The policy is intended to outline and define the appropriate areas of responsibility for the standing committees of the District Board. In addition, the District Board may convene as a committee of the whole and deliberate on matters as a committee. Such matters will not be acted upon when the committee as a whole is convened.

**STANDING COMMITTEES:**

Specific areas of responsibility for district board standing committees include:

**FINANCE, PERSONNEL, AND OPERATIONS COMMITTEE**

The committee works with the President and other appropriate MATC personnel as designated by the President to:

1. Develop or revise District Board policies relating to finance, human, operations, and administration, and recommend appropriate board action;

2. Review and recommend District Board action on bills and financial statements;

3. Review internal and external audits;

4. Review and recommend District Board action on short- and long-term borrowing;

5. Oversee the investment and administration of the college’s assets; including periodically reviewing investment objectives and policies. (See Policy B0106);

6. Review and recommend District Board action on annual tax levy;

7. Review and recommend District Board action on external contracts;

8. Review and recommend District Board action on major procurements and contracts for services;

9. Review district repair and maintenance programs;
10. Review and recommend District Board action on monthly personnel transactions;

11. Establish and recommend District Board action on negotiating guidelines and parameters;

12. Review and recommend District Board action on district organizational structure;

13. Review and recommend District Board action on the three-year renovation and remodeling plan; and

14. Oversee and monitor the activities of the Advisory Audit Committee and, where necessary, recommend appropriate District Board action.

**EDUCATION, SERVICES, AND INSTITUTIONAL RELATIONS COMMITTEE**

The committee works with the President and other appropriate MATC personnel as designated by the President to:

1. Develop or revise District Board policies relating to educational programs, student affairs, board procedures, and external programming and recommend appropriate District Board action;

2. Review and recommend District Board action on program additions, modifications, and deletions;

3. Review district student affairs;

4. Review advisory committee activities;

5. Review student development programs and activities;

6. Review special projects and externally funded programs;

7. Review auxiliary support services and programs;

8. Develop and recommend District Board action on the five-year educational plan;

9. Plan and conduct District Board professional development program;

10. Promote District Board participation in local, state, regional, and national organizations;
11. Review and recommend District Board action on district marketing and public relations plans;

12. Develop liaison program with students, employees, and the community;

13. Ensure access to programs and services to be in compliance with the Americans With Disabilities Act; and

14. Review staff development and training plans.

PUBLIC TELEVISION COMMITTEE

The committee works with the President and other appropriate personnel as designated by the President to advocate for public television initiatives and to:

1. Develop or revise District Board policies relating to the operation of Channels 10/36 and recommend appropriate District Board action;

2. Review the activities of the PTV stations, WMVS/WMVT;

3. Review the operational functions of Channels 10/36;

4. Review the stations’ liaisons with the following related organizations and report to the District Board;
   - The State Educational Communications Board
   - America’s Public Television Stations (APTS)
   - Public Broadcasting Service

5. Review and recommend District Board action on the stations’ major equipment requirements, involvement in new technologies, budget, program procurement, and long-range planning;

6. Review and recommend goals for the television station;

7. Review and recommend District board action on the TV stations’ funding options and the District Board's funding commitments;

8. Inform the District Board of key legislative matters related to federal and state funding affecting the TV stations; and
9. Inform the District Board of the TV stations' viewership, program offerings, and special events.

NOTE: All standing committees will provide for public comments on their agendas.