

INSTITUTIONAL DIRECTIVE 2-4

March 30, 2009

Title: College Committees

I. Purpose

This directive sets forth the policies and procedures for organizing, appointing and operating committees and task forces at Piedmont Technical College. (Note: All aspects of this directive shall apply to both committees and task forces, unless otherwise stipulated.)

II. Policy

It is the policy of Piedmont Technical College to establish committees as needed to advise and assist the President and administration of the college in meeting its objectives.

III. Definitions

- A. Committee: A group of persons delegated to consider, investigate, take action on, or report on some matter.
- B. Standing Committee: A permanent committee charged by the President to function in all the capacities cited above with regard to a specific area of ongoing importance to the college.
- C. Advisory Committee: A permanent committee charged to consider and make recommendations on a designated subject as an aid to a member of the college's administration or faculty.
- D. Ad Hoc Committee and Task Force: A temporary committee charged with considering a specific issue only. Ad hoc committees and task forces are disbanded upon completion of their assigned mission and do not normally function beyond one year.
- E. Administrative Liaison: An officer of the college who will provide essential guidance and general oversight to one or more committees.

IV. Formation of Committee

- A. Any employee may recommend the establishment of a committee. Such recommendations will be forwarded through line channels to the appropriate Institutional Officer who, if he/she approves, will further submit the proposal to the President. The President will appoint all standing, advisory and institution-wide ad hoc committees/task forces. These same procedures will be followed in those instances where the committee is required by a federal or state directive.

Office of Responsibility: President

- B. The appropriate officer of an organizational unit may appoint ad hoc committees within the unit as required to carry out the responsibilities of the unit. Normally these committees will not be included on the college-wide committee roster unless authorized by the President.
- C. The chairperson of each committee will be appointed annually by the president based upon the recommendation of the administrative liaisons. Individuals may serve as chairperson of a committee for not more than two consecutive years, unless their position at the college suggests a leadership role in a particular committee. i.e. Registrar and Registration Committee.

V. Committee Authority

Committee decisions or recommendations are advisory in nature unless specific authority is delegated in writing by the President.

VI. Committee Membership

- A. All full-time employees are expected to serve on college committees when requested. Normally an employee will not serve on more than two committees simultaneously, but, in unusual circumstances, may volunteer to do so. The Office of the President will maintain a master file of all college committees and should be notified of all committee appointments so that they can be properly catalogued. In certain cases, persons will be required to serve on a committee by virtue of their position. Most committee members, however, will be drawn from a cross-section of the college.
- B. Membership on college-wide Ad Hoc Committees and Task Forces normally continues for a period of not longer than one year. Members will be reappointed or replaced at the beginning of each fall semester until the function of the committee is accomplished.
- C. Vacancies occurring during the academic year will be filled immediately by the President. Vacancies due to rotation will be filled following the annual committee evaluation.

VII. Committee Development Process

To provide for orderly formation and to ensure the effectiveness of committees, the following procedures will be observed.

- A. Institutional Officers will identify committees to be operational during a given academic year.
- B. Administrative liaisons will be designated by the President; Chairs will be nominated by administrative liaisons and appointed by the President.
- C. Committee members will be secured on the basis of:
 - 1. Recommendations from outgoing chairs (of members to be retained)
 - 2. Recommendations from administrative liaisons
 - 3. Volunteerism (by faculty and staff)
- D. Draft rosters will be provided to administrative liaisons and chairs for review, approval of proposed membership, nomination of additional members, and other action as appropriate.

- E. Draft rosters, reflecting revisions, will be issued to administrative liaisons and chairs until membership listings are essentially stable.
- F. Committee appointments are confirmed in writing, under authority of the President, by administrative liaisons.
- G. Final rosters are issued on a college-wide basis via Internet Exchange.
- H. Administrative liaisons will attend the first meetings of their committees to define the assigned charge and clarify the scope of authority.
- I. All committees will initiate cycles of activity leading to attainment of objectives.

VIII. Committee Bylaws for Standing Committees

The authority, purpose, and scope of standing committees will be delineated in a set of by-laws which must be approved by the President and Area Commission. Copies of by-laws and all revisions thereto will be forwarded to the President for review and approval. By-laws are not required for advisory committees or task forces.

IX. Committee Proceedings

- A. Minutes of all college-wide committee meetings will be maintained and copies sent to the President and the administrative liaison following each meeting.
- B. Administrative liaisons will maintain permanent files of minutes produced by committees under their jurisdiction.
- C. The appropriate administrative liaison shall initiate follow-up actions to respond to recommendations of the committee.

X. Annual Committee Evaluation

At the end of each academic year, all college-wide committees will be reviewed by the administrative Liaisons and the Institutional Officers. To facilitate this review, each committee chair will complete a summary report on membership and activities over the past year using a copy of the attached reporting form (Attachment 1).

XI. Approved Standing and Advisory Committees

- A. The following standing committees are authorized:
 - Campus Beautification Committee
 - Campus Social Committee
 - Diversity Team
 - Health/Wellness Committee

 - Marketing Committee
 - Safety/Energy Management Committee
 - Scholarship Committee
- B. The following advisory committees are authorized:
 - President's Advisory Committee
 - Traffic Appeals Committee
- C. The following ad hoc committees and task forces are authorized:
 - PTC Golf Classic Committee
 - United Way Campaign Committee

- D. The following special purpose committees are authorized:
QEP Implementation Team
Banner

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PIEDMONT TECHNICAL COLLEGE
COMMITTEE/TASK FORCE REPORT

For Year _____

1. List of Accomplishments:

2. Recommended status for next year:

Date:

Signature: