

Polk State College Procedure

Subject	Reference	Date	Number
Committee System		August 28, 2026	6002

I. Purpose

This procedure defines the College's Standing Committee System and the role of Ad Hoc Committees.

II. Objectives of the Committee 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 these processes.
- 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 with 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. Standing Committees are not decision-making bodies.

III. Standing Committee Structure

- A. A Standing Committee has a defined membership and purpose and operates on a standing basis with regular meetings. [**Note:** *A temporary ad hoc work group or task force may be formed to address a single issue or problem as a need arises (cf. Section VI).*]
- B. Each Standing Committee, its purpose and function, and its respective membership construction is to remain on file within *Attachment 1: Committee Composition List*.
- C. A list of the individuals serving terms within each Standing Committee is to be located on the Human Resources Office page of the *Polk Information Essentials* (PIE) portal. Positions with completed terms or vacancies are to be reviewed and updated annually.
- D. Each Standing Committee is assigned a non-voting President's Staff Representative (typically a member of the President's Staff or an appropriate designee). On some committees, this individual also serves as the committee's Chair. The President's Staff Representative is assigned to each committee based upon the College's organizational structure.
- E. Each Standing Committee appoints a Recording Secretary (if one is not assigned). There are also specially assigned Resource Member(s) listed with the committee composition. Both roles are non-voting.
- F. Each Committee Chair and President's Staff Representative must participate in an annual training in support of this Procedure. Training sessions will be held at a time that is

convenient to the majority of the participants.

G. The responsibilities of the President's Staff Representative, Committee Chair, Recording Secretary, Resource Member(s), and Voting Members 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 the College's procedure(s).
 - c. Coordinates the work of the committee with that of other committees and organizational units (as applicable).
 - 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), as well as information distribution and publication.
 - 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 any guest wishing to bring a specific consideration before the committee is extended an invitation. The guest's time then becomes an agenda item.
2. The Committee Chair:
 - a. Organizes meetings, creates the agenda, invites members, and provides information to the College community (as applicable) in cooperation with the Recording Secretary and President's Staff Representative. **[Note: The agenda and meeting documents are to be available to members (and accessible to the public, as appropriate) seven calendar days prior to a scheduled meeting date.]**
 - b. Ensures a quorum of Voting Members (the chair is a non-voting member) and facilitates appropriate meeting protocols.
 - c. Works with the President's Staff Representative when necessary.
 - d. Informs the President's Staff Representative regarding any lapse or resignation within the membership for coordination of a replacement (cf. Section IV.G).
 - e. The Standing Committee members elect the Chair (unless this individual is designated in the *Committee Composition List* (i.e., Attachment 1). 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 in this position.
3. The Recording Secretary:
 - a. Provides all clerical work and meeting minutes associated with the committee's operation, including a list of the Voting Members, Resource Members, and other attendees present at each meeting.
 - b. Coordinates with the Committee Chair to ensure the agenda and minutes are distributed, reviewed, approved, published (as appropriate), and archived.
 - c. Is elected by the committee members from among the membership (or is appointed by the President's Staff Representative).
 - d. Serves as a non-voting member of the committee.
4. A Resource Member:

A Resource Member is non-voting participant who can provide regular and ongoing information that is of value to the committee.
5. Voting Members:
 - a. Committee membership is an important aspect of College service; it is the individual responsibility of each full-time Faculty or Staff member selected to attend meetings regularly.

- b. Committee service often provides professional development, leadership, and learning opportunities.
- c. The College values active and effective committee participation.
- d. An employee is to be recognized for committee participation and service during his or her assessment and evaluation.

IV. Standing Committee Member Selection

- A. The Standing Committee appointment process is coordinated by the Office of Human Resources through its Vice President.
- B. The full President's Staff membership acts as the selection committee for Staff members (i.e., Career, Administration, and Professional/Technical employees) serving on Standing Committees.
- C. The Faculty Senate President, in consultation with the Senate Steering Committee, recommends faculty volunteers to serve on each committee for appointment by the College President, in accordance with District Board of Trustees (DBOT) Rule 2.24 (cf. Article XII Section 1). The President's Staff Liaison is a member of the Senate Steering Committee.

[Note: Members on the Faculty Human Resources Committee are recommended by the Faculty Senate (i.e., selection is not limited to survey volunteers)].

- D. The Director of Student Development/Title IX Coordinator makes recommendations for the Student Representatives serving as Standing Committee members.
- E. The process of Standing Committee member selection and orientation is as follows:
 - 1. Individuals are encouraged to volunteer when vacancies are posted.
 - a. An annual survey is deployed containing committee vacancies and expiring terms between Feb 15 and February 28.
 - b. Each employee is prompted to state his or her preference(s) for committee service by volunteering for one or more of the College's Standing Committees via the survey.
 - 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. In selecting committee members, consideration is given 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 committee composition (e.g., by campus, employee group, College division, etc.).
 - 6. Standing Committee appointments for Staff and Faculty members are for three years. Student appointments are for one year.
 - 7. New committee members are oriented to committee operations by the President's Staff Representative and the Committee Chair.
- F. Standing 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.
- G. A Standing Committee Staff member vacancy that occurs during the year may be filled through a committee recommendation to the President's Staff Representative. A Faculty vacancy brought to the President's Staff Representative is filled in collaboration with the

Faculty Senate President. A vacancy appointment is for the remainder of the term.

V. Standing Committee Operations

- A. The Vice President of Human Resources coordinates the operation of this procedure through members of the Office of Human Resources.
- B. Each Standing Committee has a defined purpose statement and operating procedures consistent with the *Committee Composition List* (cf. Attachment 1), which is reviewed and updated as necessary in conjunction with the review of this Procedure. Copies of the committee purpose statements, the current individuals serving as members, and specific committee procedures are maintained by the Office of Human Resources in collaboration with the appropriate President's Staff Representative. The *Committee Composition List* (is also posted on the College's website with this Procedure.
- C. Any Standing Committee member who is absent from three meetings within one Academic Year and who has not provided an alternate (i.e., substitute or proxy) may be removed by the Committee Chair and the President's Staff Representative.
- D. Each Standing Committee develops annual objectives. Copies of these objectives are archived and published (as appropriate) with the other Standing Committee materials (cf. Section V.F). Each Committee Chair must submit a copy of the annual objectives within 30 days after the start of the academic year, to the President's Staff Representative and Vice President of Human Resources to be archived.
- E. Requests for data must be made to the Chair and the President's Staff Representative before making a request to the appropriate department.
- F. Minutes must be kept for all Standing Committee meetings. Copies of approved minutes are to be distributed no later than ten working days after the minutes have been accepted by the committee membership.
 - 1. The AQC's agendas, minutes, and meeting dates are to be published on the College's website (with the *AQC Handbook*). In addition to providing notice and materials to each member, the Chair must also send a college-wide email to all Faculty Members and Program Directors at least seven days prior to the meeting. This email must provide meeting notice, the agenda and previously approved minutes, a list of the individuals serving as departmental representatives, and information on navigating the Council's Curriculum proposal system (per the *AQC Handbook*). This is meant to encourage participation, engagement, collaboration, and transparency in the process.
 - 2. Other Standing Committee minutes and materials must be posted and distributed electronically on the Committee's webpage located within the *Engagement* section of the College's Intranet, *Polk Information Essentials* (PIE). At least seven days prior to the scheduled meeting, the Chair must verify that the meeting is on the College's calendar and the meeting materials are posted and accessible.
- G. Notice of all regularly scheduled meeting dates and times are to be placed on the College's Calendar on the website at the start of the semester (or at least seven days in advance).
- H. Unless otherwise noted or required by separate rule, law, or procedure, all committee meetings are open.
- I. The President's Staff Representative assigned to each Standing Committee must forward the committee recommendations through the appropriate channels and ultimately to the President's Staff membership for consideration.

- J. The President's Staff Representative informs the Standing Committee in a timely manner of the action(s) regarding the recommendation(s).
- K. A Standing Committee may recommend changes in purpose or member composition to the President's Staff membership the by requesting to initiate a review of Procedure 6002 through the Vice President of Human Resources. **[Note: The Attachment must be reviewed in conjunction with the text of Procedure 6002 using Polk State Procedure 6073: Procedure on Rules and Procedures.]**
- L. A Standing Committee may recommend its own abolishment, subject to a final decision by the College President.

VI. Ad Hoc Committee Formation and Operation

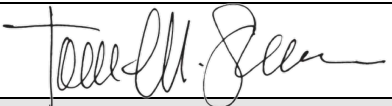
- A. Work groups and task forces may be formed and appointed by the President (or the President's designee) to address a single issue or problem. These ad hoc groups are appointed as the need arises, and they differ in their operations from the established Standing Committees.
- B. An appropriate President's Staff Representative is assigned and gives the Ad Hoc Committee its charge.
- C. An Ad Hoc Committee Chair is selected who is mutually acceptable to the Faculty Senate and Administration in accordance with DBOT Rule 2.24 (cf. Article XII Section 2). The Senate President (or designees) report committee progress to the Senate.
- D. The Ad Hoc Committee must provide reports as charged.
- E. An Ad Hoc Committee may be dissolved by the College President upon completion of the objectives set forth in the charge of the committee.

Attachment 1: Committee Composition List

History:

Adopted: As 6.1 8199.1 on August 9, 1974. Renumbered as Procedure 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; November 5, 2019; August 28, 2026

	08/28/2026		08/28/2026
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			08/28/2026
President's Approval			Date