

# Polk State College Procedure

Subject	Reference	Date	Number
Committee System		5/17/2016	6002

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

## I. 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.

## II. 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 will be appointed as the need arises.
- B. The standing committees, their purposes and functions, and their respective memberships will be on file in the President's office and will be 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 respective committee based upon the College's organizational structure. A committee may also have an appointed recording secretary or specially-assigned resource member.
- D. Each committee chair and President's Staff representative must participate in an annual training to support this Committee System Procedure 6002.
- E. Responsibilities of the President's Staff representative, chair, recording secretary, and resource member(s) are as follows:

1. President's Staff Representative:
  - a. Facilitate the work of the committee by providing information about applicable laws, rules, regulations, and College policies and procedures.
  - b. Follow up on committee recommendations to ensure they are processed in a timely manner and in accordance with College procedure(s).
  - c. Coordinate the work of the committee with that of other committees and organizational units.
  - d. Serve as the President's Staff representative on and to the committee, acting as the liaison between President's Staff and other committees and guests.
  - e. Monitor committee operations to ensure they are consistent with the defined purpose and responsibility of the committee.
  - f. Ensure the timely completion of all committee reports.
  - g. Assist and advise the committee chair on the agenda and other items as needed.
  - h. Except where required by applicable rule or law, or as otherwise noted in this procedure, the President's Staff representative is a non-voting member of the committee.
  - i. Ensure 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. Chair:
  - a. Organize meetings and invite members to the meetings.
  - b. Facilitate appropriate meeting protocol.
  - c. Create the agenda.
  - d. Work with President's Staff representative when necessary.
  - e. Inform the Vice President for Academic Affairs office of membership changes.
  - f. Use the yearly invitation to select the departing member's replacement. If no one accepts, the President's Staff representative will do an all-call email to the appropriate group. If no response, a replacement will be assigned at the choosing of the President's Staff representative.
3. Recording Secretary:
  - a. Provide all clerical work associated with the committee's operation, including who is present.

- b. The recording secretary may either be elected by committee members from among its membership or appointed by the President's Staff representative as a non-voting member.

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 the individual responsibility of all full-time staff. Staff members are encouraged to state their preference for committee(s) on which they wish to serve.
2. The College values active and effective committee participation.
3. Employee assessment and evaluation will give due recognition to committee participation.

**III. Committee Membership Selection:**

**The committee member appointment process will be coordinated by the Vice President for Academic Affairs.**

A. The membership selection committee will consist of the following: President's Staff.

B. Process:

1. Between March 1 and March 15 each year, all employees will be given the opportunity to volunteer for service on one or more of the standing committees.
2. Selection of committee members will be made no later than April 30.
3. New appointees will be notified in writing of their respective appointments no later than May 15.
4. New members' terms will begin with the beginning of the following fall term.
5. The Vice President for Student Services will make recommendations for student committee members.
6. Membership on the Faculty Human Resources Committee will be at the recommendation of the Faculty Senate.
7. In selecting committee members, the selection committee (President's Staff) will give

every consideration to factors such as:

- Individual preference, experience and background, professional development, previous committee assignments, and the other duties of each volunteer.
  - The needs for balance and other considerations in the composition of each committee.
8. Committee appointments for employees shall be for three (3) years. Student appointments are for one (1) year.
  9. Committee membership carries an important responsibility. 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 committee chairs unless designated by President's Staff. To be eligible for the chair position, the committee member must have served on the committee at least one (1) year prior to election to the post. Elected chairs may serve only two (2) consecutive years.
  11. New committee members will be 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 and appointed by the President to complete the remaining portion of the term.

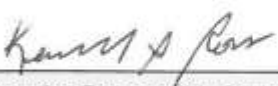

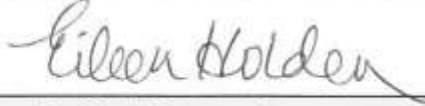
#### **IV. Committee Operations:**

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

- F. Ad hoc committees will 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 will be kept for all standing committee meetings. Copies of approved minutes should be distributed no later than ten (10) working days after the minutes have been accepted by the committee membership. Distribution of minutes will 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 will forward committee recommendations through appropriate channels and ultimately to President's Staff.
- K. Committees will be informed through the President's Staff representative in a timely manner of the action(s) regarding their recommendation(s).
- L. Any standing committee through President's Staff may recommend to the Vice President for Academic Affairs revisions in purpose or composition for the appropriate approval process. A committee may recommend its own abolishment.

Attachment: (1) Committee Composition

**History:** Adopted 6.1 8199.1, August 9, 1974.  
 Renumbered 6002, 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

	5/15/16		5/18/14
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
			5/16/14
<b>President's Approval</b>			<b>Date</b>