1. Committee Name: *
   Management Team

2. Committee Chair: *
   Amanda Xu

3. Background and Purpose: *
   Reference text: https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf
   Management Team consists of M/S/C members. M/S/C stands for Management, Supervisory, Confidential. To provide an organized body to represent M/C members on professional matters in the consultation process with the governing board.

4. Typical Actions/Decisions: *
   Reference text: https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf
   Inform MSC group members of activities and initiatives. Award MSC scholarship recipients.

Meeting Schedule

*Indicate meeting day(s), time and frequency*
5. Frequency of Meetings *

☐ Weekly  
☐ Bi-Weekly  
☑ Monthly  
☐ As Needed  
☐ Other

6. Day of the Week: *

☐ Monday  
☑ Tuesday  
☐ Wednesday  
☐ Thursday  
☐ Friday

7. Time of day: *

☐ 10AM-00-11:30AM

Committee Composition

8. Please indicate which groups are represented in your committee and the numbers of members for each group (select 0 if you do not have representation of a specific group in your committee)

<table>
<thead>
<tr>
<th>Group</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐</td>
</tr>
</tbody>
</table>
9. Average Term lengths of Committee Members: *
   Select all that apply
   - 1 year
   - 2 years
   - 3 years
   - 4 years
   - Nature of Position
   - Other

10. Members Chosen by: *
    Select all that apply
    - Constituent Appointment
    - Position in Constituent Group
    - Employment Position
    - Resource Member
    - All MSC are automatically members

11. Experience Required for Membership: *
    - None
    - Other

Academic Year Membership

Please go to this site: [https://www.mendocino.edu/college/institution-and-research/committee-goals-and-descriptions](https://www.mendocino.edu/college/institution-and-research/committee-goals-and-descriptions), click on the yellow link “Committee Membership”, download the file and input member names. Then upload the file to this section.

12. Committee Membership 2022-2023
    Upload Membership Template - After this, you will be prompted to submit your form. Please check the box “Send me an email of my responses” for your records.

   ![committee membership 2022 2 10 22 1 - Management Amanda Xu.xlsx](attachment:committee_membership_2022_2_10_22_1 MANAGEMENT AMANDA Xu.xlsx)