



## OPERATING PROTOCOL & PROCEDURE

### Details

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Title: College Committees and Shared Governance  
Category: Governance, Organization, and Institutional Effectiveness  
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### Purpose

To provide a venue for employees and constituents to actively identify, organize, and support institutional initiatives and decisions driven by the mission, vision, values, and strategic imperatives of the college.

### Applicability

All PCC employees and members of program advisory committees.

### Definitions

Portal: Web page accessible to College employees that contains links to information stored on the college network, the internal intranet, and on the internet.

U drive: Data storage accessible by all PCC employees.

### References

Colorado CTE Advisory Committee Handbook

### Attachments or Related Forms/Documents

Meeting agenda and minutes templates can be found on the U drive (U:\PCC Templates\Meeting Agenda and Minutes Template).

### Operating Protocol

The College encourages feedback, input and active participation regarding all initiatives, projects, and events driven by the mission, vision, values, and strategic imperatives and by regular operations of the College. Shared governance, standing committees, ad hoc committees, task forces, teams, and program advisory committees exist to provide employees and external constituents with the opportunity to communicate information and recommendations in the development of decisions regarding matters which affect them.

The College and all college committees will be self-perpetuating and self-directed, establishing their own procedures for functioning within the parameters of this protocol.

- Shared Governance functions to balance participation in decision making by engaging faculty, staff, students and administrators in a collaborative governance process that promotes excellence,

continuous improvement, collegiality and mutual respect. Shared Governance gives voice to concerns common to all constituencies as well as to issues unique to specific groups.

- Standing committees function to ensure that: (1) student rights and processes are maintained; (2) the welfare of the employees is maintained; (3) the integrity of programs is maintained, and/or (4) a means is provided for representing faculty and instructors to the President on all matters pertaining to decisions, policies, and issues affecting faculty and instructors. A list of all standing committees can be found posted on the Portal
- Ad hoc committees, task forces, and teams may be formed to perform special functions or to make recommendations concerning specific areas of concern. Once the group has accomplished its specific goal, it may be disbanded or meet on an as-needed basis.
- Program advisory committees are required for all career and technical education programs offered through the college and shall be established following the guidelines outlined in the Advisory Committee Handbook found on the Colorado Community College System website ([www.cccs.edu](http://www.cccs.edu)). Shared governance, Faculty Council, college committees, task forces, and teams are advisory to the College administration.

## **Procedure**

### *Establishment of New Committees*

New committees, task forces and teams may be established by the President, the President's Cabinet, Shared Governance, campus deans, academic deans, and academic departments with the approval of the appropriate academic dean. When a committee is established, it needs to know which Banner Organization it may use if it needs financial support and who "owns" the Organization and will be approving expenditures.

### *Bylaws or Operating Guidelines*

The establishment and use of bylaws or operating guidelines are dependent on the type of committee. Advisory committees are required to establish bylaws that establish operating guidelines to describe its general function/purpose, membership requirements, when meetings will occur, voting procedures, and/or election of a chair or co-chairs. Bylaws or operating guidelines shall be posted in the committee's folder on the U: drive.

### *Membership*

All committees will establish guidelines for membership.

- Standing committee membership may be rotated but with sufficient carry-over to ensure a degree of continuity.
- Ad hoc committees, task forces, and teams may specifically select its members or accept volunteers, depending on the goal of the ad hoc group and the need for subject-matter expertise.
- Program advisory committees should refer to the Advisory Committee Handbook found on the Colorado Community College System website ([www.cccs.edu](http://www.cccs.edu)) for guidelines on membership.

### *Standard Operating Procedures*

1. Committees shall select a chair or co-chairs to facilitate meetings, develop agendas, schedule meetings and arrange meeting locations.
2. Each committee shall have an appointed and/or elected minute-taker from within the committee's membership or may request a staff member from outside the committee's membership to take minutes.
3. For consistency and to encourage productive meetings, committees shall use the meeting agendas and minutes templates found on the U Drive in the Minutes Template and Meeting Agenda folder.
4. For the purpose of transparency and accessibility, all committees shall set up a folder on the U: drive titled by committee name. Non-confidential information such as agendas, minutes, committee membership lists, and other committee and/or meeting documents should be posted to the folder whenever a meeting of the committee occurs. The chair is responsible for seeing that the appropriate items are posted to the U: drive in a timely manner. Since all PCC employees have access to the U: drive, posting minutes to the U: drive meets the state requirement that Program Advisory Committees submit a copy of their minutes to the director of CTE.
5. Committees shall develop an agenda, keep minutes, and distribute both items to their members. Minutes shall be made available on the U: Drive in the committee's folder for all employees to review.

### *Disbanding Committees*

Ad-hoc committees, work forces, or teams will be disbanded by the creator (whether an individual or another group) when their tasks or purposes are completed.

Standing committees may be disbanded after appropriate action by the supervising group and with the approval of the Cabinet and the President.