals, and objectives, along with the implementation of programs that will lead to sustained growth in enrollment, retention, and student completion (graduation). SEMAC will focus on the quality of services to prospective, admitted and confirmed students; students who stopped out from WCCC; and current students. SEMAC will play an active role in guiding strategic enrollment directions, defining activities, creating key performance indicators and measurable outcomes, and engaging in the continuous improvement of recruitment and retention services through the strategic use of data.

The College will establish a Residence Hall Council during the 2019 academic year to provide a systematic method of voicing student concerns for students living in residence halls. The Associate Dean of Student Affairs and Retention will advise this council.

The College will continue to review and monitor the work of all its committees and the bylaws and procedures under which they operate.

Standard 3: Organization and Governance (Board and Internal Governance)

Please attach to this form:

- 1) A copy of the institution's organization chart(s).
- 2) A copy of the by-laws, enabling legislation, and/or other appropriate documentation to establish the legal authority of the institution to award degrees in accordance with applicable requirements.

If there is a "sponsoring entity," such as a church or religious congregation, a state system, or a corporation, describe and document the relationship with the accredited institution.

Name of the sponsoring entity
Website location of documentation of relationship

Maine Community College System

<http://www.mainelegislature.org/legis/statutes/20-A/title20-Asec12714.html>

Governing Board

By-laws
Board members' names and affiliations

Website location

https://mymccs.me.edu/ICS/icsfs/Policy_105.pdf?target=dc65f59f-c8e9-4313-9dd2-d70078114278

<https://www.mccs.me.edu/about-mccs/system-office/board-of-trustees/board-membership-2/>

Board committees *

Website location or document name for meeting minutes

?	Executive Committee
	Educational Policy Committee
	Finance and Facilities Committee

<https://www.mccs.me.edu/bot-agendas-minutes/>

<https://www.mccs.me.edu/bot-agendas-minutes/>

<https://www.mccs.me.edu/bot-agendas-minutes/>

Major institutional faculty committees or governance groups*

Academic and Curriculum Committee
Faculty Management Committee
Community Council
Academic Planning Committee
Program Advisory Councils

Website location or document name for meeting minutes

https://portal.wccc.me.edu/ICS/Committees/Academic_and_Curriculum_Committee_201819.inz

https://portal.wccc.me.edu/ICS/Committees/Faculty_Management_Committee.inz

<https://portal.wccc.me.edu/ICS/Committees/Handouts.inz>

https://portal.wccc.me.edu/ICS/Committees/Academic_Planning_Committee.inz

https://portal.wccc.me.edu/ICS/Committees/All_College_Advisory.inz

Major institutional student committees or governance groups*

Student Senate

Website location or document name for meeting minutes

Meeting minutes sent via campus e-mail

Other major institutional committees or governance groups*

President's Advisory Council
Achieving the Dream Core Team and Data Team
Information Technology Committee
Retention Committee
Student Assistance Team
Safety and Security Committee

Website location or document name for meeting minutes

https://portal.wccc.me.edu/ICS/Committees/President%27s_Advisory_Board.inz

https://portal.wccc.me.edu/ICS/Committees/Achieving_the_Dream_Core_Team.inz

https://portal.wccc.me.edu/ICS/Committees/Information_Technology.inz

https://portal.wccc.me.edu/ICS/Committees/Retention_Committee.inz

https://portal.wccc.me.edu/ICS/Committees/Student_Assistance_Team.inz

https://portal.wccc.me.edu/ICS/Committees/Safety_Security_Committee.inz

*Insert additional rows as appropriate.

Title 20-A: EDUCATION
Part 5: POST-SECONDARY EDUCATION
Chapter 431: MAINE COMMUNITY COLLEGE SYSTEM

§12706. Powers and duties of the board of trustees

The powers and duties of the board of trustees shall include the following: [1985, c. 695, §11 (NEW).]

1. Policies. To develop and adopt policies for the operation of the system, the Maine Community College System Office and the colleges; establish the presidents' council; and approve programs and policies recommended by the president of the system and the presidents' council;

[2017, c. 179, §4 (AMD) .]

2. Administration. To oversee the administration of the system;

[1985, c. 695, §11 (NEW) .]

3. Bylaws and seal. To develop and adopt bylaws for the regulation of its affairs and the conduct of its business and develop and adopt an official seal and alter it as necessary or convenient;

[1985, c. 695, §11 (NEW) .]

4. Budget development. To prepare and adopt a biennial, line-category, operating budget for presentation to the Governor and the Legislature, incorporating all projected expenditures and all resources expected or proposed to be made available to fund the operations of the system. The budget is to be used in support of any requests to the Legislature for General Fund appropriations that the board of trustees may deem appropriate and necessary to supplement other resources available to the system and shall also serve as the foundation for an annual fiscal management plan for the system;

[1985, c. 695, §11 (NEW) .]

4-A. Public improvements budgetary submission. To prepare and adopt a biennial capital improvements budget for presentation to the Governor and the Legislature, incorporating all projected expenditures and all resources expected or proposed to be made available to fund public improvements, as defined by Title 5, section 1741, for the system. In accordance with Title 5, section 1742-C, subsection 3, the system's public improvements budget must be developed with the advice and assistance of the Bureau of General Services and must represent the capital improvement priorities within the system;

[2013, c. 368, Pt. R, §4 (AMD) .]

5. Fiscal management. To receive, expend, allocate and transfer funds within the system, as necessary to fulfill the purposes of this chapter, in accordance with the biennial, line-category, operating budget;

[1991, c. 376, §34 (AMD) .]

6. Loans and grants. To receive and accept, from any source, loans, aid or contributions of money, property, labor or other things of value to be held, used or applied to carry out the purposes of this chapter, subject to the conditions upon which the loans, grants and contributions may be made, including, but not limited to, loans, grants or gifts from any federal agency or governmental subdivision or the State and its agencies;

[1985, c. 695, §11 (NEW) .]

7. Fees and charges. To establish and collect room and board fees and tuition and to set policies relating to other charges, including fees for the reasonable use of the colleges' facilities by others, as determined necessary by the board of trustees for the efficient administration of this chapter, to be credited to a separate fund and used for the purposes of this chapter;

[1991, c. 376, §35 (AMD) .]

8. Investments. Except as otherwise provided in this chapter, to invest any funds not needed for immediate use, including any funds held in reserve, in property and securities in which fiduciaries in the State may legally invest funds;

[1985, c. 695, §11 (NEW) .]

9. Contracts and agreements. To enter into any contracts, leases and agreements and any other instruments and arrangements that are necessary, incidental or convenient to the performance of its duties and the execution of its powers under this chapter, except that in any such agreement other than an employment agreement the following provisions against the system are void:

A. Any requirement that the system must waive its governmental immunity or limited liability; [2017, c. 179, §5 (NEW).]

B. Any requirement that the system must carry insurance in addition to or in excess of its existing insurance; [2017, c. 179, §5 (NEW).]

C. Any requirement that the system must defend, indemnify or hold harmless any other party; [2017, c. 179, §5 (NEW).]

D. Any requirement that the system must submit to the law of a state other than this State; [2017, c. 179, §5 (NEW).]

E. Any requirement that the system must waive its insurer's rights of subrogation; [2017, c. 179, §5 (NEW).]

F. Any requirement that the system must pay another party's attorney's fees; and [2017, c. 179, §5 (NEW).]

G. Any requirement that the agreement is subject to an automatic renewal other than month to month; [2017, c. 179, §5 (NEW).]

[2017, c. 288, Pt. C, §2 (AMD); 2017, c. 288, Pt. C, §4 (AFF) .]

10. Legal affairs. To sue and be sued in its own name. Services of process in any action shall be made by service upon the president of the system, either in hand or by leaving a copy of the process at the Maine Community College System Office;

[1989, c. 878, Pt. I, §5 (AMD); 2003, c. 20, Pt. OO, §2 (AMD); 2003, c. 20, Pt. OO, §4 (AFF) .]

11. Personnel policies. To develop and adopt personnel policies and procedures for the system. The board of trustees, subject to applicable collective bargaining agreements, shall determine the qualifications, duties and compensation of its employees and shall allocate and transfer personnel within the system as necessary to fulfill the purposes of this chapter. The board of trustees shall appoint the president of the system and the presidents of the colleges. The provisions of the Civil Service Law, as defined by Title 5, section 7039, do not apply to the system, except that the same protections for personnel records provided in Title 5, section 7070 to state employees apply to the personnel records of system employees;

[2007, c. 67, §2 (AMD) .]

12. Purchasing. To acquire consumable supplies, materials and incidental services, through cash purchase, sole-source purchase orders, bids or contract, as necessary or convenient to fulfill the purposes of this chapter;

[1985, c. 695, §11 (NEW) .]

13. Property management. To acquire by purchase, gift, lease or rent any property, lands, buildings, structures, facilities or equipment necessary to fulfill the purposes of this chapter. The board of trustees shall manage, rent, lease, sell and dispose of property, including lands, buildings, structures, equipment and facilities, and license dormitory rooms for occupancy by students. The purchase and installation of faucets, shower heads, toilets and urinals is subject to Title 5, section 1762-A;

[2017, c. 179, §6 (AMD) .]

14. Facilities management; construction and renovation. To authorize the construction, maintenance, renovation, reconstruction or other necessary improvements of buildings, structures and facilities and promote the regular use of facility master planning in order to coordinate efficient long-term facilities planning;

[2017, c. 179, §7 (AMD) .]

15. Courses of study and degrees. To offer courses of study, grant diplomas and certificates on completion of courses of study, confer associate degrees based on 2 years of instruction and establish qualifications for admission; to offer short-term and on-site training, to meet the needs of the private and public sectors and economic development and employment training programs; to offer adult education and continuing educational opportunities to meet the needs of nontraditional students and of adults who need training or retraining in response to changes in technology or the needs of the economy; and to encourage the development of innovative delivery methods, course schedules, student support services and prior learning assessments that help expand access to both credit and noncredit programming;

[2017, c. 179, §8 (AMD) .]

16. Employment training coordination.

[1991, c. 376, §37 (RP) .]

17. Apprenticeship education.

[1997, c. 522, §1 (RP) .]

18. Delegation; other powers. To delegate duties and responsibilities as necessary for the efficient operation of this chapter and to do any other acts or things necessary or convenient to carry out the powers expressly granted or reasonably implied in this chapter;

[2001, c. 590, §1 (AMD) .]

19. Advisory committees. To appoint or identify advisory committees to advise the board of trustees with respect to career and technical education and training policies and programs, to procedures for modifying the programs of the colleges to meet the needs of the State's economy and the changing job market and to the efficient operation of the colleges and the Maine Community College System Office. These committees may include, but need not be limited to, the Maine Council on Vocational Education, authorized under the United States Carl D. Perkins Vocational Education Act, Section 112, Public Law 98-524, or its successor;

[2017, c. 179, §9 (AMD) .]

20. Debt. To borrow funds, issue bonds and negotiate notes and other evidences of indebtedness or obligations of the system for renovation, public improvements, land acquisition and construction purposes to pay for costs as defined in Title 22, section 2053, subsection 3. The board of trustees may issue temporary notes and renewal notes to pay for those costs. Bonds, notes or other evidences of indebtedness or obligations of the system are legal obligations of the system on behalf of the State and are payable solely from the system's revenues and other sources of funds, including funds obtained pursuant to Title 22, section 2053, subsection 4-B, paragraph A. These borrowings by the system do not constitute debts or liabilities of, and are not includable in, any debt obligation of the State. The board of trustees has the discretion to fix the date, maturities, denomination, interest rate, place of payment, form and other details of the bonds or notes of the system. Unless otherwise provided in the vote authorizing their issuance, bonds or notes of the system must be signed by the president of the system and countersigned by the chair of the board of trustees. The aggregate principal amount of outstanding bonds, notes or other evidences of indebtedness of the system may not exceed \$35,000,000 at any one time, excluding temporary notes and renewal notes. The bonds may be issued through the Maine Health and Higher Education Facilities Authority. The board of trustees may pledge or assign its revenues, including any funds that have been or may be appropriated to the system, and the proceeds of those revenues and its other property as security toward its bonds, notes, other evidences of indebtedness or other obligations of the system. The proceeds of bonds, notes or other evidences of indebtedness may be invested in accordance with subsection 8. Bonds, notes and other evidences of indebtedness issued under this subsection are not debts of the State, nor a pledge of the credit of the State, but are payable solely from the funds of the system. Indebtedness incurred and evidences of indebtedness issued under this chapter constitute a proper public purpose, and all income derived is exempt from taxation in the State. The net earnings of the system may not inure to the benefit of any private person, and no borrowing may be effected pursuant to this chapter unless the amount of the borrowing and the project or projects are submitted to the Office of Fiscal and Program Review for review by the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs at least 60 days before closing on such borrowing for the project or projects is to be initiated; and

[2017, c. 179, §10 (AMD) .]

21. Campus security. To support the development of campus security plans and policy, including the assessment of how persons qualified and designated by law enforcement or system policy may exercise the powers of Title 17-A, sections 107 and 108.

[2017, c. 179, §11 (NEW) .]

SECTION HISTORY

1985, c. 695, §11 (NEW). 1987, c. 402, §A127 (AMD). 1987, c. 532, §3 (AMD). 1989, c. 443, §§37-39 (AMD). 1989, c. 761, (AMD). 1989, c. 878, §§I4-6 (AMD). 1991, c. 246, §10 (AMD). 1991, c. 376, §§33-37 (AMD). 1995, c. 96, §1 (AMD). 1997, c. 522, §1 (AMD). 2001, c. 590, §§1-3 (AMD). 2003, c. 20, §002 (AMD). 2003, c. 20, §004 (AFF). 2005, c. 397, §D3 (REV). 2007, c. 67, §§2, 3 (AMD). 2011, c. 691, Pt. B, §20 (AMD). 2013, c. 368, Pt. R, §4 (AMD). 2017, c. 179, §§4-11 (AMD). 2017, c. 288, Pt. C, §2 (AMD). 2017, c. 288, Pt. C, §4 (AFF).

Standard 3: Organization and Governance (Locations and Modalities)

Campuses, Branches and Locations Currently in Operation (See definitions in comment boxes)

(Insert additional rows as appropriate.)

			Enrollment*			
			2 years prior	1 year prior	Current year	
			(FY2017)	(FY2018)	(FY2019)	
?	?	?				
?	Main campus	Calais, ME/USA	August 1969	519	476	458
?	Other principal campuses					
?	Branch campuses (US)					
?	Other instructional locations (US)	Machias, ME/USA	September 2008	0	10	10
?	Other instructional locations (US)	Indian Township, ME/USA	Long- standing arrangement	12	6	6
?	Branch campuses (overseas)					
?	Other instructional locations (overseas)					

Educational modalities

			Enrollment*		
			2 years prior	1 year prior	Current year
			(FY2017)	(FY2018)	(FY2019)
?	?	?			
	Distance Learning Programs	Number of programs	Date First Initiated		
	Programs 50-99% on-line				
	Programs 100% on-line				
?	Correspondence Education				
	Low-Residency Programs				
	Competency-based Programs				
	Dual Enrollment Programs				
	Contractual Arrangements involving the award of credit				

*Enter the annual unduplicated headcount for each of the years specified below.