

Policy: Institutional Committees	Number: 202.02
Date Revised: 09-01-17	Supersedes: K-02
Cross Reference: Alabama Community College System Policy 202.01	Issued: 11-15-95

Generally, Ingram State Technical College will utilize both “standing” and *ad hoc* committees in its governance structure. The President will establish *ad hoc* committees and appoint committee members as necessary. Standing committee members will be appointed for a given term of service, usually one year, and may be appointed to two or more consecutive terms. An effort will be made to stagger enough terms of membership on any given committee to ensure a base of experience for the committee.

In making committee assignments, the President will consider individual teaching loads, existing committee assignments, institutional research responsibilities, and any other relevant factors. Deans or other supervisors may be consulted to ensure that committee assignments do not interfere with the effective functioning of their departments or divisions.

The committee charges below are not intended to rigidly define the activities of the committees, but rather to provide a starting point and define an area of interest from which the committee may engage in such activities as are relevant to their purpose. It shall be the responsibility of the chairperson(s) of each committee to schedule meetings and ensure that appropriate records of meetings and activities are kept.

Standing Committees:

- President’s Cabinet.
- Media Services Committee.
- Physical Facilities Committee.
- Sick Leave Bank Committee.

Ad Hoc Committees: Appointed as needed.

President’s Cabinet

The official charge of responsibility for the President’s Cabinet is to provide the President with information and advice necessary for informed decision-making, and to provide a forum for review, planning, and evaluation, which includes all major departments and divisions. Thus, the Cabinet will serve as the senior administrative unit within the college.

Media Services Committee

This committee is charged with oversight of resource center operations. Activities include providing input to the President concerning resource center policies, periodic reviews to ensure up-to-date resources, monitoring overall effectiveness, and recommending additional resources needed. Specific responsibilities include an annual review of the Media Services Plan, an annual review of media services surveys, and regular meetings to assess effectiveness of resources and services. The President's designee will chair the committee. Other committee members are faculty or support personnel, appointed by the President.

Physical Facilities Committee

The Physical Facilities Committee consists of the Dean of Administration or their designee and all Center Directors, with the chairperson appointed by the Dean. It shall be the responsibility of the committee to monitor and document the maintenance needs of all ISTC facilities, and make recommendations for addressing those needs. Planning and evaluation will be an ongoing process. The committee will meet on a quarterly basis, or when a special meeting is called. (See ISTC Policy No.500, *Physical Facilities Maintenance*.)

Sick Leave Bank Committee

The Sick Leave Bank Committee is responsible for operation of the College's sick leave bank. The committee is comprised of five (5) members: the President or his/her designee and four (4) members elected by bank participants via secret ballot. The committee members shall identify a chairperson and a recording secretary.