



**Please note: This policy has been suspended by the District Board until further notice due to the discontinuance of the District Board Committee Structure.**

Title: AREAS OF RESPONSIBILITY OF DISTRICT BOARD COMMITTEES	Code: A0111-A
Authority: Board Minutes, 4/29/81; 6/18/81; 8/19/81; 4/20/83; 10/18/83; 10/23/84; 10/25/88; 7/25/89; 2/18/91; 10/25/93; 2/20/96; 3/24/98; 9/28/99; 2/28/06; 9/25/07; 11/27/12; 11/26/13; 12/16/14	Original Adoption: 4/29/81 Revised/ 11/10/17 Reviewed: 11/10/17 Effective: 12/19/17

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;



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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 STUDENT SUCCESS 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;



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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/MMVT;
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;



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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.