

# Polk State College Procedure

Subject	Reference	Date	Number
Committee System		November 5, 2019	6002

## I. Purpose:

The purpose of this procedure is to define the College's standing committee system.

## II. Objectives of the System:

- A. To provide for faculty and staff input into the planning and operations of the College.
- B. To provide a means for legitimate concerns, informed judgments, and expressed interests to be heard and considered in decision making, and to enhance the process.
- C. To provide a vehicle for cross-functional communications, increasing the potential for understanding divergent viewpoints as issues are addressed and problems are solved.
- D. To provide participants the opportunity to gain experience and understanding in addressing a wide range of College-related issues and problems.
- E. To make recommendations as appropriate. In all cases, the role and function of the committee is advisory in nature. Committees are not decision-making bodies.

## III. Committee Structure:

- A. This procedure addresses only those committees constituted to operate on a standing basis. Committees, work groups, and task forces may be formed and appointed by the President (or the President's designee) to address a single issue or problem. These ad hoc groups are appointed as the need arises.
- B. The standing committees, their purposes and functions, and their respective memberships are to remain on file in the President's Office and are updated annually.
- C. Each committee is assigned a President's Staff Representative, who is typically a member of the President's Staff (or an appropriate designee of a President's Staff member). The President's Staff Representative is assigned to a committee based upon the College's organizational structure. A committee may also have an appointed Recording Secretary or specially assigned Resource Member(s).
- D. Each Committee Chair and President's Staff Representative must participate in an annual training in support of this Procedure.

E. Responsibilities of the President's Staff Representative, Committee Chair, Recording Secretary, and Resource Member(s) are as follows:

1. The President's Staff Representative:

- a. Facilitates the work of the committee by providing information about applicable laws, rules, regulations, and College policies and procedures.
- b. Follows up on committee recommendations to ensure they are processed in a timely manner and in accordance with College procedure(s).
- c. Coordinates the work of the committee with that of other committees and organizational units.
- d. Serves as the liaison between the President's Staff and the committee, and acts as a link of communication between the committee and other College committees and guests.
- e. Monitors committee operations to ensure they are consistent with the defined purpose and responsibility of the committee.
- f. Ensures the timely completion of all committee reports.
- g. Assists and advises the Committee Chair on the agenda and other items as needed.
- h. Serves as a non-voting member of the committee (except where required by applicable rule or law, or as otherwise noted in this procedure).
- i. Ensures that guests to the committee are approved by the President's Staff Representative and have been extended an invitation. The guest's time then becomes an agenda item.

2. The Committee Chair:

- a. Organizes meetings and invites members to the meetings.
- b. Facilitates appropriate meeting protocol.
- c. Creates the agenda.
- d. Works with the President's Staff Representative when necessary.
- e. Informs the Office of the Vice President of Academic Affairs regarding any membership changes.
- f. Uses a yearly invitation to select any departing member's replacement (unless otherwise specified). If no one accepts the invitation, the President's Staff Representative creates an all-call email to the appropriate group of potential replacements. If there is no response, a replacement is assigned by the President's Staff Representative.

3. The Recording Secretary:

- a. Provides all clerical work associated with the committee's operation, including a list of the members who are present at each meeting.
- b. Is elected by the committee members from among the membership (or is appointed by the President's Staff Representative as a non-voting member of the committee).

4. Resource Member(s):

Resource members are non-voting members identified in the *Committee Composition Attachment*. Their presence on a committee is designed to provide regular and on-going information that is of value to the committee.

F. Membership

1. Committee service is an important aspect of College service and is the individual responsibility of a full-time staff member. Each staff member is encouraged to state a preference for the committee(s) on which he or she is willing to serve.
2. The College values active and effective committee participation.
3. Employee assessment and evaluation processes provide due recognition to committee participation.

**III. Committee Membership Selection:**

- A. The committee member appointment process is coordinated by the Vice President of Academic Affairs.
- B. The membership selection committee consists of the President's Staff membership (except as applies to Section III.C.6).
- C. The process of member selection:
  1. Between March 1 and March 15 each year, all employees are given the opportunity to volunteer for service on one or more of the College's standing committees.
  2. Selection of committee members must be completed no later than April 30.
  3. New appointees are notified in writing of their respective appointments no later than May 15.
  4. New members' terms begin at the start of the following fall term.
  5. The Vice President for Student Services makes recommendations for student committee members.
  6. Membership on the Faculty Human Resources Committee is at the recommendation of the

Faculty Senate.

7. In selecting committee members, the selection committee (President's Staff) gives every consideration to factors such as:
  - a. Individual preference, experience and background, opportunities for professional development, previous committee assignments, and the other duties of each volunteer.
  - b. The need for balance in the composition of each committee and other factors.
8. Committee appointments for employees shall be for three years. Student appointments are for one year.
9. Committee membership carries responsibility, and attendance at meetings is an important element of that responsibility. Upon the recommendation of the President's Staff Representative and the Committee Chair, a committee member may be asked to resign for lack of attendance or for failure to follow committee procedures.
10. Committee members elect the Committee Chair (unless this individual is designated by the President's Staff). To be eligible for the Chair position, the committee member must have served on the committee for at least one year prior to election to the post. An elected Chair may serve only two consecutive years.
11. New committee members are oriented to committee operations by the President's Staff Representative and the Committee Chair.
12. Committee vacancies occurring during the year may be filled through recommendations from the committee through the President's Staff Representative; individuals may be appointed by the President to complete the remaining portion of the term.

**IV. Committee Operations:**

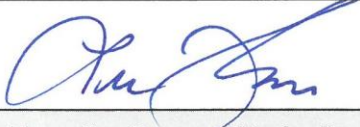
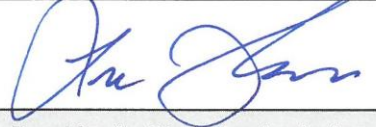
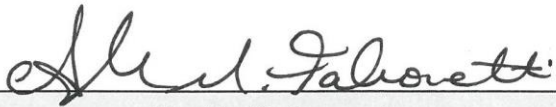
- A. The Vice President of Academic Affairs is responsible for coordinating the operation of this procedure.
- B. Each standing committee has a defined statement of purpose and operating procedures. These are reviewed and updated annually. Proposed changes must be recommended to the President's Staff. Copies of committee purpose statements and procedures are maintained by the appropriate President's Staff Representative and are posted in the *College Committees List* available online.
- C. Any committee member who is absent from three meetings for one year and who has not provided an alternate may be removed by the Committee Chair or the President's Staff Representative.
- D. The appropriate administrator gives an ad hoc committee its charge.
- E. Each standing committee develops annual objectives. Copies of these objectives are kept in the same locations as those designated to house copies of committee purpose statements.

- F. Ad hoc committees must provide reports as charged.
- G. Report requests for data must be approved by the Chair and the President's Staff Representative before making a request to the appropriate department.
- H. Minutes must be kept for all standing committee meetings. Copies of approved minutes should be distributed no later than ten working days after the minutes have been accepted by the committee membership. Minutes must be posted and distributed electronically.
- I. Unless otherwise noted or required by separate rule, law, or procedure, all committee meetings are open.
- J. The President's Staff Representative assigned to the committee must forward committee recommendations through the appropriate channels and ultimately to the President's Staff membership.
- K. The President's Staff Representative informs the committee in a timely manner of the action(s) regarding their recommendation(s).
- L. A standing committee may recommend changes in purpose or composition to the President's Staff membership through the Vice President of Academic Affairs. A committee may recommend its own abolishment.

Attachment: *Committee Composition List*

**History:**

Adopted: 6.1 8199.1, August 9, 1974. Renumbered as 6002 on November 3, 1980.  
 Revised: July 1, 1981; August 15, 1984; October 9, 1985; December 1988; August 1989; December 1989; January 31, 1991; May 22, 1995; November 4, 1999; September 1, 2004; August 18, 2010; July 1, 2014; February 2, 2016; May 17, 2016; December 5, 2018; and November 5, 2019

	11-7-19		11-7-19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/13/19
President's Approval			Date