

NWIC STANDING INSTITUTIONAL COMMITTEES

EXECUTIVE TEAM			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Justin Guillory, Carole Rave, Dave Oreiro, Barbara Roberts Facilitator: Justin Guillory	Promotes Mission Fullfillment of the College, articulates priorities and guides decisions on resource allocation, and institutional contingency planning.	Institutional policy review. Budget overview. Guides Strategic Planning.	Weekly

ADMINISTRATIVE TEAM			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Justin Guillory, Barbara Roberts, Dave Oreiro, Carole Rave, Victoria Retasket, Mike James, Bernice Portervint, Linda Schnell, Sharon Kinley Facilitator: Justin Guillory	Support strategizing and planning, serve as a resource and provide support to President in setting and carrying out priorities, and review, interpret, and implement Institution-wide policy.		Bi-weekly

LEADERSHIP TEAM			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Admin Team, Greg Masten, Valerie McBeth, Lural Ballew, Cassandra Cook (faculty rep), SEB officers, Marco Hatch, Ted Williams, Carmen Bland (faculty rep), Emma Norman, Greg Mahle, Lexie Tom Facilitator: Justin Guillory	Implements, informs and carrys forward institutional priorities. Creating Institutional Support. Sharing information system-wide. Bridge the Departments and Sites. Modeling the vision and goals of the institution. Collaborate on Institutional Initiatives.	Implmentation and Assessment of Strategic Planning. Ensuring Shared Governance	Monthly

PERSONNEL POLICY COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Linda Schnell (Human Resources Director-Chair), Marty Jimmy (Classified Emp), Megg Pedlow (Exempt Emp), Laura Maudsley (Admin Emp), Dave Oreiro (Admin Team Rep), Vacant (Faculty Rep), Donna Chieppo (Human Resources Rep), Hien Vo (Payroll) Facilitator: Linda Schnell	To promote an open, positive, safe and healthy work environment as governed by approved Personnel Policies and Procedures, and to articulate work rules and provisions consistent with institutional protocols, laws and regulations.	Develop, recommend and maintain current NWIC personnel policies that reflect current laws, regulations and institutional/industry best practices and achieve institutional goals and objectives.	3rd Thursday of each month

FACILITIES AND SAFETY COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Jon Davis, Dave Oreiro, Mike James, Charlie Roberts, Jay Conway Facilitator: Dave Oreiro Crisis Management Subcommittee Dave Oreiro, Jon Davis, Linda Schnell	The Facilities Committee is mostly concerned with the NWIC facilities regarding construction and renovation. Any work related to major structural, mechanical, electrical, and plumbing changes in existing or future buildings that result in loss/gain of square footage or categorical changes of existing space or would incur institutional funds or grants is covered within this jurisdiction.	Health and safety of all students, staff and visitors. Maintenance of all facilities, landscaped, open areas. New construction to meet institutional demand. Facilities that are economically and environmentally sound. ADA accessibility.	Quarterly or as needed to complete tasks

Allocation of Space			
Dave Oreiro			

FINANCE COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Bernice Portervint, Steve Zawoysky, Scott Thomas, Dave Oreiro, Barbara Roberts Facilitator: Steve Zawoysky			Monthly
Tuition & Fees - Subcommittee			
Barbara Roberts			

HOUSING COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Dave Oreiro, Ashley Toby, Krista Mahle, SEB rep, Carole Rave, Victoria Retasket Facilitator: Carole Rave	The NWIC Housing Committee shall: ensure NWIC offers students safe and affordable housing services; ensure policies and procedures are fair and just, and; ensure students are afforded fair and reasonable opportunities to be heard.	Housing Policies	Monthly

RETENTION COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Don McCluskey, Alma Jefferson, Wyatt Sewell, Patrick Freeland, Joyce Wall, Spencer Ellsworth, Victoria Retasket, Ane Berrett, Kathy Stuart-Stevenson, Nahrin Parsons Facilitator: Victoria Retasket & Don McClusky	The NWIC Retention Committee takes an integrated approach in our retention efforts that recognizes our college's mission and incorporates both academic and non-academic factors into to create a supportive academic and inclusive environment that addresses the academic, social, and emotional needs of our	Examining policies/procedures and data that relate to retention as well as case management and referrals from faculty and to our campus counselor	Monthly

ASSESSMENT COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Cindy Cultee, Ted Williams, Kathy Stuart-Stevenson, Tami Chock, Ane Berrett, Bernice Portervint, Sharon Kinley, Debbi Mele Mai, Facilitator: Cindy Cultee	In support of NWIC's continuous improvement, the Assessment Team will support the Mission, Strategic Plan, and coordinate the assessment process to assure that the data collection, data analysis, and reporting processes are useful, relevant, and meaningful. The Assessment Team will improve programs and services through training and education and bring together diverse perspectives to support the institution's capacity to use data across campus.	Research best practices of institutional assessment. Guide the institutional assessment process. Implement the 2012-2017 Assessment Plan. Assess training needs in use of data for analysis.	

TECHNOLOGY COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE

Patricia Cueva, Site rep, Laural Ballew, Mike James, Matteo Tamburini Facilitator: Mike James	The Technology Committee will function as an advisory group and assist with the Strategic plan for Technology at NWIC and a new campus planning involvement. The TC will also act as an informational body assist with outlining constituent priorities, and delegate to sub-groups or committees as needed. Representatives on the TC will get appropriate staff involved in sub committees and seek input regarding issues brought forth.		At least quarterly
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CURRICULUM COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Bernice Portervint, John Rombold, Gary Brandt, Shelley Macy, Kathy Stuart-Stevenson, Carmen Bland, Cassandra Cook, Patricia Cueva, Brian Compton, Carole Rave, Valerie McBeth, Matteo Tamburini Facilitator: Brian Compton Academic Standards sub-committee Phill Allen, Patricia Cueva, Don McCluskey, Greg Facilitator: Patricia Cueva	Review and make recommendations regarding the academic curriculum of NWIC. For the purpose of this document, curriculum should be defined as the credit-bearing programs courses of study, classes and organized instructional activities provided by the college (Continuing Education Units (CEUs) and community training programs are not included). Reviews academic Policy and procedure, making recommendations for action.	Review of existing curriculum. Review and approval of new curriculum. Catalog development oversight.	2nd and 4th Tuesday (or as needed) each month. Open to all.

EVENTS COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Stacie Jefferson, Pam Hillaire, Krista Mahle, Mariah Dodd, Colleen Baker, Nathanael Davis, Luke Heaton, Johanna Phair, Sean Lawrence Facilitator: Stacie Jefferson	Coordinate Employee Recognition, Extravaganza, Holiday events		3rd Thursday Of Every month

INSTITUTIONAL REVIEW BOARD			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Bill Freeman, Juanita Jefferson, Victoria Caswell, Karen Sebanakitta, Brian Compton, Larry Campbell, Levi Jefferson, Bernie Thomas, Ross Fewing, Colleen Berg, Jessica Urbanec, Dave Oreiro, Ralph Jefferson Jr., Dian Vendiola, Kevin Paul, Barbara Juarez, Carmen Bland, Bill Connor, Ethel Warbus, Frank James, Laural Facilitator: Bill Freeman			

TEACHING & LEARNING COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE

Justin Guillory, Ted Williams, Brian Compton, Rebecca Saxton, Lexie Tom, Don McCluskey, Bernice Portervint, Spencer Ellsworth Facilitator: Ted Williams	To facilitate the implementation of teaching and learning initiatives, particularly in support of the goals of the T and L Initiative Plan.	Improves student success through the improvement of teaching and learning. Coordinate T and L Institute.	Meets as needed
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SUSTAINABILITY COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Colleen Berg, LaBelle Urbanec, Kathy Stuart-Stevenson, Tami Chock, Michelle Wilson, Students, Ane Berrett, Brian Compton, Matteo Tamburini, Dave Oreiro Facilitator:	To promote sustainable environments and community connection through Indigenous knowledge and education.	Move NWIC campus towards a zero waste policy. Implement a no Styrofoam and reduce Plastic use. Promote neutral emissions policy. Work to build the framework for NWIC to become a part of American College & University Presidents' Climate Commitment.	Weekly

COMMUNICATIONS COMMITTEE			
MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
PR Coordinator, Webmaster, Barbara Roberts, Ted Williams, Greg Masten, Victoria Retasket, Patricia Cueva, Luke Heaton, Shelley Macy, Tami Chock Facilitator: PR Coordinator	Promote the mission of NWIC through the use of a Comprehensive PR/Marketing plan that will in turn increase the College's visibility at the local and national level. All activities will include interests of the Lummi Campus as well as NWIC Extended Campus Sites.	Continuing to make NWIC publications and marketing materials consistent and professional by informing employees of the new Publication and Marketing Guidelines and helping them when they have questions. Continuing our work to adopt a college slogan. Developing a comprehensive campus calendar to increase attendance at NWIC events. Collecting and publishing student stories.	Regular Monthly Meetings

LIBRARY ADVISORY COMMITTEE			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Kathy Stuart-Stevenson, Sunny Guillory, LaBelle Urbanec, Valerie McBeth, Bernice Portervint, Pam Hillaire Facilitator: Valerie McBeth	To advise the library on matters of policy, to monitor grant activity, to respond to challenges to the collection, to represent the library to the constituencies.	Priorities follow the statement of purpose.	Quarterly

NICMERE ADVISORY BOARD			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Dave Oreiro, Bradley F. Smith, Nathan Dexter, Billy Frank, Cliff Cultee, Mel Moon, Virginia Bill, Terry Williams, Christine Woodward, Steve Robinson, Penny Dalton, Arlin Washines, David A. Close Facilitator: Dave Oreiro			

MUSEUM STUDIES ADVISORY BOARD			

TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Susan Given-Seymour, James Nason, Magon Noble, Leilani Chubby, Deana Dart-Newton, Marilyn Jones Facilitator: Susan Given-Seymour			

SERVICE LEARNING ADVISORY BOARD			
TEAM MEMBERS	PURPOSE STATEMENT	PRIORITIES	MEETING SCHEDULE
Ane Berrett, Brian Compton, Terri Plake, Laural Ballew, Wayne Woods, LaBelle Urbanec, Lexie Tom Facilitator: Ane Berrett			