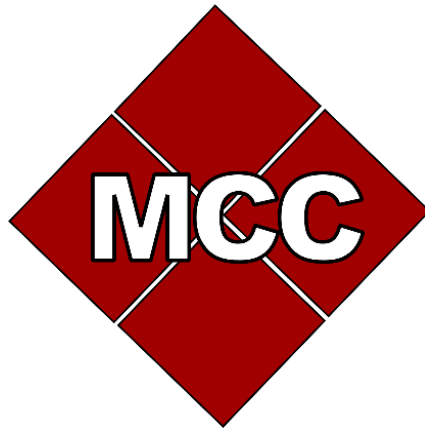


**Martin Community College  
Faculty and Staff  
Standing Committees**



**Fiscal Year 2025-2026**

*Review Date: July 9, 2025*

# President's Council

## Members:

President (Chair)  
Executive Assistant, President/Board of Trustees  
Vice President, Academic Affairs/Chief Academic Officer (CAO)  
Vice President, Operations/Community Engagement  
Vice President, Continuing Education/Workforce Development  
Vice President, Student Development Services  
Chief Information Officer (CIO)  
Chief Financial Officer/Director, Auxiliary Services  
Associate Vice President, Institutional Effectiveness & Research/Accreditation Liaison  
Executive Director, Human Resources  
Vice President, Institutional Advancement  
Associate Vice President, Bertie Campus

## Purpose:

To advise the President on matters affecting MCC and to serve as a means of coordination and communication regarding functions of the College.

## Frequency of Meetings:

Monthly as designated by the President

## Administrative Responsibility:

Executive Assistant, President/Board of Trustees

# Multicultural and Globalization Committee

## **Members:**

Chair (Appointed by MCC President)  
Vice President, Academic Affairs/Chief Academic Officer (CAO) or designee  
Student Representative (1)  
Continuing Education/Workforce Development Representative (1)  
Student Development Services Representative (1)  
Educational Support Services Representative (1)  
Faculty Representative (1)  
Student Body Representative (SGA Senator)

## **Purpose:**

To review the College diversity plan annually and make recommendations for modification; to assist in creating and maintaining a quality educational environment which promotes and supports a student body, faculty, staff, and administration which are multicultural and diverse; to recommend ways this diversity can be nurtured, valued, and respected by promoting an awareness of misunderstandings and prejudices to eliminate them and foster an atmosphere where individuals are respected for their strengths; to provide a source of intellectual vitality to the college by supplementing its academic offerings with a broad range of high quality activities that blend the cultural aspects of traditional and non-traditional populations and the international environment, customs, issues, business, and industry; to ensure College compliance with the intent and spirit of federal, state, and local laws pertaining to persons with disabilities; and to participate in planning of professional development on disability issues.

This committee also houses subcommittees for Scholars of Global Distinction, Travel Abroad, and Fulbright Opportunities.

The committee makes recommendations to the President

## **Frequency of Meetings:**

At least annually; more as needed.

## **Administrative Responsibility:**

Vice President, Academic Affairs/Chief Academic Officer (CAO)

# **Institutional Effectiveness Committee**

## **Members:**

Associate Vice President, Institutional Effectiveness & Research/Accreditation Liaison (Chair)  
Vice President, Student Development Services  
Vice President, Academic Affairs/Chief Academic Officer (CAO)  
Vice President, Continuing Education/Workforce Development  
Curriculum Representative (1)  
Continuing Education/Workforce Development Program Representative (1)

## **Purpose:**

To annually review, evaluate and make recommendations for the College's Institutional Effectiveness Plan; to review and update the process for annual unit/program IE/assessment planning; to review and evaluate triennial reviews and make recommendations for improvement. The committee makes recommendations to the President.

## **Frequency of Meetings:**

Monthly or as needed.

## **Administrative Responsibility:**

Associate Vice President, Institutional Effectiveness & Research/Accreditation Liaison

# Curriculum Committee

## **Members:**

Vice President, Academic Affairs/Chief Academic Officer (CAO) or designee (Chair)  
Curriculum Chair, Director, and/or Faculty Representative (4)  
Continuing Education/Workforce Development Faculty Representative (1)  
Career & College Promise (CCP) Representative (1)  
Registrar or designee  
Student Development Services Representative (1)  
Associate Vice President, Institutional Effectiveness & Research/Accreditation Liaison

## **Purpose:**

To review and evaluate existing programs; to review and approve proposals for recommended program initiation; and to review and approve proposed curriculum and course modifications. Recommended approvals and suggested initiatives from the Curriculum Committee will be conveyed to the President's Council by the Vice President, Academic Affairs/Chief Academic Officer (CAO) or their designee.

## **Frequency of Meetings:**

Bi-monthly or as needed.

## **Administrative Responsibility:**

Vice President, Academic Affairs/Chief Academic Officer (CAO) or designee

# Campus Environment/Safety Committee

## **Members:**

Vice President, Operations/Community Engagement (Chair)  
Director, Facilities & Grounds  
School Resource Officer  
Continuing Education/Workforce Development Representative (1)  
Faculty Representative (2)  
Student Development Services Representative (1)  
Director, BLET and/or Director, EMS  
Executive Director, Human Resources

## **Purpose:**

To assist in the development, annual review and evaluation, and implementation of the Business Continuity Plan, Health and Safety Plan, Maintenance Plan, and Facilities Master Plan; to assist in maintaining a safe and healthy environment for students, faculty, staff, and the general public; to promote safety and health consciousness throughout the campus; to assist the Vice President, Operations/Community Engagement and Director, Facilities and Grounds to conduct regular inspections of all facilities, equipment and operations, special inspections in response to specific complaints and prompt emergency inspections in imminent danger situations; to review the investigation of campus accidents and to make recommendations, including suggestions for corrective actions that promote campus safety and security and ensure a safe and healthy campus environment; to make recommendations on the development and administration of an ongoing program of safety, environmental health, and emergency procedures training. Recommendations and advice from the Campus Environment/Safety Committee shall be conveyed to the Vice President, Operations/Community Engagement and the Director, Facilities and Grounds.

## **Frequency of Meetings:**

At least quarterly; more as needed.

## **Administrative Responsibility:**

Vice President, Operations/Community Engagement

# Technology Committee

## **Members:**

Chief Information Officer (CIO) (Chair)  
Coordinator, Systems & Communications  
Director, Distance Learning  
Vice President, Academic Affairs/Chief Academic Officer (CAO)  
Vice President, Continuing Education/Workforce Development  
Curriculum Chair, Director, and/or Faculty Representative (2)  
Registrar, Continuing Education/Workforce Development  
Continuing Education/Workforce Development Representative (Director) (2)  
Student Development Services Representative (Director and/or Registrar) (2)

## **Purpose:**

To review and update the College's Technology Plan at least annually, which will guide the strategic integration of technology into the College's academic and administrative functions. The committee evaluates and recommends technology policies, procedures, resources, and tools that enhance learning and improve operational efficiency. The committee also addresses issues related to cybersecurity, data privacy, and digital accessibility. The committee makes recommendations to the President

## **Frequency of Meetings:**

At least annually; more as needed.

## **Administrative Responsibility:**

Chief Information Officer (CIO)

# **Financial Aid/Scholarship Committee**

## **Members:**

Director, Financial Aid (Chair)

Business Office Representative (1)

Continuing Education/Workforce Development Representative (1)

Registrar Representative (1)

Admissions Representative (1)

Foundation Representative (1)

## **Purpose:**

To assist the Financial Aid Office in the development and evaluation of financial aid procedures; to review criteria for scholarships, grants, etc.; and to review scholarship/grant applications to select students who meet the approved criteria.

## **Frequency of Meetings:**

As needed

## **Administrative Responsibility:**

Director, Financial Aid

# Calendar Committee

## **Members:**

Vice President, Academic Affairs/Chief Academic Officer (CAO) or designee (Chair)  
Admissions Representative (1)  
Business Office Representative (1)  
Curriculum Faculty Representative (3)  
Continuing Education/Workforce Development Representative (1)  
Registrar or designee (1)  
Coordinator, Programs and Scheduling  
Executive Director, Human Resources

## **Purpose:**

To prepare and recommend to the President the college calendar for MCC.

## **Frequency of Meetings:**

Bi-annually; more as needed.

## **Administrative Responsibility:**

Vice President, Academic Affairs/Chief Academic Officer (CAO) or designee

# Library Committee

## **Members:**

Director, Library (Chair)  
Library Staff Representative (1)  
Continuing Education/Workforce Development Representative (1)  
Career & College Promise (CCP) Representative (1)  
College Transfer Representative (1)  
Allied Health Representative (1)  
SGA Representative (1)  
Faculty Representative (1)

## **Purpose:**

To serve as a liaison between the Library, faculty, staff, and students. The stimulation of reading interests, improvement of services for the College, and the discussion and evaluation of policies regarding the administration of the Library are among its goals.

## **Frequency of Meetings:**

At least once per semester; more as needed.

## **Administrative Responsibility:**

Director, Library

# **Enrollment & Success Management Committee**

## **Members:**

Vice President, Student Development Services (Chair)  
Vice President, Academic Affairs/Chief Academic Officer (CAO)  
Vice President, Continuing Education/Workforce Development  
Director, Admissions, Counseling, and Student Support Services  
Vice President, Institutional Advancement  
Associate Vice President, Institutional Effectiveness & Research/Accreditation Liaison  
Director, High School Programs  
Director, College & Career Readiness (CCR)

## **Purpose:**

The Enrollment and Success Management Committee is dedicated to strategically assessing, coordinating, and enhancing the access, recruitment, retention, and success of students across diverse academic programs. Through collaborative efforts and data-informed decision-making, the committee aims to optimize recruitment and enrollment processes, support student progression, and foster a vibrant learning community reflective of the college's mission and vision.

## **Frequency of Meetings:**

Monthly; more as needed.

## **Administrative Responsibility:**

Vice President, Student Development Services