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Committees on Administrative and Student Affairs

Saint Mary's College of California

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Committees on Administrative and Student Affairs

Administrative Council

- is concerned with the ordinary management of the College and the coordination of all its administrative areas;
- members are: the President, the Vice Presidents, and the Administrative Assistant to the President-Personnel Officer; faculty, administrators, students, and others participate by invitation or request. The members serve on the College Budget Committee.
- meets semi-monthly during the academic year, at the discretion of the President.

College Budget Committee

- is concerned with the planning process and with development and review of the annual operating budget of the College;
- members are: the President, the Planning Team (the Administrative Council); the Analytical Studies Team (Faculty Welfare Committee , Director of Graduate Division, Dean of Extended Education Division, Director of Teacher Education, Student Body President, Student Body Treasurer); Director of Institutional Studies.
- meets as often as necessary

Committee on Governance of the College (see also page 38)

- is concerned with matters pertaining to the governance of the College, through its own initiative. When appropriate, the Governance Committee and the Administrative Council may meet to discuss common governance matters. The Administrative Council is primarily concerned with non-academic structures; however, at the request of the President, it may consider governance structures as they relate to the College as a whole. As appropriate, the President may present non-academic governance recommendations to the Governance Committee for response.
- members are: the President (chairperson without vote), and ten members, five elected from the full-time undergraduate faculty, two members appointed by the President, one member from the Extended Education Division, one member from the Graduate Division, one student appointed by the Student Body President.

Campus Planning Committee

- within the approved goals of the College and other policies of the Board of Trustees, this committee is responsible for the physical master plan of the campus, including planning new buildings and renovations of existing facilities, and makes recommendations to the President on these matters, and the appointment and retention of the Resident Architect;
- members are: Vice President for Development (Chairperson); Resident Architect, Student Body President or his/her representative, and

five faculty members or administrators appointed by the President;
- meets as often as necessary.

Development Committees

- depending on the nature of the plans for the physical development of the College, the Vice President for Development is also advised by several standing and ad hoc committees of Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand.

Affirmative Action Compliance Committee

- advises the Personnel Officer on any case which may arise alleging discrimination on the basis of race, color, religion, national origin or sex;
- members are: two senior faculty members and one senior administrator appointed by the Vice President with the consent of the President;
- meets to hear any grievance, as noted above.

Energy Conservation Committee

- advises the Vice President on matters pertaining to energy conservation;
- members are appointed by the Vice President and are representative of the College community.

Financial Aid Committee

- advises the Director of Financial Aid on matters dealing with student financial aid.

Investment Advisory Committee

- advises the Vice President on matters pertaining to investment of endowment funds;
- members are appointed by the President of the Board of Regents.

Classification Committee

- evaluates new jobs and reviews appeals of classification of existing jobs for placement in the administrative/staff classification system;
- members are appointed by the President;
- meets several times annually.

Safety and Security Committee

- advises the Director of Campus Safety and Security on matters pertaining to the safety and security of students and staff;
- members are appointed by the Director of Campus Safety and Security, with the approval of the Vice President.

Section 504 Compliance Committee

- advises the Personnel Officer on matters pertaining to compliance with Section 504 of the Rehabilitation Act of 1973 which guarantees rights to qualified disabled individuals.

Title IX Council

- advises the Title IX coordinator on matters pertaining to Title IX of the Education Amendments of 1972 providing for Nondiscrimination on the Basis of Sex under the Federally Assisted Education Programs and Activities. The Council is concerned with compliance, enforcement and equality of opportunity in areas specifically covered by the legislation ;
- members are: three students appointed by the Student Body President, three staff persons appointed by the Personnel Officer, three faculty appointed by the Academic Vice President, for a renewable one-year term of appointment; ex officio members are the Associate Dean of Students, Personnel Officer, and the President of the College.
- meets at least four times per year.

Advisory Committee for Residence Hall Policy

- advises the Dean of Students on matters pertaining to residence hall policies;
- members are: Dean of Students (Chairperson); Associate Dean, Head Resident, Director of Housing, Residence Hall Counselors' representative, Food Service Manager and three resident students appointed by the Student Body President;
- meets at least three times a year.

Disciplinary Hearing Board

- is responsible for the determination of appropriate disciplinary action in referred cases; addresses itself primarily to individual student and student organization disciplinary cases involving infractions of College rules and regulations;
- Associate Dean of Students (Chairperson), two faculty members nominated by the Academic Council, Student Body President, and one faculty member recommended by the student involved;
- meets at the request of a student, the Dean of Students, or the President .

Student Health Committee

- advises the health services staff and the Dean of Students on matters pertaining to student health services;
- members are: Associate Dean of Students (Chairperson), College Physician, Head Nurse, Director of Housing, Director of the Counseling Center, Athletic Trainer, and three students appointed by the Student Body President;
- meets at least three times a year.

Athletic Advisory Committee

- advises, assists, and makes recommendations regarding policy and other matters pertaining to the intercollegiate and intramural

programs at Saint Mary's College;

- members are: Vice President for Student Affairs (Chairperson), Director of Athletics, Coordinator of Women's Athletics, Vice President for Development, Student Body President, Chairperson of the Faculty, one member of the Board of Regents, and the President of the Alumni Association;
- meets at least two times a year.

Career Counseling and Placement Services Committee

- advises the Dean of Students on matters pertaining to career counseling, planning and placement activities; coordinates services among various departments involved ;
- members are: Associate Dean of Students (Chairperson), Dean of Advising Services, Alumni Director, Director of the Counseling Center, Director of the EDD Placement Office (Career Planning and Placement Officer), and three students appointed by the Student Body President;
- meets at least four times a year.