

Pulaski Technical College Standing Committee Procedures

Purpose

Pulaski Technical College is dedicated to using a variety of college-wide standing committees to support effective planning and decision making within the college. Institutional committees shall provide support for strategic priorities and recommend appropriate policies and procedures for college-wide operations.

Procedure

1. The following are standing committees at Pulaski Technical College:

- Academic Affairs
- Academic Integrity
- Administration and Business Affairs
- Assessment
- Communications and Marketing
- Cultural Diversity
- Distance Education and Offsite Affairs
- Faculty Involvement, Committee on
- Financial Aid Appeals
- Information Technology
- Institutional Research
- Library
- Staff Involvement, Committee on
- Student Appeals
- Student Discipline Appeals
- Student Success Initiatives

Each committee has developed a mission and mode of operation, which are listed on the college intranet.

2. Committees and their working units are defined as follows:

Committee: A body of persons assigned by procedure and membership and delegated to consider, investigate, take action on and report on some matter. A committee has a sustained presence that is seen through regularly scheduled meetings.

Sub-committee: A body of persons organized for a specific purpose to continue an aspect of committee work and whose members may or may not stem from the standing committee.

- Task force, ad hoc committee, work group:** A temporary grouping of individuals for the purpose of accomplishing a definite objective; members may or may not stem from a standing committee. Time frame is typically less than one year.
3. Except where membership is permanently defined by job title, all faculty and staff members serve one-year terms with appointments being made each year. For purposes of committee assignment, the year begins on the first day of the calendar year and runs through the last day of the calendar year. Members may be reappointed to serve more than one term.
 4. By October 1 of each year, the Office of the President will solicit input from the Committee on Faculty Involvement and Committee on Staff Involvement regarding individual preferences in serving on institutional standing committees. The Executive Assistant to the President's office will provide coordination of the efforts.
 5. By November 1 of each year, the Committee on Faculty Involvement and Committee on Staff Involvement will propose candidates for all committees and will submit them to the Office of the President with a copy to the Executive Assistant to the President. The President and the President's Cabinet will review the recommendations to help ensure diverse, inclusive and equitable representation.
 6. The Office of the President will review the recommendations and will resolve any questions regarding committee composition.
 7. By December 1 of each year, the Office of the President or his/her designee will notify all employees of committee appointments for the coming year.
 8. Committee chairs and officers will be determined by procedures established by each committee.
 9. Minutes of meetings will be posted to the Pulaski Technical College intranet. The recorder of the minutes will be determined by each committee and will submit the minutes (upon approval) to the Web communication specialist for posting to the intranet.
 10. Recommendations regarding changes to the standing committee structure (addition, deletion, name change, change in role and scope, etc...) may be proposed to the Office of the President with a copy to the Executive Assistant to the President. The Office of the President will review the recommendations and will resolve any questions regarding committee structure.
 11. Each committee shall meet at least once each semester. The venue for meetings may be face-to-face, electronic or remotely by conference call/Webcast.

12. A quorum shall exist when a majority of voting members, including proxies, are present.

Proxy is defined as follows: (1) a person authorized to act for another, an agent or substitute or (2) the written authorization to act in the place of another. During the meeting, voting shall be by voice unless a written ballot is requested by any member of the committee.

A member unable to attend a meeting may either send a vote by proxy with a committee member who will be attending the meeting or may vote via e-mail to the chairperson if the member chooses.

13. Attendance at committee meetings and participation in electronic communication is required. After a committee member has missed two meetings, the committee may request that the absent member be replaced. The Committee of Faculty Involvement chair or Committee on Staff Involvement chair will recommend to the Office of the President a temporary replacement for any non-participating members or for those who have resigned.

14. Duties of chair and co-chairs

The committee chair and/or co-chairs will:

- Receive an orientation packet with information on the Standing Committee Procedure.
- Establish meeting times and locations.
- Create and distribute an agenda in a timely fashion.
- Conduct meetings in an orderly manner allowing appropriate participation of all individuals present.
- See that minutes are written, approved and distributed promptly.
- Ensure that a clear consensus or vote is taken on action items.
- Act as a mentor or assign a mentor to new committee members who are unfamiliar with the committee or Pulaski Technical College governance.
- Orient incoming committee chair of responsibilities using the Standing Committee Procedure and established committee protocol.
- When serving as a chair/co-chair, announce to the committee members how chair/co-chair duties will be divided.
- Co-chairs should communicate regularly with each other over the construction of the agenda and other relevant work.
- Collaborate with the committee in evaluating committee effectiveness for the year and submit a Standing Committee Annual Summary to the Administrative Liaison to the committee and the Executive Assistant to the President by the end of the calendar year.

15. Duties of members

All committee members will:

- Attend meetings regularly.
- When an absence is necessary and work must continue, provide a vote by proxy or in writing if the member chooses.
- Keep their constituent groups informed of committee actions.
- Complete assignments associated with committee work in a timely fashion.
- Perform their duties in a courteous and professional manner.

16. Ex-officio members

All standing committees may elect to request ex-officio members by title in their committee description. All others in attendance at meetings are guests or visitors.

Ex-officio members may serve a committee by providing information and advice as deemed necessary by the committee. Ex-officio members do not vote on committee action.

17. Agendas and minutes will be distributed to all committee members and others in attendance; they will be posted to the Pulaski Technical College intranet.

Any member of the committee may request to have an item placed on the agenda. It is preferred that those individuals not on the committee request items to be placed on an agenda through the committee chair/co-chair or constituent representatives if applicable.