PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

The Technical College of the Lowcountry is committed to employing a variety of institution-wide standing committees and councils 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 Strategic 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.

The Standing Committees at the College shall include:

a. Strategic Leadership Team (SLT)
b. Curriculum Committee (see Procedure 2-1-201.1.2)
The purpose and membership of each committee is provided in the institutional procedure relating to that specific committee.

From time to time, the President may also appoint ad hoc committees as delineated in Procedure 2-1-201.2.

PROCEDURE

1. The Strategic Leadership Team will annually review no later than June 1\textsuperscript{st} the membership and leadership of institutional committees and councils and forward recommendations to the President for approval. All member appointments are effective starting July 1\textsuperscript{st}.

2. All committees and councils report through a member of the Strategic Leadership Team. The chair is responsible for communicating actions taken and any other pertinent information in a timely manner and for requesting approval on significant issues.

3. All committees and councils must maintain documentation of meetings. Minutes of committee and council meetings will be maintained by the Chairperson and distributed as follows:

   a. President
   b. Committee members
   c. Strategic Leadership Team members
   d. Maintained on the everyone server