

FLORIDA GATEWAY COLLEGE

Committee Structure Handbook

2024-2025



**FLORIDA GATEWAY
COLLEGE**

TABLE OF CONTENTS

ACCESSIBILITIES SERVICES/ADA COMMITTEE.....	1
ACTIVITIES BUDGET COMMITTEE.....	2
ASSESSMENT COMMITTEE	3
BEHAVIORAL INTERVENTION TEAM.....	4
CALENDAR COMMITTEE	5
CAMPUS APPEALS BOARD.....	6
COLLEGE SENATE	7
EDUCATIONAL AFFAIRS COMMITTEE.....	8
EQUAL ACCESS/EQUAL OPPORTUNITY COMMITTEE.....	9
FINANCIAL AID APPEALS COMMITTEE	10
INSTITUTIONAL EFFECTIVENESS COMMITTEE.....	11
INSTRUCTIONAL COUNCIL	12
LEARNING RESOURCES COMMITTEE	13
POLICIES AND PROCEDURES	14
RESIDENCY APPEALS.....	15
RETENTION COMMITTEE	16
SAFETY COMMITTEE.....	17
STUDENT CONDUCT BOARD	18
TEXTBOOK COMMITTEE	19
WELLNESS COMMITTEE.....	20

*SACSCOC Statement for Accreditation
Updated March 2023*

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

ACCESSIBILITY SERVICES/ADA COMMITTEE

Standing Committee

Chair: Anthony Cardenas, Vice President, Student Affairs & Public Information

Composition:

Cory Rozar	-	Faculty Representative
Sandra Aguilar	-	Faculty Representative
Denise Gross	-	Faculty Representative
Sandra Tomlinson	-	Associate Dean, Student Affairs
Kathleen Ciez-Volz	-	Vice President, Academic Affairs
Troy Appling	-	Interim Dean, Liberal Arts & Sciences
Gayle Kennington	-	Student Representative

Ex-Officio:

Cassie Buckles, Executive Director, Human Resources
Rob Dawson, Director, Testing & Accessibility 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 Affairs & Public Information.

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 review and render a decision regarding course substitution request for students registered with accessibility services. 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.

ACTIVITIES BUDGET COMMITTEE

Standing Committee

Chair: Amy Dekle-Hunt, Director, Student Life

Composition:

Zamaria Grando	-	SGA President
D 'Khari Jernigan	-	SGA Vice President
Valerie Myers	-	SGA Secretary
Gayle Kennington	-	SGA Legislative Liaison
Denise Johnson	-	Faculty representative (elected by faculty)
Jessica Crews	-	Faculty representative (elected by faculty)

Ex Officio:

Anthony Cardenas	-	Vice President, Student Affairs & Public Information
Sandra Tomlinson	-	Associate Dean, Student Affairs
Michelle Holloway	-	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 Affairs and Public Information. The membership will be confirmed each fall by the President.

ASSESSMENT COMMITTEE

Standing Committee

Chair: Christine Boatright, Associate Dean, Libraries & Institutional Effectiveness

Composition:

Kaitlyn White	-	Instructional Designer
Rebecca Thomas	-	Director, Advising & Career Services
Kristin Corbin	-	Coordinator, Library Resources
Stephen Culotti	-	Coordinator, Public Information
Tyler Neal	-	Director, Business Services
Kathrine Harris	-	Director, Procurement & Contracts
Ashlee Johnson	-	Faculty Representative
Allyson Czarnecki	-	Faculty Representative
Lisa Co	-	Faculty Representative
David Griswold	-	Faculty Representative
W. Erik Smith	-	Faculty Representative
Dawn Cross	-	Faculty Representative

Ex Officio:

Time of Appointment: Members are nominated by the Assessment Committee Chair and approved by the President. Committee members serve for one year, although membership can be renewed each year upon agreement by the committee member and the Chair. Meetings are called quarterly, although additional meetings may be called if needed. Records of meetings are maintained by the Chair. The Chair reports to the President.

Statement of Purpose: The Assessment Committee oversees academic and non-academic assessment processes and advocates for a culture of assessment in all areas of Florida Gateway College. Responsibilities include:

- Recommending assessment policies, procedures, and initiatives
- Evaluating assessment reports and program reviews
- Monitoring the use of assessment data and metrics to make improvements at all levels of the College
- Supporting assessment-related professional development efforts

BEHAVIORAL INTERVENTION TEAM

Standing Committee

Chair: Sandra Tomlinson, Associate Dean, Student Affairs

Composition:

Kathleen Ciez-Volz	-	Vice President, Academic Affairs
Cassie Buckles	-	Executive Director, Human Resources
Amy Dekle-Hunt	-	Director, Student Life
Rylie O'Quinn	-	Residence Life Supervisor
Kacey Mimbs	-	Dean, Enrollment and Marketing
Timothy Mimbs	-	Faculty Representative
Rebecca McDaniel	-	Faculty Representative

Purpose: The Behavioral Intervention Team is designated to facilitate the student discipline policies and procedures.

Appointment of members will take place at the beginning of each fall semester. The Chairperson reports to the President. The membership will be confirmed each fall by the President.

CALENDAR COMMITTEE

Standing Committee

Chair: Crystal Janasiewicz, Director, Enrollment Services/Registrar (Standing Member)

Composition:

Kathleen Ciez-Volz	Vice President for Academic Affairs	-Standing member
Anthony Cardenas	Vice President for Student Affairs & Public Information	-Standing member
Michelle Holloway	Vice President for Business Services	-Standing member
Cassie Buckles	Executive Director, Human Resources	-Standing member
Brandi Dean	Director, Financial Aid	-Standing member
Rebecca Thomas	Director, Advising & Career Service	-Recommended by VP for Student Affairs & Public Information
Jennifer Brown	Faculty	-Recommended by VP for Academic Affairs
Christine McLaughlin	Faculty	-Recommended by VP for Academic Affairs
Alicia Horne	Bursar, Business Services	-Recommended by VP for Business Services
*D 'Khari Jernigan	Student	-Recommended by Director of Student Life via VP for Student Affairs & Public Information

Time of Appointment: Appointment of standing members is ongoing. All other members are appointed each year.

Statement of Purpose: To develop and propose the annual academic calendar for the next academic year, pursuant to college and state policies, rules, statutes, and guidelines. The proposed calendar is submitted to the President for approval, then must be approved by the Board of Trustees and the Florida Department of Education.

*Committee chair: When a meeting is called, please notify Director, Student Life to send the student representative.

CAMPUS APPEALS BOARD

Standing Committee

Chair: Anthony Cardenas, Vice President, Student Affairs & Public Information

Composition:

Crystal Janasiewicz	-	Director, Enrollment Services/Registrar
Mustapha Kane	-	Faculty
Sylvia Calcano	-	Faculty
Susan Espenship	-	Faculty
David Richardson	-	Faculty
*D 'Khari Jernigan	-	SGA Vice President
*Zamaria Grando	-	SGA President

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 Affairs & Public Information.

Purpose: To hear appeals to review exceptions to college academic policy and procedure.

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

COLLEGE SENATE

Standing Committee

President: Brandon McIntire, Associate Dean, Academic Quality, Evaluation & Innovation

Vice-President: TBA

Secretary: TBA

Composition:

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

Michael Baker	(2023-25)	Thomas Brown	(2024-26)
David Hurner	(2023-25)	Elizabeth Carroll	(2023-25)
Tricia Lynn	(2024-26)	Torben Reichhardt	(2024-26)

Career Service

Skylar Murphy	(2024-26)
Shawana Wilson	(2024-26)
Mariah Taylor	(2024-26)
Heather Hammerle	(2023-25)

Professional and Administrative

Madison Morton	(2023-25)
Chris Hackett	(2023-25)
Kathrine Harris	(2024-26)
Rob Chapman	(2024-26)

Students (Elected by Student Government Association)

*Gayle Kennington	(2024-26)
*TBA	(2024-26)

Ex Officio:

Anthony Cardenas	-	Vice President, Student Affairs and Public Information
Michelle Holloway	-	Vice President, Business Services
Cassie Buckles	-	Executive Director, Human Resources
Kathleen Ciez-Volz	-	Vice President, Academic Affairs

Time of Appointment: Members are elected or appointed 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 Director, Student Life to send the student representatives.

EDUCATIONAL AFFAIRS COMMITTEE

Standing Committee

Chair: Kathleen Ciez-Volz, Vice President, Academic Affairs
(non-voting except in cases of ties)

Composition:

Christine Boatright	-	Associate Dean, Libraries and Institutional Effectiveness
Pamela Carswell	-	Assistant Dean, Teacher Preparation Programs
Sandi Tomlinson	-	Associate Dean, Student Life
Travis Green	-	Executive Director, Information Technology/CIO
Crystal Janasiewicz	-	Director, Enrollment Services/Registrar
Kris Brady	-	Dean, Workforce, Career & Technical Education
Ann Brown	-	Assistant Dean, Nursing and Health Sciences
Troy Appling	-	Interim Dean, Liberal Arts & Sciences
Samantha Chapuseaux	-	Faculty
Doris Lombo	-	Faculty
Pedro Mora	-	Faculty
Juan Guzman	-	Faculty
Sharron Cuthbertson	-	Faculty
Tina Allen	-	Faculty
Cheryl Crary	-	Faculty
Christal Clark	-	Faculty
Patricia Love	-	Faculty
Melissa Davis	-	Faculty
Carrie Avery	-	Faculty
Jonathan Green	-	Faculty
*Zamaria Grando	-	SGA Representative (President)
*D 'Khari Jernigan	-	SGA Representative (Vice President)

Ex Officio

Anthony Cardenas	-	Vice President, Student Affairs & Public Information
Kacey Mimbs	-	Dean, Enrollment and Marketing

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, Academic Affairs.

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

EQUAL ACCESS/EQUAL OPPORTUNITY
COMMITTEE
Standing Committee

Chair: Travis George, Director, Community Outreach and Special Projects

Composition:

Crystal Janasiewicz	-	Director, Enrollment Services/Registrar
Cheryl Boice	-	Faculty
Rob Dawson	-	Director, Testing and Accessibility Services
Christine Boatright	-	Associate Dean, Libraries and Institutional Effectiveness
Chris Hackett	-	Director, Athletics
Laurie Layton	-	Coordinator, Research and Data Analysis

Ex Officio

Lawrence Barrett	-	President
Cassie Buckles	-	Executive Director, Human Resources

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 individuals.

FINANCIAL AID APPEALS COMMITTEE

Standing Committee

Chair: Brandi Dean, Director, Financial Aid

Composition:

Crystal Janasiewicz	-	Director, Enrollment Services/Registrar
Kacey Mimbs	-	Dean, Enrollment & Marketing
Amy Dekle-Hunt	-	Director, Student Life
Rebecca Thomas	-	Director, Advising & Career Services
Shirley Miller	-	Student Success Coach
Destiny Parrish	-	Faculty (2024-26)
James Givvines	-	Faculty (2023-25)

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

Statement of Purpose: The Financial Aid Appeals Committee reviews student Financial Aid Appeal Applications for the return of Title IV Aid following suspension of federal aid due to unmet Satisfactory Academic Progress or due to reaching Max150 (attempted 150% of degree program hours). The committee grants or denies the request based on the appeal application and documentation of extenuating circumstance submitted by the student. The committee meets once a semester at a minimum.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Standing Committee

Chair: Christine Boatright, Associate Dean, Libraries and Institutional Effectiveness and Assessment

Composition:

Pamela Carswell	-	Assistant Dean, Teacher Preparation Programs
Amy Dekle-Hunt	-	Director, Student Life
Kathleen Ciez-Volz	-	Vice President, Academic Affairs
Michelle Holloway	-	Vice President, Business Services
Crystal Janasiewicz	-	Director, Enrollment Services/Registrar
Kris Brady	-	Dean, Workforce, Career & Technical Education
Laurie Layton	-	Coordinator, Research and Data Analysis
Ann Brown	-	Assistant Dean, Nursing and Health Sciences
Lee Pinchouck	-	Executive Director, Resource Development
Anthony Cardenas	-	Vice President, Student Affairs and Public Information
Kacey Mimbs	-	Dean, Enrollment and Marketing
Travis Green	-	Executive Director, Information Technology/CIO
Ryan Touchton	-	Director, Network and Security
Troy Appling	-	Interim Dean, Liberal Arts & Sciences
Cassie Buckles	-	Executive Director, Human Resources
Sandi Tomlinson	-	Associate Dean, Student Affairs
Brandon McIntire	-	Associate Dean, Academic Quality, Evaluation & Innovation
Sean McMahon	-	Faculty
Gabriel Pardo	-	Faculty
Virginia Hirsch	-	Faculty
Deborah Smith	-	Faculty
Stephen Agyare	-	Faculty
Ali Messenger	-	Faculty
*TBA	-	SGA Representative

Time of Appointment: On-going as determined by Associate Dean, Libraries and Institutional Effectiveness and Assessment

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 Director, Student Life to send the student representative.

INSTRUCTIONAL COUNCIL

Standing Committee

Chair: Frederick Smith, Faculty

Composition:

John Craig	-	Faculty Representative (24-25)
Carrie Toreky	-	Faculty Representative (24-25)
Japera Barnes	-	Faculty Representative (24-25)
Cecelia Larramore	-	Faculty Representative (24-25)
Joseph Ganser	-	Faculty Representative (24-25)

Ex-Officio:

Sandi Tomlinson	-	Associate Dean, Student Affairs
Brandon McIntire	-	Associate Dean, Academic Quality, Evaluation & Innovation
Kathleen Ciez-Volz	-	Vice President, Academic Affairs

Time of Appointment: Members are nominated by the Vice President of Academic Affairs. Committee members serve for one year, although membership can be renewed each year upon agreement by the committee member, the Chair, and the Vice President of Academic Affairs. Meetings will be monthly, although additional meetings may be called if needed. Records of meetings are maintained by the Chair. The Chair reports to the Vice President of Academic Affairs.

Statement of Purpose: The Instructional Council will develop recommendations of instructional standards from best practices of traditional and online teaching. These recommendations will be reviewed annually to ensure their relevancy to current best practices. The Instructional Council will also work with Florida Gateway College instructional leaders to ensure these standards are being met.

LEARNING RESOURCES COMMITTEE

Standing Committee

Co-Chairs: Kristin Corbin, Coordinator, Library Resource
Kay Hogan, Coordinator, Library Services

Composition:

Christine Slater	-	Coordinator, Student Success Center
Lance Bass	-	Coordinator, Media Operations
Elizabeth Cobb	-	Faculty (elected)
Michelle Bozeman	-	Faculty (elected)
*Gayle Kennington	-	SGA Student (appointed by SGA President)

Ex. Officio:

Christine Boatright, Associate Dean, Libraries and Institutional Effectiveness

Time of Appointment: Committee membership reviewed each fall. 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 Affairs.

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.

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

POLICIES AND PROCEDURES

Standing Committee

Chair: Lawrence Barrett, President

Composition:

Kathleen Ciez-Volz	-	Vice President, Academic Affairs
Michelle Holloway	-	Vice President, Business Services
Anthony Cardenas	-	Vice President, Student Affairs and Public Information
Cassie Buckles	-	Executive Director, Human Resources
Amie Smith	-	Assistant to the President
Lee Pinchouck	-	Executive Director, Resource Development
Kacey Mimbs	-	Dean, Enrollment and Marketing
Christine Boatright	-	Associate Dean, Libraries & Institutional Effectiveness

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. Throughout the year, it will be the responsibility of the Office of the President to ensure that employees are provided notification of policy or procedure changes.

Residency Appeals Committee

Standing Committee

Chair: Crystal Janasiewicz, Director, Enrollment Services/Registrar

Composition:

Rebecca Thomas	-	Director, Advising & Career Services
Travis George	-	Director, Community Outreach and Special Projects
Brandi Dean	-	Director, Financial Aid
Julie Cannon	-	Director, Dual Enrollment and Recruitment

Ex Officio:

Kacey Mimbs	-	Dean, Enrollment & Marketing
-------------	---	------------------------------

Time of Appointment: The Residency Appeals Committee is appointed by, and reports to, the Dean of Enrollment and Marketing. 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: Anthony Cardenas, Vice President, Student Affairs and Public Information

Co-Chair: Sandra Tomlinson, Associate Dean, Student Affairs

Composition:

Christine Boatright	-	Associate Dean, Libraries and Institutional Effectiveness
Ann Brown	-	Assistant Dean, Nursing and Health Sciences
Kathleen Ciez-Volz	-	Vice President, Academic Affairs
Christina Slater	-	Coordinator, Student Success Center
Kacey Mimbs	-	Dean, Enrollment and Marketing
Julie Cannon	-	Director, Dual Enrollment and Recruitment
Margaret Murdoch	-	Faculty
Sandra Johnston	-	Faculty
Sarah White	-	Faculty
Brenda Jernigan	-	Faculty

Time of Appointment: Ongoing. The composition, except for faculty members, are appointed by, and reports to, the President. 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: Michelle Holloway, Vice President, Business Services

Composition:

Cassie Buckles	-	Executive Director, Human Resources	- Permanent
Amie Smith	-	Assistant to the President	- Permanent
Kathleen Ciez-Volz	-	Vice President, Academic Affairs	- Permanent
Kris Brady	-	Dean, Workforce, Career & Technical Education	- Permanent
Randy Thomas	-	Director, College Facilities	- Permanent
Anthony Cardenas	-	Vice President, Student Affairs & Public Information	- Permanent
Travis Green	-	Executive Director, Information Technology/CIO	- Permanent
John Thomas	-	Faculty (elected by faculty)	- Appointed
Tracy Nabli	-	Career Service	- Appointed
*Valerie Myers	-	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 Director, Student Life to send the student representative.

STUDENT CONDUCT BOARD

Standing Committee

Chair: Elizabeth McCardle, Student Code of Conduct Officer

Composition:

Abraham Perry	-	Academic Advisor (23-25)
Christal Clark	-	Faculty Representative (23-25)
Margaret Murdoch	-	Faculty Representative (23-25)

Time of Appointment: This committee is composed of representatives from the faculty and staff of Florida Gateway College. Appointment of members will be on a two-year rotation. The Chairperson reports to the Vice-President of Student Affairs and Public Information. The membership will be confirmed each fall by the President.

Statement of Purpose: The Student Conduct Board shall conduct Student Conduct Board hearings for students alleged to have violated the Florida Gateway College Student Code of Conduct. The hearings will follow guidelines set forth by Florida state statute.

Textbook Committee

Standing Committee

Chair: Kathleen Ciez-Volz, Vice President, Academic Affairs

Composition:

Fred Smith	-	Faculty Representative
Franco Cafiero	-	Faculty Representative
Orlando Macias	-	Faculty Representative
Kim Givens	-	Faculty Representative
Amy Dekle-Hunt	-	Director, Student Life
Pam Carswell	-	Assistant Dean, Teacher Preparation Programs
Valerie Myers	-	Student Representative

Ex Officio:

Tyler Scrugs, Follett Bookstore Manager

Time of Appointment: The Textbook Committee is appointed by, and reports to the Vice President of Academic Affairs. 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).

WELLNESS COMMITTEE

Standing Committee

Chair: Katy McCrary, Director, Benefits and Employee Relations

Composition:

Christine Boatright	-	Associate Dean, Libraries and Institutional Effectiveness
Amie Smith	-	Assistant to the President
Amy Dekle-Hunt	-	Director, Student Life
David Hurner	-	Faculty Representative
Mitchell Maione	-	Faculty Representative
Charles Ruise	-	Wellness Coordinator

Ex Officio:

Cassie Buckles, Executive Director, Human Resources

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.