



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE 104.1
INSTITUTIONAL COMMITTEES

Department Responsibility: Administrative Services

Approved Date: July 13, 2020

Related Policy: 104

PRESIDENT SIGNATURE

July 13, 2020

DATE APPROVED

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PURPOSE

The Technical College of the Lowcountry is committed to employing a variety of institution-wide standing and Ad hoc committees to support effective decision-making within the College and provide an avenue for faculty and staff to be involved in the process of continuous improvement of programs and services. Institutional standing committees shall serve in an advisory capacity, providing recommendations to the appropriate Executive Leadership Team member.

A Standing Committee or Council is a work group that is permanent, continuous, and ongoing. The committee or council is assigned to a defined and limited area of purpose.

An Ad hoc Committee is a work group assigned for a specific purpose, case or situation, and discontinued after its assignment is complete.



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The Standing Committees at the College include:

- A. Executive Leadership Team (ELT)
- B. Faculty Senate (President)
- C. Curriculum Committee (Academic Affairs)
- D. Information Resource Management Committee (Administrative Services)
- E. Enrollment Management Committee (Student Services)
- F. Safety, Health & Business Continuity Committee (Administrative Services)
- G. Financial Appeals Review Committee (Administrative Services)
- H. Alcohol and Drug Program Review Committee (Human Resources)
- I. Strategic Planning Council (Institutional Advancement)
- J. Student Grievance Committee (Student Services)

PROCEDURE

1. The Executive Leadership Team (ELT) will annually review the membership and leadership of institutional committees and councils, and forward recommendations to the President for approval. All member appointments are effective starting July 1st.
2. All committees and councils report through a member of the Executive Leadership Team (ELT). The ELT member is responsible for outlining the purpose of the committee and membership. The chair is responsible for communicating actions taken and pertinent information in a timely manner to the appropriate Vice President, in addition to requesting approval on significant issues.
3. All committees and councils must maintain documentation of meetings. Committee and council meeting minutes will be maintained by the Chairperson and appropriate ELT member. Meeting minutes will be distributed as follows:
 - a. President
 - b. Committee members
 - c. Executive Leadership Team members
 - d. Maintained on the everyone server
4. The creation and continuation of college-wide committees and councils is at the discretion of the President and reviewed annually. Employees desiring to have a new committee or council established shall submit a request to a member of ELT and provide the following operating guidelines:
 - a. A statement of purpose
 - b. The approving bodies
 - c. Membership composition, leadership structure and service terms, and method for initial and continuous appointments.
 - d. Any other information related to roles and responsibilities of the committee.