

## Community Service Committee

**Purpose(s):** The Community Service Committee is responsible for facilitating volunteer coordinated community service projects for employees interested in enhancing communities in our service region on behalf of the College. The Committee identifies and coordinates participation in one or two coordinated community service efforts each year.

**Membership:** The Community Service Committee consists of the following:

- Three (3) faculty members
- Three (3) classified staff members
- Three (3) administrative faculty members

**Authority:** The committee reports and makes recommendations to the Executive Leadership Team 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.

### Community Service Committee Members

2019-20:

Stan Barringer	Robert Phillips
Cindy Fields	Patricia Tymon
Rebecca Kell	Elizabeth Wright
Rachel Law	Stacy Thomas, Ex-Officio
Donnie Melvin	Sharon Rowe
Laura Pennington	