

Bylaws Document

Campus Coordinating Committee

Updated 3.17.25

MISSION STATEMENT:

Our mission is to foster an environment of collaboration, innovation, and unity within our campus community. By promoting teamwork and cohesive problem-solving, we aim to break down silos and build a transparent and inclusive hub for collaboration and information sharing.

PURPOSE:

This standing committee is dedicated to increasing campus transparency. We strive to provide opportunities for professional development and leadership training, equipping our members with the skills and knowledge necessary to excel in their roles. Together, we will discuss opportunities, navigate challenges, celebrate successes, and build a stronger, more connected campus for all.

MEMBERSHIP:

This standing committee is comprised of the Dean/CEO, all the directors that oversee campus functions, the Faculty Senate President, and the Staff Senate President.

- Dean/CEO
- Executive Assistant (recorder)
- Director of Institutional Research & Effectiveness
- Staff Senate President

There are no set terms of service for this committee. Participation is determined by job duties.

There are no officers for this group. The Dean/CEO or designee leads the meetings, and the Executive Assistant maintains the records and minutes. All members of the group are expected to actively participate in the discussion, review area updates, and provide agenda items.

MEETINGS:

Meetings are held on the first Monday of each month. If a meeting must be cancelled, the Dean's Cabinet will discuss whether to reschedule or wait until next month. This determination will be made based on the time sensitivity of the agenda items. A special meeting may be called if there is sufficient urgency to discuss a topic that requires input of the group.

Each month there will be a designated topic to be discussed within the group, as well as other items submitted by the membership.

Annually, we will select a professional development theme for the year, and members will be responsible for providing a relevant leadership topic to their peers on a rotating basis each month.

DECISIONS:

This is not a decision-making committee, but rather an information-sharing group that serves as a platform for identifying campus concerns, planning events, and fostering collaborative initiatives. As topics are raised, whether related to challenges, upcoming events, or new opportunities, we will proactively assess the potential for forming workgroups to address specific needs or goals. These groups will be supported with clear objectives, assigned responsibilities, and

regular progress updates to ensure effective follow-through and successful outcomes.