WCJC BOARD COMMITTEES

PHYSICAL PLANT/SECURITY
D. Gertson (Chair)
L. Sitka
B. Macha
1

TECHNOLOGY
A Rod. (Chair)
P. Pope
2

OUTREACH and ADVANCEMENT
M. Meyer (Chair)
S. Urbis
P. Pope
3

BOARD TRAINING and EVALUATION
S. Urbis (Chair)
A. Rod
M. Meyer
4

STRATEGIC VISIONING
P. Pope (Chair)
L. Sitka
S. Urbis
M. Meyer
5

FINANCE and INVESTMENT
A. Hundl (Chair)
P. Metcalf
6

STUDENT SUCCESS
7

Wharton County Junior College

Board of Trustees Committees and Charges

Updated 5-31-2023

Committee on Strategic Visioning

The Committee on Strategic Visioning shall make recommendations regarding the long-term strategic priorities for the institution, establishing the foundation for all strategic planning initiatives within the institution.

Committee Responsibilities

- Review, make recommendations for, and ensure biennial approval of the institution's foundational mission.
- Evaluate institutional and environmental data to make informed recommendations regarding the establishment of the overarching vision and key strategic priorities for the institution.
- Monitor the ongoing strategic planning initiatives within the institution to ensure the development of a comprehensive and inclusive institutional Strategic Plan.
- Ensure alignment of all strategic initiatives with the College's long-rage financial, investment, and fund-raising plans.
- Conduct an annual evaluation of strategic initiatives using objective and quantifiable metrics and make recommendations to the Board, as needed.
- Provide avenues through which to clearly communicate the Board's strategic vision with institutional stakeholders, including students, parents, faculty, staff, and community members.

Committee on Board Evaluation/Training

The Committee on Board Evaluation/Training shall promote and monitor the effective governance of the Board of Trustees, in accordance with those guidelines established in Wharton County Junior College Institutional Policy by the Southern Association of Colleges and Schools Commission on Colleges and best practices as recommended by the American Association of Community Colleges, and the Association of Governing Boards.

Committee Responsibilities

- Establish a clearly defined set of responsibilities and expectations for the Board and regularly evaluates achievement of these duties.

- Ensure potential concerns related to Trustee conflict of interest is defined, addressed, and attested to for all members on a regular and ongoing basis.
- Identify an appropriate and objective procedure for the potential dismissal of a board member.
- Monitor relations with external entities to protect the institution from undue influences.
- Periodically review all institutional policies and make recommendations for proposed changes on an as-needed basis.
- Develop and oversee the process for nominating a new Trustee in the event of a mid-term vacancy.
- Oversee the orientation of new Trustees and monitor the ongoing compliance of all Trustee training requirements.

Committee on Student Success

The Committee on Student Success shall ensure the efficacy of all institutional planning, programs, and initiatives related to student engagement and student success.

Committee Responsibilities

- Regularly review institutional data related to student engagement and success, including reports regarding student enrollment, persistence/retention, and completion, including graduation and transfer rates.
- Monitor and respond to, as needed, pending local, state, and federal legislative issues that may impact student success and/or institutional initiatives related to student engagement.
- Receive reports from the College regarding accreditation efforts, most specifically those items related to the Southern Association of Colleges and Schools Commission on Colleges ten-year reaffirmation, five-year follow-up reports, and/or Quality Enhancement Plan.
- Recommend budgetary support based on review of College priorities related to academic programs, instructional supports, and student services.
- Provide guidance related to the College's commitment to diversity, equity, and inclusion as it relates to student engagement, persistence, and success.

Committee on Finance and Investment

The Committee on Finance and Investment shall provide oversight and recommendations regarding the institution's long-term financial strategy, debt management, and investment of

college assets. In addition, the Committee serves to annually appoint an independent auditing firm to examine the financial records of the college and certify those results.

Committee Responsibilities

- Present the annual budget to the Board and reviews, reports, and recommends any changes to and/or variances from the approved operational budget.
- Monitor the ongoing fiscal status of the College, along with its sort- and long-term financial condition, and recommend timely strategies for necessary adjustments, as appropriate, including changes to tuition and fees, debt financings, including bond offerings, and tax rates.
- Ensure alignment of the College budget with the institutional strategic plan ad priorities.
- Oversee institutional policies related to the College's governing budgets, financial planning, and fiscal responsibilities.
- Refer a firm to conduct the annual financial audit and report the results of that audit to the Board, at large.
- Supervise the investment and reinvestment of funds within the college and formulate an Investment Policy Statement, which shall detail the investment objectives for the College's major investment portfolios.

Physical Plant and Security

The Committee on Physical Plant and Security shall review and recommend all facilities and capital planning projects, including any related construction, maintenance, and repairs. In addition, the Committee shall oversee all internal controls and risk management operations for the College.

Committee Responsibilities

- On a decennial basis, monitor the completion of an externally conducted Facilities Master Plan and recommend the plan for approval by the Board.
- Study, monitor, and make recommendations based on the institution's 10-year Facilities Master Plan, taking into account any changes in the College's strategic priorities.
- Review the process for the selection of campus planners, architects, consultants, and contractors hired by the College and oversee all subsequent construction and/or renovation projects.
- Make recommendations to the Board with respect to the naming of College buildings and other major facilities.

- Refer a firm to conduct the annual security audit and report the results of that audit to the Board, at large.

Technology

The Committee on Technology shall monitor the technological capabilities of the institution, ensuring the institution's ability to provide an innovative, nimble, and future-focused environment for all students, faculty, and staff.

Committee Responsibilities

- Establish short- and long-term goals for the institution's technological capacity and capabilities, aligning these priorities with the College priorities and budget.
- On a decennial basis, monitor the completion of an externally conducted Infrastructure Report and recommend required updates and improvements for approval by the Board.
- Review the distance education and student support capabilities of the institution, identify required improvements, and make recommendations that will optimize opportunities for creating an innovative and future-focused educational environment for students.
- Refer a firm to conduct a Technological Security audit, as required by TAC 202, and report the results of that audit to the Board, at large.

Outreach

The Committee on Outreach shall engage in strategic partnerships and communications with the College's external constituencies, establishing meaningful relationships toward the advancement of the institution as a leader within the communities we serve.

Committee Responsibilities

- Develop a communication and outreach plan that is consistent with the College's policies and priorities.
- Establish meaningful and strategic communication network with external constituency groups, including government agencies, service-area ISDs, community stakeholders, etc.
- Coordinate with the WCJC Foundation to identify activities that can bolster the College's advancement efforts, including annual and special fundraising efforts.

- Identify opportunities for enhanced marketing of the College, its campuses, and programs, with local constituents to enhance the institution's reputation within and beyond its service area.