



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>College Standing Committees, Task Forces, and College Governance Bodies</b>
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<i>Board Policy Title &amp; No.:</i>	Delegation of Authority to the Chancellor, BP 1.05
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Prime Policy, BP 1.01

### **PURPOSE**

The purpose of this Administrative Procedure (AP) is to communicate the College's expectations regarding written documentation, scope of activities, and the conduct of meetings of College standing committees, task forces, and College governance bodies, all of which are a vital component of many of the College's decision-making processes.

### **SECTION 1: Definitions**

**College Standing Committees.** College standing committees deliberate those issues of college-wide significance which need ongoing monitoring. They are composed of individuals who are broadly representative of the College community at large. All College standing committees are advisory to the administration, should have a clear charge which serves to guide discussion and deliberations in committee meetings, and may issue recommendations relative to their charge.

Task Forces. Task Forces undertake the study of functional issues of college-wide significance on a special project basis and for a limited period of time. All College task forces are advisory to the administration, should have a clear charge which serves to guide discussion and deliberations in task force meetings, and shall issue recommendations relative to their charge within their specified time frame.

College Governance Bodies. Faculty and Staff Governance review bodies serve as the formal reviewing bodies for faculty (through *Faculty Senate*) and staff (through *Staff Council*) and provide input in the development of new Board policy through the governance review process as specified in the College's Prime Policy (BP 1.01). Selection of members to Faculty Senate and Staff Council is governed by the charters of these organizations. *All College Council* is established by the Board of Governors and represents all College constituencies as a recommending body to the Chancellor; selection of members to All College Council is governed by BP 1.06.

## **SECTION 2: Membership**

- 2.1 All standing committee openings are due to the Chancellor's Office by February 15. A list of all standing committee vacancies will be compiled, and all employees will be notified by March 1 of committees with vacancies. The list of eligible candidates will be given by April 1 to the Faculty Senate and Staff Council, who shall send their selections to the Chancellor's Office by April 15. All appointments to committees will be made by May 15, with the goal of diversity reflective of the College community.
- 2.2 Individual faculty or staff may serve on more than one College standing committee per academic year if approved by the supervising administrator.
- 2.3 All standing committees and task forces may be chaired by an administrator or a chair or co-chair elected at large by the membership of the standing committee or task force some committees may have a faculty member as co-chair.
- 2.4 Because the work of College standing committees is typically expected to last longer than one year, it is important to ensure continuity. To that end, standing committee members shall serve staggered two-year terms so that approximately 50% of a standing committee's membership changes in any given academic year. In the case of newly formed standing committees, one-half of the initial members shall serve two-year terms and the other half

three-year terms (to be determined by lot) so as to assure continuity through the first three years of a standing committee's work.

- 2.5 The Chancellor shall delegate to a designee the responsibility of maintaining an accurate listing of all College standing committees, their charges, and their membership.
- 2.6 Chancellor's Executive Leadership Team has the responsibility of approving the creation of new standing committees and task forces.

### **SECTION 3: Written Documentation of Meetings**

- 3.1 The chairperson(s)-or equivalent of each College standing committee, or College governance body shall ensure that a written record of the results of each meeting is made. Governance bodies shall post their approved meeting minutes on the College internet. The written documentation of the work of all College standing committees, task forces, and College governance bodies is considered to be a public document, and so copies may be requested by individual College employees, employee groups, the public, external investigative agencies, or subpoenaed by the courts. As a public document, written documentation for a College standing committee, task force, or governance body may serve as evidence in grievances or other College complaint procedures.
- 3.2 Recommendations for changes to a standing committee or its charge and the annual committee report shall be submitted by May 15 to the Chancellor's Office for review, approval, and for posting on the college internet.
- 3.3 Faculty Senate and Staff Council, which are also standing committees, shall ensure that their webpages are accurate.

### **SECTION 4: Conduct of Meetings**

All College committees will comply with all Board policies and state laws in the conduct of its business. The College expects verbal and written communications from any member of any College standing committee, task force, or College governance body to adhere to the following standards:

- To respect the principle of intellectual freedom and the diversity of opinions which can arise in the course of exploring, discussing, and debating issues in an institution of higher education;

- To exercise good judgment and discretion in expressing opinions, and
- To ensure that all committee members and guests conduct themselves professionally and communicate appropriately in the conduct of College business.

**SECTION 5: Outcome**

College committee activity will be consistent and in compliance with appropriate College processes and practices.