



Revision Responsibility: President
Responsible Executive Officer: President

Source/Reference: [TBR Policy 1:03:10:00](#)

PURPOSE

To establish an effective means whereby employees and students can actively participate in specific areas of institutional decision-making.

POLICY

I. The Role of Committees

Fulfillment of Columbia State's mission and shared governance requires the active involvement of all members of the College community. The committee structure represents the joint interest of all College constituencies in the operations of the College and provides a formal avenue for participation in shared governance of the Institution. The suggestions, comments, and recommendations from the committees provides meaningful input into developing policies and procedures and the decision-making processes of the College. This input is vitally important to those responsible for the administration of College functions.

II. Types of Committees and Terms of Appointment

A. Standing Committees

1. These are established committees with responsibilities related to College functions.
2. As functions or needs of the College change, recommendations for the addition or deletion of standing committees may occur. The President, in consult with the Cabinet, is responsible for approving the addition or deletion of a standing committee.
3. The term of appointment for standing committees is usually two years. The exception is student members who only serve a one year term.

B. Ad Hoc Committees, Councils, and Focus Groups

1. These are temporary committees assigned the responsibility of investigating specific issues or topics and making recommendations relative to them.
2. The term of appointment is for the duration of the assignment.

3. An Ad Hoc Committee, Council, or Focus Group may be appointed by the President or Vice President for a specific assignment and duration.

III. Composition and Membership

- A. The membership of committees takes into consideration the need for appropriate representation by College constituencies and the need to have personnel knowledgeable of the assigned area on the committee. Because of the nature of some committees, certain members may serve by virtue of position or may be re-appointed regardless of the length of service on these committees.
- B. Committees are designed to be working committees, and the size of the committee is determined according to the responsibilities and duties of the committee.
- C. The executive officer to whom the committee reports serves as a non-voting *ex-officio* member. All other ex-officio members, in accordance with *Roberts Rules of Order*, will be voting members, unless otherwise noted in the committee membership listing.
- D. Committees may also avail themselves of the advice and assistance of other members of the College faculty and staff as needed.

IV. Annual Communication of Committees and Assignments

The Committee and Council Guidelines are produced each academic year by the President's Office. The updated document includes the committees, the committee charge, committee appointments, organizational and meeting details, and reporting requirements. The Guidelines will be distributed to faculty and staff prior to Fall Convocation, with any revision forwarded by mid-September.

Revised: March 8, 1994; December 12, 1996; May 29, 1997 (change in membership of standing committees); November 5, 2001 (policy revision and new policy format); May 1, 2002 (added distance education committee as a standing committee and revised buildings and grounds standing committee to include campus safety as a component); August 12, 2002 (added "Standing Committee Appointments" as Item I under Procedures); July 25, 2003 (updated standing committee information in Appendix A); April 26, 2004 (revised Planning Council membership); June 21, 2005 (deleted Human Resources Standing Committee); January 17, 2012 (removed Appendix A, revised reporting guidelines, new policy format and updated titles); March 11, 2014 (added "Task Force" Committees and deleted the electronic public folders and added Share Point as the method for storage and viewing committee minutes); revised November 2020 (removed procedures from policy and presented as an exhibit).