

FLORIDA GATEWAY COLLEGE

Committee Structure Handbook

2014-2015



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ACTIVITIES BUDGET COMMITTEE

Standing Committee

Chair: Ms. Amy Dekle-Hunt, Coordinator, Student Activities

Composition:

Mr. Billy Greer	-	SGA President
Mr. Quintez Corral	-	SGA Vice President
Ms. Katelyn Greer	-	SGA Secretary
Ms. Shana Robinson	-	SGA Public Information Officer
Dr. Cheryl Boice	-	Faculty representative (elected by faculty)
Ms. Patricia Orender	-	Faculty representative (elected by faculty)

Ex Officio:

Dr. Linda Croley	-	Vice President, Student Services
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Mr. Van Smithey	-	Business Services representative (appointed by Vice President, Business Services)

Purpose: To budget and approve expenditures from student fees for student activities. Such expenditures shall be for lawful purposes to benefit the student body in general. These purposes include, but are not limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the community college without regard to race, sex, or religion.

Nomination and election of faculty members and appointment of other members will take place at the beginning of each fall semester. The Chairperson reports to Vice President, Student Services. The membership will be confirmed each fall by the President.

CAMPUS APPEALS BOARD

Standing Committee

Chair: Ms. Gayle Hunter – Registrar/Director, Registration

Composition:

Mr. Joseph Ganser	-	Faculty
Ms. Yilan Liu	-	Faculty
Dr. Fred Smith	-	Faculty
Mr. Bruce Witt	-	Faculty
*Mr. Billy Greer	-	SGA President
*Ms. Shana Robinson	-	SGA Public Information Officer

Time of Appointment: The chair and all members, other than students, are appointed annually each fall by the appropriate Vice President. Chairperson reports to Vice President, Student Services.

Purpose: To hear appeals for decisions of suspension or expulsion and to review exceptions to College academic policy and procedure.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

COLLEGE SENATE

Standing Committee

Chair: Mr. David Hurner, Faculty

Composition:

Instructional (3 AA Faculty & 3 AS Faculty Elected by Instructional Staff)

Ms. Lynn Hingson	(2013-15)	Ms. Margaret Lee	(2013-15)
Mr. David Hurner	(2013-15)	Ms. Toni Lindsey	(2013-15)
Ms. Harriet Poole	(2013-15)	Ms. Carol McLean	(2014-16)

Career Service (Elected by Career Service Staff)

Mr. Zachary Holder	(2014-16)
Ms. Angela Whilden	(2013-15)
Ms. Lynnda White	(2014-16)
Ms. Suzanne Wiencek	(2014-16)

Professional and Administrative (Elected by Prof. & Admin. Staff)

Mr. Daniel Cronrath	(2013-15)
Ms. Patricia Morris	(2014-16)
Dr. Scott Sloan	(2013-15)
Mr. James Swisher	(2014-16)

Students (Elected by Student Government Association)

*Ms. Katelyn Greer	(2014-15)
*Ms. Serenity Morse	(2014-15)

Ex Officio:

Dr. Linda Croley	-	Vice President, Student Services
Mr. Stephen Benson	-	Vice President, Business Services
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: Members are elected for revolving two-year terms. Senate constitution and bylaws provide for the immediate past president/chair to serve the next year as an Ex-Officio member.

Statement of Purpose: The primary responsibility of this committee is to provide faculty, staff and student input into College governance procedures. The Chairperson reports to the President.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

DISABILITY SERVICES/ADA COMMITTEE

Standing Committee

Chair: Ms. Janice Irwin, Coordinator, Disability Services

Composition:

Ms. Elizabeth Carroll
Mr. Tim Robinson
Mr. Ralph Medico

Mr. David Hurner
Dr. Gabriel Pardo
Ms. Ashley Fletcher, Student Representative

Ex-Officio:

Ms. Sharon Best, Executive Director, Human Resources and Equity Officer
Dr. Maggie McLaughlin, Director, Advising Services

This committee is composed of representatives of vocational education, special education, state rehabilitation agencies, students with disabilities, employers, and Florida Gateway College personnel.

Time of appointment: Members are invited to serve by the Chairperson. Membership is reviewed each fall. Meetings are held quarterly. Records of meetings are kept on file by the Chairperson. Chairperson reports to Vice President, Student Services.

Statement of Purpose: The overall goal of this committee is to evaluate present FGC services and activities for students with disabilities and to assist in long range planning so that they can be more successful in their education and subsequently, the world of work. More specifically, this committee is to foster coordination between state agencies, exchange data, promote transition activities, assess students with disabilities needs and identify resources to meet these needs, and cooperatively monitor campus compliance of state and federal laws and regulations. The Committee will oversee programs in compliance with the Americans with Disabilities Act, and coordinate AIDS education and be a hearing committee to consider any individual concerns about AIDS among our students and staff and recommend to the President appropriate actions that may be necessary.

EDUCATIONAL AFFAIRS COMMITTEE

Standing Committee

Chair: Dr. Tracy Hickman, Vice President, Occupational Programs
(non-voting except in cases of ties)

Composition:

Ms. Patty Anderson	Director, Research, Institutional Effectiveness and Distance Learning
Ms. Pamela Carswell	Executive Director, Teaching, Design and Computer Programs
Ms. Melody Corso	Executive Director, Nursing and Health Sciences
Mr. Mike Davis	Executive Director, Informational Technology/CIO
Dr. Brian Dopson	Vice President, Academic Programs
Ms. Paula Gavin	Director, Academic Programs
Ms. Gayle Hunter	Registrar/Director, Registration
Mr. John Piersol	Executive Director, Business, Industrial and Agricultural Programs
Mr. Michael Baker	Faculty
Ms. Ann Brown	Faculty
Mr. Courtney Chambers	Faculty
Ms. Sharron Cuthbertson	Faculty
Dr. Juan Guzman	Faculty
Dr. Mustapha Kane	Faculty
Dr. Doris Lombo	Faculty
Ms. Williema Mohan	Faculty
Mr. Tim Robinson	Faculty
Mr. Jorge Romero	Faculty
Ms. Kim Salyers	Faculty
Ms. Patricia Widman	Faculty
*Mr. Billy Greer	SGA Representative (President)
*Ms. Katelyn Greer	Student – appointed by SGA President

Ex Officio

Dr. Linda Croley	Vice President, Student Services
Ms. Becky Westberry	Director, Financial Aid
Dr. Maggie McLaughlin	Director, Advising Services

Time of Appointment: One year. Faculty representatives elected. Student representative appointed by SGA President.

Statement of Purpose: The Educational Affairs Committee is concerned with curriculum development, course descriptions, course syllabi, coordination of programs offered, academic standards, degree and certificate requirements, library holdings and development, instructional development, review of cooperative programs with other institutions of higher education, and other instructional policy. Recommends to the Vice President, Occupational Programs.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

EMPLOYEE EVENTS COMMITTEE

Standing Committee

Chair: TBD

Composition:

Ms. Cassie Morgan	-	Benefits and Employee Relations Specialist
Ms. Karyn Congressi	-	Assistant to the President
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Mr. Randy Frame	-	Skilled Maintenance Repairer
Ms. Debra Harrison	-	Executive Assistant
Ms. Evelyn Koch	-	Financial Aid Specialist
Ms. Laurie Layton	-	Computer Programmer
Ms. Anne Marie Sawyer	-	Senior Staff Assistant
Ms. Jackie Steed	-	Computer Maintenance Technician
Ms. Judy Turner	-	Executive Assistant

Ex Officio: Mike McKee, Executive Director, Media and Public Information

Time of Appointment: Volunteers confirmed by the President. Membership is reviewed each fall semester. Meetings are called as needed. Records of meetings are kept on file by the Chairperson. The Chairperson reports to the President.

Statement of Purpose: To provide a contact group to relay information pertaining to College families' marriages, births, illnesses/hospitalizations, retirement, and deaths.

EQUAL ACCESS/EQUAL OPPORTUNITY COMMITTEE

Standing Committee

Chair: Dr. Toni Briley, Academic Advisor

Composition:

Ms. Gayle Hunter	-	Registrar/Director of Registration
Ms. Donna Rodriguez	-	Accounts Payable/Property Specialist
Mr. John Hawes	-	Faculty
Ms. Becky Westberry	-	Director, Financial Aid

Ex Officio

Dr. Charles Hall	-	President
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: All members are volunteers confirmed by the President. Membership is reviewed each fall. Meetings are called as needed. Records of meetings are kept on file by the Chairperson.

Statement of Purpose: The purpose of the EA/EO Committee is to serve as an advising, monitoring and policy recommending body for the purpose of assuring equal access and equal opportunity for all minority and disabled individuals. The committee's responsibilities are:

To assist in the development of the Educational Equity Act Plan as required by the State of Florida Department of Education.

To assume a proactive role in identifying and recruiting qualified minority, female and disabled applicants as positions become available.

To assume a proactive role in identifying and recruiting qualified minority, female and disabled students.

To review employment selection procedures to ensure that no minority group is adversely affected.

To assume a proactive role in monitoring activities and programs and identify problems that may adversely affect minority groups and recommend corrective measures.

To establish avenues of effective communication between the College and the community so that programs and services realistically address the needs of the minority community.

FACILITIES COMMITTEE

Standing Committee

Chair: Mr. Stephen Benson, Vice President, Business Services

Composition:

Mr. Mike Davis	-	Executive Director, Informational Technology/CIO
Vacant	-	Director, College Facilities
Mr. Mike McKee	-	Executive Director, Media and Public Information
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Ms. Tonia Lawson	-	Director, Procurement and Contracts
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Janice Irwin	-	Coordinator, Disability Services
Ms. Joann Bailey	-	Library Technician II
Ms. Debra Grow	-	Senior Staff Assistant, Teaching, Design, and Computer Programs
Dr. Chad Caswell	-	Faculty (elected)
Dr. Linda Wells	-	Faculty (elected)
Mr. Chase Brannan	-	SGA Representative
Ms. Laura Civis	-	SGA Representative

Ex Officio:

Dr. Linda Croley	-	Vice President, Student Services
Dr. Brian Dopson	-	Vice President, Academic Programs
Dr. Tracy Hickman	-	Vice President, Occupational Programs

Time of Appointment: Committee membership reviewed each fall. Appointed by President. Faculty elected.

Statement of Purpose: The purpose of the College Facilities Committee is to make recommendations for the physical environment and use of the Florida Gateway College properties, including facilities owned and leased.

FINANCIAL AID COMMITTEE

Standing Committee

Chair: Ms. Becky Westberry, Director, Financial Aid

Composition:

Ms. Gayle Hunter	-	Registrar/Director, Registration
Ms. Sandra Johnston	-	Director, Enrollment Management
Dr. Maggie McLaughlin	-	Director, Advising Services
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Dr. Sean McMahon	-	Faculty (2013-15)
Ms. Joanna McLaughlin	-	Faculty (2014-16)
* Mr. Quintez Corral	-	Student appointed by SGA Pres. (2014-15)
* Mr. Chase Brannan	-	Student appointed by SGA Pres. (2014-15)

Time of Appointment: Ongoing. Faculty elected for two-year term in Fall semester. Students appointed for one-year term.

Statement of Purpose: To serve as an advisory board to the Financial Aid Director; help develop financial aid policies and procedures when necessary; act as a review and disbursement agent for the Florida Gateway College Foundation Scholarship program funds as directed by the Foundation and/or President; govern the activities of the Student Financial Aid Trust Fund Loan program; and hear grievances from financial aid applicants. Records of committee meetings are kept on file by the Chairperson. The Chairperson reports to the Vice President, Student Services.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Standing Committee

Chair: Ms. Patty Anderson, Director, Research, Institutional Effectiveness and Distance Learning

Composition:

Mr. Stephen Benson	-	Vice President, Business Services
Dr. Linda Croley	-	Vice President, Student Services
Dr. Brian Dopson	-	Vice President, Academic Programs
Dr. Tracy Hickman	-	Vice President, Occupational Programs
Ms. Melody Corso	-	Executive Director, Nursing and Health Sciences
Mr. Mike Davis	-	Executive Director, Informational Technology/CIO
Ms. Pamela Carswell	-	Executive Director, Teaching, Design and Computer Programs
Mr. Mike Lee	-	Executive Director, Foundation for FGC
Mr. Mike McKee	-	Executive Director, Media and Public Information
Mr. John Piersol	-	Executive Director, Business, Industrial & Agricultural Programs
Ms. Christine Boatright	-	Director, Library
Ms. Paula Gavin	-	Director, Academic Programs
Ms. Gayle Hunter	-	Director, Registration/Registrar
Ms. Sandra Johnston	-	Director, Enrollment Services
Vacant	-	Director, Grants and Grants Management
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Rebecca van Hoek	-	Coordinator, Planning and Accreditation
Mr. Ryan Touchton	-	Manager, Network and Security
Mr. Larry Gunter	-	Faculty
Mr. Andrew Kennon	-	Faculty
Dr. Sean McMahan	-	Faculty/Coordinator
Ms. Jakuana Paulk	-	Faculty
Dr. Susan Scott	-	Faculty/Coordinator
Ms. Gail Burdick	-	Research Specialist/Staff
Ms. Laurie Layton	-	Reports Coordinator/Staff
* Mr. Chase Brannan	-	SGA Representative

Time of Appointment: On-going as determined by Director, Institutional Effectiveness.

Statement of Purpose: The Committee is to initiate and oversee the activities needed to increase the effectiveness of all components of the college and move the institution toward optimal performance. Specific responsibilities of the committee include college-wide planning, program review, assessment, resource management, and accreditation compliance. The committee regularly presents the President with an evaluation of the college and the progress toward its goals.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

LEARNING RESOURCES COMMITTEE

Standing Committee

Chair: Ms. Christine Boatright, Director, Library

Composition:

* Ms. Katelyn Greer	-	SGA Student (appointed by SGA President)
Dr. Maureen Akey	-	Faculty (elected)
Ms. Paula Grimstead	-	Faculty (elected)
Ms. Dawn Havird	-	Manager, College-Wide Learning Lab
Ms. Jackie Steed	-	Appointed by Audio Visual Department

Time of Appointment: Committee membership reviewed each fall.

Statement of Purpose:

The mission and scope of responsibility of the Learning Resources Committee is to:

Interpret library policies to faculty, staff, and students.

Advise LRC personnel concerning opinions about services and library policies, suggest modification of rules and services where necessary.

Assist the LRC in the continuous evaluation of the collection.

Advise the LRC concerning the allocation of book and non-book funds

Assist in the formulation of surveys necessary for LRC statistical information and evaluation.

Review cooperative agreements to provide Library Services and make recommendations for improvement.

Meetings are called as needed by the Chairperson of the committee in consultation with the director of the LRC. The Committee must meet at least twice during the academic year; once during fall term, and once during spring term. The Chairperson reports to the Vice President, Academic Programs.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

POLICIES AND PROCEDURES

Standing Committee

Chair: Dr. Charles Hall, President

Composition:

Dr. Brian Dopson	-	Vice President, Academic Programs
Dr. Linda Croley	-	Vice President, Student Services
Mr. Stephen Benson	-	Vice President, Business Services
Dr. Tracy Hickman	-	Vice President, Occupational Programs
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: Indefinite

Statement of Purpose: To periodically review and update the College Policies and Procedures Manual. This committee will meet as needed in order to assess the status of the Policies and Procedures Manual. Proposed changes to current policies and procedures will be brought to the committee by the President or the respective Vice President. Any policy or procedure approved by the committee that substantially revises the policy or procedure will be reviewed by the College Senate and other advisory committees. Throughout the year, it will be the responsibility of the Office of the President to ensure the manual remains current and manual custodians are provided notification of policy or procedure changes and given instructions to update their policy manual.

Residency Appeals Committee **Standing Committee**

Chair: Ms. Gayle Hunter, Registrar/Director, Registration

Composition:

Ms. Sandra Johnston	-	Director, Enrollment Management
Ms. Becky Westberry	-	Director, Financial Aid

Ex Officio:

Dr. Linda Croley	-	Vice President, Student Services
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Time of Appointment: The Residency Appeals Committee is appointed by, and reports to, the Vice President, Student Services. Membership is reviewed each fall. Records of meetings are kept electronically on file by the Chairperson.

Purpose: Pursuant to Florida Statutes, the Residency Appeals Committee will consider and render final determinations of student appeals in regards to residency determinations for tuition purposes as well as student eligibility for state financial aid awards in accordance with the FGC appeal process.

Retention Committee
Standing Committee

Chair: Mr. Tim Moses, Faculty

Composition:

Ms. Patty Anderson	-	Director, Research, Institutional Effectiveness & Distance Learning
Ms. Melody Corso	-	Executive Director, Nursing and Health Sciences
Ms. Paula Gavin	-	Director, Academic Programs
Ms. Dawn Havird	-	Manager, College-wide Learning Lab
Ms. Sandra Johnston	-	Director, Enrollment Management
Dr. Maggie McLaughlin	-	Director, Advising Services
Ms. Sandra Tomlinson	-	Coordinator, Developmental Education
Ms. Liz Cobb	-	Faculty
Ms. Allyson Dees	-	Faculty
Mr. Paul Keck	-	Faculty
Ms. Kristeen Roberts	-	Faculty

Time of Appointment: Ongoing. The composition, except for faculty members, are appointed by, and reports to, the Vice President for Academic Programs. Four faculty members, two from each Division, are elected by faculty.

Purpose: To propose, plan and coordinate new initiatives and engage faculty and staff in creating and participating in recruitment and retention of students, and produce a written plan to follow.

SAFETY COMMITTEE

Standing Committee

Chair: Ms. Sharon Best, Risk Management Coordinator

Composition:

Mr. Stephen Benson	-	Vice President, Business Services	- Permanent
Dr. Brian Dopson	-	Vice President, Academic Programs	- Permanent
Dr. Tracy Hickman	-	Vice President, Occupational Programs	- Permanent
Dr. Linda Croley	-	Vice President, Student Services	- Permanent
Ms. Karyn Congressi	-	Assistant to the President	- Permanent
Vacant	-	Director, College Facilities	- Permanent
Mr. John Piersol	-	Executive Director, Business, Industrial and Agricultural Programs	- Permanent
Dr. Mary Hill	-	Faculty (elected by faculty)	- Elected
Mr. Derriel Cribbs	-	Career Service (elected by CS)	- Elected
*Ms. Shana Robinson	-	Student (appointed by SGA Pres)	

Time of Appointment: Fall term of each academic year.

Statement of Purpose: To review all areas of safety throughout the campus and provide suggestions for improvement. The committee will also review, at least bi-annually, the College Drug Awareness and Prevention Program. The review is to (a) determine the program effectiveness and implement changes as needed (b) ensure that the sanctions we have developed are consistently enforced. The committee will meet on a regular basis in order to address safety issues in a timely manner. Chairperson reports to the President.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

SALARY AND BENEFITS COMMITTEE/INSURANCE

Ad Hoc Committee

Chair: To Be Determined At First Meeting

Composition:

Faculty

Mr. James Givvines	-	(2013-15)
Dr. Susan Scott	-	(2013-15)
Mr. Matthew Peace	-	(2014-16)
Ms. Brenda Ray	-	(2014-16)

Professional Staff

Ms. Tonia Lawson	-	(2013-15)
Ms. Kacey Schrader	-	(2013-15)
Ms. Christine Boatright	-	(2014-16)
Ms. Jana Kazmierczak	-	(2014-16)
Mr. Troy Roberts	-	(2014-16)

Career Service Staff

Ms. Sandra Swinney	-	(2013-15)
Ms. Misty Taylor	-	(2013-15)
Ms. Becky Berry	-	(2014-16)
Ms. Anne Marie Sawyer	-	(2014-16)

Ex Officio

Mr. Stephen Benson	-	Vice President, Business Services
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: Annual elections from within the appropriate groups. Terms are two years, staggered.

Statement of Purpose: Represents the faculty and staff to the President in discussions of salary and benefit enhancement to include insurance issues. Chairperson reports to the President.

Target Date for Recommendation: April 15th of each year.

SCHOLARSHIP ADVISORY COMMITTEE

Standing Committee

Chair: Dr. Maggie McLaughlin – Director, Advising Services

Composition:

Ms. Paula Gavin	-	Director, Academic Programs
Ms. Ann Brown	-	Faculty Representative (2014-16)
Ms. Susan Scott	-	Faculty Representative (2014-16)
Ms. Janis Brothers	-	Faculty Representative (2013-15)
Mr. Jorge Romero-Habeych	-	Faculty Representative (2013-15)
Ms. Penny Faris	-	A representative from Foundation for FGC
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Mr. Quintez Corral	-	Student Representative

Ex Officio Member

Dr. Linda Croley	-	Vice President, Student Services
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Time of Appointment: The faculty are elected every two years in the fall. Contact Coordinator of Student Activities for student representative. Chairperson reports to Vice President, Student Services.

Purpose: To review nominations of FGC students for scholarships for various state and national organizations.

SICK LEAVE POOL COMMITTEE

Standing Committee

Chair: TBD
Secretary: TBD

Composition:

Career Service:

Ms. Tiffany Givens	(2014-16)
Ms. Laurie Layton	(2014-16)
Ms. Debra Grow	(2013-15)
Ms. Donna Rodriguez	(2013-15)
Ms. Lynda White	(2013-15)

Faculty:

Ms. Patricia Widman	(2014-16)
Mr. Bob Yorke	(2013-15)

Professional:

Dr. Toni Briley	(2013-15)
Ms. Michelle Holloway	(2014-16)

Ex Officio:

Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Dr. Linda Croley	-	Vice President, Student Services
Ms. Cassandra Morgan	-	Benefits and Employee Relations Specialist

Time of Appointment: The committee members are elected by the members of the Sick Leave Pool at the beginning of the fall term for staggered two-year terms.

Statement of Purpose: The purpose of the committee is to monitor the Sick Leave Pool Program and serve in an advisory capacity to the Executive Director, Human Resources and the President.

TECHNOLOGY COMMITTEE

Standing Committee

Chair: Mr. Mike Davis, Executive Director, Informational Technology/CIO
Co-Chair: Mr. Ryan Touchton, Manager, Network and Security
Secretary: Ms. Deena Davis, Senior Staff Assistant, Informational Technology

Composition:

Dr. Troy Appling - Professor, English/Instructional Designer
Ms. Pam Carswell - Executive Director, Teaching, Design and Computer Programs
Ms. Janice Irwin - Coordinator, Disability Services

* Ms. Serenity Morse (2014-16) - A student representative, appointed by the President of Student Government (time of appointment: one year)

Ms. Kristeen Roberts (2014-16) - Six faculty members, three from each
Ms. Allyson Dees (2014-16) - Division, elected by faculty (time of
Dr. Lori Holdren (2013-15) - appointment: two year rotating)
Ms. Harriet Poole (2013-15)
Dr. Sheri Carder (2013-15)
Mr. Keith Rupert (2013-15)

Ex Officio:

Mr. Robert Charles, Network Analyst and Maintenance Specialist
Mr. Derriel Cribbs, Network Analyst and Maintenance Specialist

Statement of Purpose:

To explore and recommend the technologies that will enable the College to best serve students.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

Textbook Committee **Standing Committee**

Chair: Dr. Brian Dopson, Vice President, Academic Programs

Co-Chair: Dr. Tracy Hickman, Vice President, Occupational Programs

Composition:

Ms. Amy Dekle-Hunt, Student Activities representative

Ms. Sylvia Calcano, Faculty representative

Ms. Jakuana Paulk, Faculty representative

Mr. Joseph Ganser, Faculty representative

Dr. Fred Smith, Faculty Representative

Ms. Laura Civis, A student representative, recommended by Vice President of Student Services

Ex Officio:

Ms. Audrey Hulen, Manager, Bookstore

Time of Appointment: The Textbook Committee is appointed by, and reports to the Academic Vice-Presidents. Membership is reviewed each fall. Meetings are called as needed, but not less than three times per year. Records of meetings are kept electronically on file by the Chairperson.

Purpose: The purpose of the Textbook Committee is to review textbooks used in courses taught in each discipline to ensure that the adoption of textbooks conforms to current State guidelines as prescribed by the State Board of Education. There may be an exception where the selection of a textbook will be mandated by external requirements (i.e. specific textbooks for required state programs).

WEB/PUBLICATIONS COMMITTEE

Standing Committee

Co-Chair: Mr. Rob Chapman, Coordinator, Web and Graphics Production

Co-Chair: Mr. Troy Roberts, Coordinator, Public Information

Composition:

Ms. Patty Anderson	Director, Research, Institutional Effectiveness & Distance Learning
Ms. Christine Boatright	Director, Library
Ms. Karyn Congressi	Assistant to the President
Ms. Debra Harrison	Executive Assistant, Occupational Programs
Ms. Denise Johnson	Student Activities Specialist
Ms. Sandra Johnston	Director, Enrollment Management
Ms. Kacey Schrader	Associate Registrar
Mr. Ryan Touchton	Manager, Network and Security
Dr. Troy Appling	Faculty Representative
Ms. Laura Civis	SGA Public Information Officer

Ex Officio: Mr. Mike McKee, Executive Director, Media and Public Information

Time of Appointment: The Web Committee is appointed by, and reports to the President. Chairperson reports to the President.

WELLNESS COMMITTEE
Standing Committee

Chair: TBD

Composition:

Ms. Swanzetta Battles	Coordinator, Grant Management
Ms. Christine Boatright	Director, Library
Dr. Chad Caswell	Associate Professor, PTA Program
Ms. Karyn Congressi	Assistant to the President
Ms. Amy Dekle-Hunt	Coordinator, Student Activities
Ms. Tiffany Givens	Financial Aid Specialist
Ms. Cassie Morgan	Benefits and Employee Relations Specialist
Ms. Rebecca Van Hoek	Coordinator, Planning and Accreditation

Time of Appointment: The Wellness Committee is appointed by the President. Membership is reviewed is each fall semester. Records of meetings are kept on file by the Chairperson. The Chairperson reports to the President.

Purpose: To propose, plan and coordinate new initiatives and engage faculty and staff in creating and participating in wellness activities.