



WEST VIRGINIA STATE UNIVERSITY

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MEMORANDUM

TO: Dr. Tom Guetzloff, President
Faculty Senate

Mrs. Millie Booker, President
Classified Staff Council

Mr. Jerry Miller, Contact for
SGA President

FROM: Mary Flores *mf*

SUBJECT: Nominations for Campus-wide Committees

DATE: October 2, 2008

It is again time to make selections for staff, students, and faculty to serve as active members of the various campus-wide committees. I am attaching a brief description of the duties of each committee along with a selection sheet for your convenience in making your recommendations. You will note that on some of the committees, there are stipulations that officers of organizations or students who meet certain requirements must be included in your choices.

On all committees, please list at least three people from your respective organizations, i.e., Dr. Guetzloff would list only faculty members, Mrs. Booker would list only classified staff and Student Activities would make student choices.

Thank you for your usual cooperation with this task and if you have any questions please feel free to contact me.

SUMMARY OF PURPOSE AND STATUS OF COLLEGE-WIDE COMMITTEES

Affirmative Action

Primarily responsible for reviewing and revising the College's affirmative action policies and monitoring their application in various personnel matters; purposing ways to constructively improve opportunities for minority students, faculty and staff; and, recommending actions to sensitize the total campus community about the importance of social justice in higher education.

Athletic Compliance Committee

Primarily responsible for ensuring that NCAA rules and regulations are reviewed with all staff members of the athletic departments and appropriate College officials; and, for monitoring our compliance with NCAA policies, procedures, and practices.

Budget Advisory Committee

Primarily responsible for recommending potential speakers to the President for the Commencement exercises, and coordinating the program of activities for Commencement. Additionally, the committee has the responsibility of soliciting and reviewing nominations for honorary degrees and providing the President with recommendations and individual statements about the nominees.

Computer Policy, Information Management and Data Quality

Primarily responsible for recommending to the President policies and practices regarding computers pertaining to the selection of computer hardware and software, distribution, use, inventory, procurement, personnel selection and training, compensation, and accountability.

Drug and Alcohol Abuse Committee

Coordinate the College's campus-wide substance abuse and prevention program.

Enrollment Management Committee

Primarily responsible for reviewing policies, plans and procedures related to recruiting, registration and retention, making recommendations in all three areas, and monitoring the application of the plans.

Environmental Safety and Parking Committee

Primarily responsible for reviewing concerns and serving as a think-tank for developing strategies that add security or safety to areas where needed. Additionally, the committee will advise the President

Homecoming Committee

The committee is primarily responsible for coordinating and planning Homecoming activities for all segments of the College community.

Legislative Affairs Committee

The committee is primarily responsible for coordinating the College's legislative activities throughout the year.

Publications and Radio Station Committee

This committee is primarily responsible for reviewing the plans and budgets for the *Kanawha Review*, *The Arch*, and *The Yellow Jacket*. The committee will also evaluate the effectiveness of these publications in accordance with the College's Mission Statement, and policy on Student Publications. The committee will also make recommendations regarding policies and practices pertaining to the operation of the West Virginia State College radio station.

Scholarship Committee

The committee is primarily responsible for making policy recommendations regarding the timely awarding, publication, communication, and availability of scholarships, as well as recommending qualified students to receive the scholarships.

Student Fees Committee

The committee is primarily responsible for conducting budget hearings with all areas and organizations requesting monies from all student fees or special fees and recommending the appropriate fee structures to the President.

Student Hearing Council

The Council is primarily responsible for hearing those student disciplinary cases where suspension or expulsion might be the sanction recommended. While the Council may recommend any appropriate sanction listed in *The Buzz*, suspension recommendations will be forwarded to the Vice President for Student Affairs. However, expulsion recommendations must be submitted to the President through the Vice President for Student Affairs.