

POLICY

Number: 10-07
Title: Area Commission Operations
Original Approval Date: 09/30/2025
Area Commission Review: 06/24/2025
Last Revision:

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other: H.3473 Session114 Section 5. 59-53-710/SC Code Title 30 Section 30-4-80

Policy Description

The Area Commission shall operate in a consistent, transparent, and effective manner, following the procedures outlined in this policy to ensure compliance with applicable laws and to support the College's mission and governance excellence.

1. The Commission meeting schedule will be adopted and published by January of each year, in compliance with the South Carolina Freedom of Information Act. All meetings of the Commission shall be open and public meetings in accordance with the spirit of the Act.
2. The agenda of each meeting will be set by the Commission Chair, with input from Commission members and the College President.
3. The Commission will give citizens the opportunity to address the Commission, but reserves the right to set the agenda and limit the time allotted for remarks.
4. The Commission shall elect the Chair, Vice-Chair, and a Secretary. These officers shall serve as the Executive Committee. The Commission By-laws provide specific information on duties, responsibilities, terms of office, and election procedures.
5. In the event of emergency situations not covered by specific policies or which occur between scheduled Commission meetings, the Executive Committee have

the authority to take any appropriate action that is required by such emergency.
Action taken and the reason therefore shall be communicated to the full
Commission as soon as practicable.

6. The Commission shall approve an annual budget to be used in representing the
interests of the College. The approved budget shall align with College financial
practices and strategic goals.

Authenticated by President Date