

Southwestern Community College - Policies and Procedures Manual
Policy

POLICY TITLE: **Committees** 2.02
RESPONSIBLE DIVISION: Board of Trustees
DATE APPROVED: July 2005

CURRICULUM AND STUDENT SERVICES COMMITTEE

Functions:

1. Review with College President and /or appropriate Vice President all curricula offered by the institution.
2. Consult with and advise President and /or appropriate Vice President concerning student needs, welfare, and activities.
3. Receive, review, and recommend to the Board of Trustees new programs of study to be offered by the College.
4. Receive, review, and recommend elimination of any curricula or program of the College.
5. Periodically review enrollments, follow-up studies, surveys, and needs analyses.
6. Receive, study and recommend to the Trustees proposals from the SLA and other student organizations that implement student development both in and outside the classroom, that are in the best interests of the total institution.
7. Act as liaison between Trustees and Southwestern Community College Foundation Board in area of student scholarships and development.
8. Actively support the acquisition of local funds to be used as local matching for the various components of college work-study and other federal loans and grants.
9. Make a report to the Board of Trustees at each quarterly board meeting.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Functions:

1. Consult with and advise the College President and/or appropriate Vice President concerning financial matters including budgets, campus facility needs, and capital improvements.
2. Recommend to the Board of Trustee the College annual budget.
3. Recommend to the Board of Trustees the annual local operating budget.
4. Study capital needs of the college, both short and long range, and report to Trustees.
5. Recommend planned construction projects to the Trustees.
6. Meet as necessary to oversee ongoing construction projects.
7. Actively lead and support college efforts to fund adopted budgets, capital construction projects, and other college financial needs.
8. Make a report to the Board of Trustees at each quarterly board meeting.

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EXECUTIVE COMMITTEE

Functions:

1. Consult with and advise the President and/or appropriate Vice President concerning college personnel policies.
2. Study benefits desirable for institution employees and make recommendations accordingly.
3. Recommend policies and procedures relating to employee welfare.
4. Recommend policies and procedures regarding employee professional growth.
5. Advise college President regarding personnel whose overall evaluation indicates substandard performance.
6. Serve as Board of Trustees Hearing Committee, as appropriate, concerning RIF, grievances, non-renewal, and dismissal.
7. Make a report to the Board of Trustees at each quarterly board meeting.