

## Administrative Services Committee

**Purpose(s):** The Administrative Services Committee is responsible for advising the Vice President of Finance and Administration on matters relevant to the administrative services and safety of the physical plant of Virginia Highlands Community College. This includes buildings and grounds, energy conservation and campus safety.

**Membership:** The Administrative Services Committee shall consist of the following:

- Vice President of Finance and Administration (*ex officio*)
- Three (3) teaching faculty members
- Three (3) classified staff members
- One (1) administrative faculty member
- One (1) student

**Authority:** The committee reports and makes recommendations to the Vice President of Finance and Administration for action and/or further recommendation through the normal administrative process.

**First Meeting:** To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

**Committee Chairmanship:** The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

**Record Keeping:** Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

**Minutes:** Minutes are recorded, and following approval, posted in the College's public folders.

### Administrative Services Committee Members

2019-20:

Ken Fairbanks	Bruce Olivo
Erick Farris	Ella Ratcliffe-Sutherland
Christine Fields	David Smith
Eddie Fultz	Rebecca Kell
Glen Johnson	(1) student TBD
Jim Kroll	