



# **STANDING COMMITTEES**

**2017-2018**

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**NORTHWEST-SHOALS COMMUNITY COLLEGE COMMITTEES**

The mission of Northwest-Shoals Community College is furthered through the work of standing, search, ad hoc, and advisory committees. Faculty, staff, and students of Northwest-Shoals Community College participate in College governance through the committees on which they are appointed to serve. Committee members are encouraged to engage in full discussion of college operations under the committee's purview and to make appropriate recommendations about college policies and procedures. College committees, however, serve in a purely advisory capacity to College administrative area heads, Deans, Vice Presidents, and/or the President. Committee recommendations are subject to review and approval by the appropriate area head, Deans, Vice Presidents, President, and/or the President's Cabinet.

Committee appointments are nominated by Division Chairpersons, Deans, Vice Presidents and/or the President and approved by the President's Cabinet. Most committees have faculty, support staff and student members. During the academic year most committees will hold at least one regularly scheduled meeting each term with additional meetings as called by the chairperson. The Committee recorder will keep minutes of the actions of the committee and email copies to each committee member. All committee minutes will be placed on the college intranet.

College committees will serve for a period of one year. Committees are reviewed annually or more frequently as directed by the President. Requests for changes are solicited in the spring semester of each year. Changes are reviewed during summer term and approved in July. New committee rosters will be announced during the Fall In-Service meeting each year.

Program Advisory Committees are under the direction of the Vice President of Instruction Office. Search Committees are under the direction of the President. Ad Hoc Committees are established for a limited time and for a specific purpose. Minutes of all meetings held by Program Advisory Committees and Ad Hoc Committees will be placed on the college intranet.

TITLE: President's Cabinet

REPORTS TO: President

PURPOSE: The President's Cabinet acts to provide maximum operating efficiency for the accomplishment of the institution's mission and goals. This Cabinet will vote on and approve certain documents, and/or recommendations of college committees, such as the College calendar, Policies and Procedures manual, College budget, and faculty/staff professional development plan.

CHAIRPERSON: Dr. Glenda Colagross

MEMBERS: Tom Carter  
Dr. Timmy James  
Rose Jones  
John McIntosh  
Trent Randolph  
Crystal Reed  
Michelle Swinney

This committee supports Institutional Goal 8.

TITLE: Administrative Council

REPORTS TO: President

PURPOSE: The Administrative Council serves as an advisory council to the President. The council reviews and makes recommendations to Student Services and Academic Services and assist with the coordination of those services. The council serves as a committee to and for Student Services and Instructional areas of the College.

CHAIRPERSON: Rose Jones

ADMINISTRATIVE COUNCIL EXECUTIVE CABINET

MEMBERS: Tom Carter  
Dr. Timmy James  
John McIntosh  
Crystal Reed

ADMINISTRATIVE COUNCIL CABINET

Members:	Debbie Benson	John McIntosh
	Beth Brewer	Malea Milstead
	Tom Carter	Alan Mitchell
	April Cookson	Crystal Reedl
	Matt Gargis	Teresa Roberson
	Roger Garner	Mark Simpson
	Brittney Humphres	Desiree South
	Dr. Timmy James	Tia Stone
	Rose Jones	Leslie Thomlinson
	Tim Kelley	Rachel Trapp
	<i>Tim Maupin</i>	<i>Kim Tucker</i>

**TITLE:** Academic Council (*Sub Committee of Administrative Council*)

**REPORTS TO:** President

**PURPOSE:** The Academic Council provides advice and counsel to the Vice President on matters as requested. The Council shall advise and assist the Dean of Instruction on matters pertaining to the academic programs of the College. The Academic Council reviews all curriculum matters and proposes the College calendar for the President's Cabinet approval. It encourages input from faculty, staff and administrators.

**CHAIRPERSON:** Rose Jones

**MEMBERS:** Debbie Benson  
Chris DeMorse  
Matt Gargis  
Brittney Humphres  
Dr. Timmy James  
Dr. Heather Johnson  
Tim Kelley  
Tim Maupin  
John McIntosh  
Medina Pebbles  
Crystal Reed  
Teresa Roberson  
Mark Simpson  
Desiree South  
Rachel Trapp  
Kim Tucker

This committee supports Institutional Goal 2.

TITLE: Admissions Committee

REPORTS TO: Tom Carter

PURPOSE: The Admissions Committee is responsible for recommending and evaluating procedures and policies related to admission of all students to the College. This includes approval of international students for admission and students requesting a waiver of in-state tuition. The Committee verifies the evaluation of initial applicant eligibility for the Nursing Program (RN and LPN degree programs) conducted by College faculty and staff. The Committee reviews student cases that have been dismissed from the Nursing Programs and are seeking a second readmission into one of those programs. The Committee also evaluates general student appeals for readmission due to extenuating circumstances pertaining to academic probation and suspensions. Periodic audits and meetings are held to demonstrate compliance with the responsibilities of the Committee.

CHAIRPERSON: Joan Baltes

MEMBERS: Parris Ford  
Brittney Humphres  
Jacque Jefferys  
Michelle Napier  
Alton Rice  
Becky Wilson

This committee supports Institutional Goal 1.

Student Representative Shoals Campus or Phil Campbell Campus.

**TITLE:** College Archival of Records Committee

**REPORTS TO:** Assistant Dean of Recruitment, Admission/Financial Aid

**PURPOSE:** To recommend college policies for the archival of all college records in line with State Policy and Guidelines. After the initial plan is developed the committee will meet to check on compliance and to recommend procedures as state policies change.

**CHAIRPERSON:** Becky Wilson

**MEMBERS:** Gloria Butts  
Casey Eggleston  
Tammy Gresham  
Lisa Hall, Recorder  
Rosell Christian Hamilton  
Monica Hester  
Jacque Jefferys  
Melissa Keeton  
Sharon McBride  
Janice McCalpin  
Tracy Raby  
Pam Raper  
Teresa Roberson  
Talina Taylor  
Kem Terry  
Michelle Swinney  
Tammy Watkins

This committee supports Institutional Goals 1-8.



TITLE: Commencement Program Committee

REPORTS TO: President

PURPOSE: The Commencement Program Committee is responsible for considering matters related to the yearly Commencement Program. The Committee determines procedures by which commencement exercises are conducted, and assumes the major responsibility for planning and coordinating this function.

CHAIRPERSON: Crystal Reed – Co-Chair  
Lavon Duboise – Co-Chair

Tom Carter	Melanie Thompson
Sharon Farned	Mike Thompson
Matt Johnson	Tracy Waldrop
Mike McClung	Sharon Watson
Malea Milstead	Becky Wilson
Becki Mobles	Sarah Wright
Jennifer Morris	Ruth Vallejo
Ray Morris	
Darlene Moyer	
Pam Raper	

This committee supports Institutional Goal 2.

Student Representatives Shoals Campus and Phil Campbell Campus.

TITLE: Communications and Marketing Committee

REPORT TO: President

PURPOSE: This committee was established as a result of the strategic planning retreat. The purpose of this committee is to establish guidelines and procedures for improving communication with all college constituencies and to develop marketing procedures for promoting the College.

CHAIRPERSON: Tom Carter

MEMBERS: Janine Bosheers  
Amber Fenn  
Daron Goodloe  
Benita Groce  
Jessi Harrison  
Sharon McBride, Recorder  
Lindsey Oliver  
Pam Peters  
Trent Randolph  
Susie Rickard  
Kym Robinson  
Amanda Terry  
Cindy Tidwell  
Morgan Chandler  
Josh Willingham  
Becky Wilson  
Sarah Wright

This committee supports Institutional Goals 1 and 3.

Student representative from the Shoals Campus and the Phil Campbell Campus.

TITLE: Cultural Affairs Committee

REPORTS TO: President

PURPOSE: The Cultural Affairs Committee is charged with the responsibility of providing events, personalities, or programs of interest to the citizens of the College service area. Cultural Affairs events may include music, history, literature, Discovery Programs, visual arts events, and the celebration of Black History Month in February. A subcommittee also works with the group to help plan programs for the Lou B. Beville Fine Arts Center. Events, which appeal to a cross section of society and our students, are encouraged.

CHAIRPERSON: Casey Eggleston

MEMBERS: Callie Bankston  
Janine Bosheers  
Claude Eubanks  
Dr. Matthew Gargis  
Stephanie Irons  
Wesley Lawrimore  
Dr. Jennifer Morris  
Michelle Napier  
Lauren Wright  
Adriana Wuotto

**Committee**  
**Lou B. Beville Fine Arts Center**  
Elizabeth Harris, Chair  
Janine Bosheers  
Ken Brackins  
Lavon Duboise  
Brad Pool

This committee supports Institutional Goal 5.

Student representative from the Shoals Campus and the Phil Campbell Campus.

TITLE: Evaluation Committee

REPORTS TO: President's Cabinet

PURPOSE: This committee cooperates with the President to assure that equitable personnel evaluation processes and procedures are in place for evaluating the work of and recommendation for improvement of faculty and staff.

CHAIRPERSON: John McIntosh

MEMBERS: April Cookson  
Lavon Duboise  
Jeff James  
Kristi Phillips  
Pam Raper  
Ches Smith  
Tia Stone

This committee supports Institutional Goal 7.

TITLE: Health and Safety Committee

REPORTS TO: President

PURPOSE: This committee is responsible for campus review and development of the institutional safety manual. They recommend programs and training to the President's Cabinet for implementation. They also review the physical plant and policies for assuring the safety of all students and employees.

CHAIRPERSON: Trent Randolph

MEMBERS: Joe Alls  
Gloria Butts  
Diann Durdunji  
Steve Gasque  
Kerry Hitt  
Tim Inman  
Dr. Timmy James  
Dr. Heather Johnson  
Megan Landrum  
Tim Maupin  
Marchia Oates  
Todd Oyen  
Dana Robertson  
Donna Sykes  
Cindy Tice

This committee supports Institutional Goal 6.

TITLE: Institutional Effectiveness Committee

REPORTS TO: President

PURPOSE: This Committee is responsible for reviewing and revising the goals and objectives of the College. The Committee also annually evaluates the effectiveness of the College's research function and advises the Director of Planning and Research on matters related to assessment activities and data sources. Additionally, the Committee recommends procedures and instruments to evaluate student achievement of the College's educational objectives and improvement strategies based on the results of student performance measures.

CHAIRPERSON: Melissa Thornton

MEMBERS: Sherry Crabtree  
Laura Faust  
Dr. Matthew Gargis  
Dr. Timmy James  
Donna Jaynes  
Dr. Heather Johnson  
Justin Morgan  
Kristi Phillips  
Meredith Sides  
Brian Smith  
Cierra Smith  
Michelle Swinney  
Amanda Terry  
Leslie Tomlinson

This committee supports Institutional Goals 2 and 8.

TITLE: Maintenance Priority Team

REPORTS TO: President

PURPOSE: The purpose of the Maintenance Priority Team is to review facility needs and recommend facility repair, modification, and new construction as required to meet institution standards and fulfill student and instructional needs based on (0-1 year, 1-3 years, and 3-5 years).

CHAIRPERSON: Rose Jones, Chair

MEMBERS: Ken Davis  
Brian Fuller  
Tim Inman  
Dr. Timmy James  
Ruth Vallejo

This committee supports Institutional Goal 6.

TITLE: Professional Development Committee

REPORTS TO: Assistant Dean of Student Success and Associate Dean of Workforce  
Development

PURPOSE: This committee is responsible for planning and scheduling local professional development activities for all college employees. The Committee also recommends to the President's Cabinet the use of allocated professional development monies when available.

CHAIRPERSON: Shelly Cain

MEMBERS: Tara Branscome  
Tammy Gresham  
Shelby Holm  
Jeff James  
Bridget Holt  
Jacque Jefferys  
Cari McCreless  
Ryn Johnson  
Lindsey Oliver  
Meredith Sides  
Ches Smith  
Cindy Stewart  
Shea Thomas  
Leslie Tomlinson  
Liz Wilcoxson  
Mandy Winstead



TITLE: Scholarship Committee

REPORTS TO: Assistant Dean of Student Success

PURPOSE: The Scholarship Committee reviews policies, practices and procedures by which Northwest-Shoals Community College awards scholarships to students and prospective students. The Committee shall act upon applications for scholarship, but all action is subject to review and approval by the President. The Committee also meets to review student appeals regarding other types of financial aid. The Northwest-Shoals Foundation provides scholarships to qualified students. A Sub-Committee reviews all applications and awards scholarships to students based on foundation guidelines.

CHAIRPERSON: Director of Student Financial Services

MEMBERS:	Lavon Duboise	<u>SUB COMMITTEE FOR APPEALS &amp; SAP</u>
	Brittney Humphres	Morgan Chandler, Chair
	Brittany Jones	Beth Brewer
	Lindsey Oliver	Lyndsey Bright
	Kristi Phillips	Titus Grisham
	Mark Simpson	Megan Landrum
	Cierra Smith	
	Leslie Tomlinson	
	Kim Tucker	

This committee supports Institutional Goals 1 and 5.

TITLE: Sick Leave Bank Committee

REPORTS TO: President

PURPOSE: The purpose of this committee is to manage bank (participating members only) policies and procedures in keeping with State Board Policy and published in the Employees Handbook. (\*Indicates Elected Members)

CHAIRPERSON: John McIntosh

MEMBERS: \*Ken Brackins  
Lavon Duboise  
\*Dr. Timmy James  
Kristi Phillips  
\*Pam Welborn

This committee supports Institutional Goal 7.

TITLE: Student Disciplinary Committee

REPORTS TO: President

PURPOSE: The purpose of this committee is to address violations of college regulations and/or violations of national or state laws, resulting from charges brought against a student by a another student or member of the administration, faculty, or staff.

CHAIRPERSON: Tara Branscome

MEMBERS: Roger Garner  
Elizabeth Harris  
Dr. Heather Johnson  
Sharon McBride - Recorder  
Pam Prince  
Kym Robinson  
Sharon Watson  
Sarah Wright

This committee supports Institutional Goal 5

Student Representatives Shoals Campus and Phil Campbell Campus.



TITLE: Student Recruitment and Retention Committee

REPORT TO: President

PURPOSE: The Student Recruitment and Retention Committee is responsible for the Development of policies and procedures to enhance advising and improve student retention, including a pre-admission counseling program for perspective student, the evaluation of the advising system and all other services provided to new and currently enrolled students that assist in retention efforts, and the implementation of a student tracking system to determine student success and follow-up to recycle students who stop-out or drop-out. The Committee is also to initiate actions with faculty which results in new and enhanced procedures that will benefit the students in all areas of service.

CHAIRPERSON: Tom Carter

MEMBERS: Dr. Timmy James  
Lindsey Oliver  
Trent Randolph  
Crystal Reed  
Teresa Roberson  
Andrew Robbins  
Sarah Wright

This committee supports Institutional Goals 2 and 5.

Student Representatives Shoals Campus and Phil Campbell Campus.

TITLE: Student Services Council

REPORTS TO: Vice President

PURPOSE: The Student Services Council serves as an advisory council to the Associate Dean and President. The Council reviews and makes recommendations on issues related to student development services and assists in the coordination of such activities. The Council serves as a communication tool for Student Development Services. Input is encouraged from each Student Services employee and others who have student concerns.

CHAIRPERSON: Tom Carter

MEMBERS: Ann Lyndon  
Malea Milstead  
Sharon Jo McBride (Recorder)  
Michelle Napier  
Marchia Oates  
Lindsey Oliver  
Trent Randolph  
Tracy Raby  
Crystal Reed  
Becky Wilson  
Sarah Wright

This committee supports Institutional Goal 5.

committee supports Institutional Goal 7.