

## **Procedure 10.0501**

### **College Committees Procedure**

Committees are an integral part of Beaufort County Community College (BCCC) and contribute to the effectiveness of the College programs, services, and organization.

#### **Introduction**

College-wide Committees have been formed to 1) involve the faculty, staff, and student body 2) benefit the College by utilizing their wide array of talent and experience in the development and decision-making of the College and 3) maintain SACSCOC "Reaffirmation Readiness."

#### **Organizational Guidelines**

Members of the faculty, staff, and student body shall serve on the College Committees by the recommendation of the President and Senior Staff and approval by the faculty senate or staff association, with the exception of the faculty and staff members who are elected by their peers.

Generally, the College Committees will consist of no more than 4 to 8 full- or part-time employees with the inclusion of both faculty and staff.

Specific individuals may be appointed to serve as resource person(s) to committees. These appointed representatives will serve as non-voting members and provide advice and guidance, assist in the continuation of the work from one year to the next, and to insure SACSCOC compliance and documentation.

The findings, recommendations, suggestions and courses of action proposed by the College committees, Faculty Senate or Staff Association shall be implemented, subject to Senior Staff's approval of procedure/policy recommendations and the Board of Trustees' approval on all policy recommendations.

Findings, recommendations suggestions and courses of action proposed by the various committees, Faculty Senate or Staff Association shall be based on a majority vote of those present, provided that there is a quorum of more than 50 percent of the voting committee membership in attendance. Committee chairs will vote only in the event of a tie. Resource people do not have a vote.

With the exception of the Student Appeals and Special Events Committees, each committee shall hold a meeting each semester or more often if deemed necessary by the committee members or by the prescribed work agendas. Such meetings shall be held at a time that will not disrupt the instructional process of the College. Members are expected to attend and carry out the work assigned to them.

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Minutes of each meeting shall be kept by the secretary. An electronic copy shall be maintained on the website associated with the committee. Minutes that would violate FERPA guidelines will not be posted.

Each committee should annually review and make recommendations to Senior Staff for changes to their purposes.

### **Member Selection**

- a) Senior Staff will prepare recommended committee membership based on a rotation cycle (beginning 2014-15), skills or talents needed, succession planning, SACSCOC requirements, as well as other considerations.
- b) The Faculty Senate and Staff Association will approve or recommend an appropriate substitution for the committee membership with the exception of the members elected to Faculty and Staff Councils.
- c) Each BCCC employee is encouraged to participate on only one committee. Exceptions may be made with the approval of the employee's supervisor and Senior Staff.

### **Member Removal Process**

- a) Active and contributing membership on College Committees is considered a responsibility of each BCCC employee
- b) The Chair of any Committee may request the assistance of the employee's supervisor or Vice President to encourage participation, removal and/or replacement of a non-participating committee member. However, heavy consideration will be given to the proceeding dialogue in (a).

### **Periodic Reporting Duties**

- a) At least once per year during the Spring semester, the Chair and Vice-Chair of College committees will prepare a written summary of activities conducted by the committee and recommendations for changes in the committee purposes or membership. The format of the summary and expectations for the report will be provided by SACSCOC Leadership Committee.
- b) The Chair and Vice-Chair will present the summary report to the SACSCOC Leadership Committee on an annual basis or when requested by SACSCOC Leadership Committee and/or the President. The Chair and Vice-Chair may be charged with the responsibility to implement recommendations suggested by the SACSCOC Leadership Committee in response to the report.

### **Compliance Report Writing Team**

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- a) Chair and Vice-Chair of College committees will prepare the narrative to address specific SACSCOC standards in the committee purposes. The Chair and Vice-Chair will coordinate activities with other College committees that address the same, or related, standards.
- b) The Chair and Vice-Chair will present the narrative to the SACSCOC Leadership Committee for a final revision and modification.
- c) Chair and Vice-Chair will use the BCCC Writing Style Guidelines and minutes templates for preparation of narrative.

Meetings are open to all members of the college community. Although final authority for the governance and administration of the College resides with the BCCC Board of Trustees and the administration respectively, committees are vested with significant responsibilities.

The following committees are the standing committees for Beaufort County Community College: Academic Program Review Committee, Assessment Coaching Committee, Beaufort Leadership Council, Behavior Intervention Team Committee, Clery Act and Campus Security Committee, Credit for Prior Learning Committee, Curriculum Committee, Distance Education Quality Improvement Committee, Facilities and Maintenance Committee, Faculty Senate & Staff Association (optional), Health Safety & Chemical Hygiene Committee, Institutional Review Board Committee, Instructional Calendar & Registration Committee, Marketing/Public Relations/Recruitment Committee, Personnel Evaluation Systems Committee, Planning Committee, Professional Development Committee, QEP Committee, SACSCOC Leadership Team Committee, Special Events Committee, Student Appeals Committee, Title IX Adjudication Pool, Title IX Advisory Committee, and Wellness and Institutional Culture Committee. A listing of BCCC committee structures, committee memberships, each committee's purpose, and the minimum number of meetings scheduled per year for each committee is published annually, fall semester, and is available on the campus website.

\*Exceptions apply to the Student Appeals Committee.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [College Committees Policy](#)

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**History**

**Senior Staff Review/Approval Dates:** *2/18/2014, 02/05/2018*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

