



Category
Committee Appointments & Routines– 6:10:00:00
Approval
President’s Council Approved: May 24, 2016
Effective Date/Approved: May 24, 2016
Revised: February 7, 2007; May 24, 2016
Responsible Parties: Vice Presidents for Academic Affairs, Student Affairs, and Finance and Business Administration

I. APPOINTMENT

All members of standing and ad hoc committees shall be appointed by the President. Committee members from the faculty are appointed upon the recommendation of the division campus deans and the Vice President for Academic Affairs. Student members are appointed upon the nomination of the Student Government Association with the concurrence of the Vice President for Student Affairs. When appropriate, the President may select members upon the recommendation of the respective councils.

The committees considered necessary for the welfare of the College are standing committees, which can be formed/and or dissolved by the President's initiative as needed or mandated. Ad hoc committees may also be formed by the President as they become necessary or desirable. Upon organization of committees for the academic year, a listing of the members for each committee will be supplied to each faculty and staff member.

II. PRESENTING ITEMS OF BUSINESS TO STANDING COMMITTEES

All standing committees meet regularly, and meeting dates are announced. Any interested faculty or staff member is encouraged to attend any committee meeting. Faculty and staff members are encouraged to present pertinent items of business for any committee agenda. These should be in written form and presented to the committee chair or any committee member at least five (5) school days before the scheduled meeting date. In addition, the faculty or staff member may wish to attend the meeting at which his or her item of business is to be discussed. When a proposed item of business is considered inappropriate for committee action, the faculty or staff member will receive a response from the designated committee chair.

III. MINUTES

The secretary of each committee is responsible for the recording of minutes at all official meetings of the standing committees and to distribute such minutes to faculty and staff where pertinent. All committees and councils will be listed on the College’s website, www.mscc.edu. The final approved minutes of all meetings will be forwarded to the Webmaster for posting.