



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**BH-2**

**Committees**

**APPROVED:** August 29, 1994

**REVISED:** February 19, 2010

Year of last review: 2024

**AUTHORIZING BOARD POLICY:** BH

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning

Designated contact: Director of Institutional Effectiveness

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**OBJECTIVE:** To provide guidelines for establishing committees and the assignment of faculty\* and staff.

**PROCEDURE:**

**I. General Provisions**

Definitions: Committees shall be identified as District-Standing, District-Ad Hoc, Administrative-Standing or Administrative Ad-Hoc. Each type of committee shall forward recommendations, in a timely manner, through the Chair or the committee's administrative liaison, to the Vice President whose area(s) of responsibility is/are affected by the recommendations. The Board of Trustees shall consider the advice rendered as entirely advisory to the President.

A District Standing Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate ongoing recommendations that have District-wide impact. The nature of the impact is one that could have a fundamental effect on the Mission of the College. A District Standing Committee shall be in effect until dissolved by the President.

A District Ad Hoc Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate recommendations regarding a single or limited number of concerns that have District-wide impact. The nature of the impact is one that could have a fundamental effect on the Mission of the College. A District Ad Hoc Committee shall be dissolved after its recommendations have been forwarded to the appropriate Vice President.

An Administrative Standing Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate ongoing recommendations that have localized, functional area impact. The impact is primarily one that affects administrative processes. District Administrative Committees shall be in effect until dissolved by the President.

An Administrative Ad hoc Committee is a delegation of faculty and staff created to consider specific areas within the District that necessitate recommendations that have localized, functional area impact. The impact is primarily one that affects administrative processes. An Administrative Ad Hoc Committee shall be dissolved after its recommendations have been forwarded to the appropriate Vice President.

**II. Process**

**A. Establishment of Committees**

The need to establish a committee (standing or ad hoc) may arise from a variety of sources, including but not limited to: Instructional Deans, other administrators or constituency group representatives. The need must be presented as a formal written request with rationale and justification to the originator's Vice President for Cabinet review and Presidential approval. The written request shall include recommendations concerning the committee's charge, the number of appointees, and any stipulations concerning representation by site, by department, by job title, by work classification, by department or by administrative area. An approved request shall be forwarded by the Vice President to the Office of Institutional Effectiveness (IE) for inclusion in the IE committee database.

\* Note: The word "faculty" denotes instructors, counselors and librarians.

B. Approval

Upon approval of the establishment of a Standing or Ad Hoc Committee, the President shall review the recommended charge and other recommended stipulations concerning the committee, and create an official charge to the committee which delineates the committee's scope, the context of its major role(s), and the Vice President to whom the committee's product or recommendations are to be given.

III. Assigning Committee Members

- A. Faculty and staff shall be provided the opportunity to volunteer for Standing Committee vacancies during the spring semester. A solicitation form shall be distributed to all faculty and staff by February 1, by all Instructional Deans and appropriate Supervisors. The form shall require those volunteering for committee service to indicate supervisor approval of their service on the desired committee. The president may appoint a student(s) or the Director of Student Leadership and Campus Life to those committees which have an impact on student issues.
- B. Instructional Dean and Supervisors shall compile solicitation forms and send them to the Office of Institutional Effectiveness by March 1. The Office of Institutional Effectiveness shall convene a meeting with Instructional Deans, Constituency group Presidents, and Vice Presidents by March 15 to discuss and recommend committee membership. The Vice Presidents shall forward final recommendations for appointment, through the Office of Institutional Effectiveness, to the President. New committee members shall be notified of their committee appointment by the President, by April 15. The Office of Institutional Effectiveness shall ensure that those appointed to a committee have informed their supervisors of their desire to serve on a committee.

If a Standing Committee cannot be appointed in March, or if a new Standing Committee is approved after the normal solicitation period, the IE Office shall distribute solicitation forms as per the established process to secure District participation; appointments shall be made in consultation with the Instructional Deans, Constituency group Presidents, and Vice Presidents as per procedure.

- C. The President shall assign a nonvoting Administrative Liaison to each Standing Committee. The Administrative liaison may provide clerical support as needed to the committee and is generally expected to act in a supportive role, helping the Chair with the operation of the committee for example. The President may replace the liaison as needed with full knowledge of the committee Chair and Cabinet. Ad Hoc Committees do not require presidential administrative liaison appointments.
- D. Generally, the composition of committees should include at least one full-time faculty representative from each division, one Librarian, one Counselor and one representative from each Constituency Group. Each committee should also include one representative each from Continuing Education and Workforce Development. The composition of Ad-Hoc committees should include representation from those District departmental areas which are directly related to the charge of the committee with some representation from the instructional areas as appropriate to the extent possible. Committee membership may include representation from community organizations as deemed appropriate. The charges, membership requirements, and membership rosters of the Standing Committees shall reside on the College's Internet site, and the Office of Institutional Effectiveness shall review and revise them as necessary, in consultation with the President and the Cabinet.
- E. The committee member's membership term shall be for a minimum of two years and a maximum of three years. A committee member's term of service on a committee beyond his or her period of employment at the College does not obligate the College to extend his or her period of employment. One-half of the members shall rotate off each year if members of a committee serve for two years, and one-third of the members shall rotate off each year if members of a committee serve for three years (e.g. by drawing straws). Generally, a person may not serve consecutive terms on the same committee with the possible exception of extenuating circumstances due to lack of personnel such as may be possible at small campuses or worksites. Non-attendance or non-participation on a committee may result in removal from that committee. Each committee shall determine guidelines regarding attendance and participation for committee members. The committee Chair shall be responsible for implementing the guidelines.

Committee members seeking to resign from a committee may do so only after consulting with the committee chair and securing the permission of their supervisors. The consultation having been done and the supervisor's permission secured, the committee chair shall convey a committee member's wish to resign from a committee, through the Office of Institutional Effectiveness, to the President. The resignation shall not be effective until approved by the President in writing, and the member wishing to resign shall remain on the committee until a successor is appointed by the President.

- F. In the event a member can no longer complete his/her term of service, or because of non-attendance or non-participation as per Section III. E., the appropriate appointing Instructional Dean, Supervisor, or Constituency Group President shall select a replacement and forward a recommendation through the appropriate Vice President for approval and recommendation to the President. This appointment shall only be for the remainder of the former member's term.
- G. If the need arises after the membership selection timeline to add member(s), the committee Chair shall forward the request to the appropriate Vice President, who shall forward the request to the President and Cabinet for consideration. The new member(s) shall serve a term which begins on the previous September 1 date, for a minimum of two years, and a maximum of three years as per Section III. E.
- H. Ex Officio and Resource Persons  
  
Ex Officio members may be added as needed/determined by the committee. Resource Persons may be invited to provide specific information or advice as needed. Neither Ex Officio members nor Resource Persons may vote.

#### IV. Records of Committee Transactions

- A. Normally the membership of Standing Committees shall elect a Chairperson at the first meeting of the academic year; the President may, however, appoint the Chairperson. The standing committee Chairperson shall serve for the academic year; whereas the Chair of an ad hoc committee serves only during the committee's tenure. Committees may also elect a co-Chair.
- B. Generally, the committee Chair, in conjunction with the Administrative Liaison, shall be responsible for calling meetings, preparing and posting of agendas, and providing minutes of the meetings (see minutes template on page 7). The committee Chair may appoint, in conjunction with the Administrative Liaison, a committee secretary who shall be responsible for taking minutes and preparing them for distribution.
- C. Committees shall prepare minutes, which shall be distributed no later than two weeks after each meeting to: the President, members of the Cabinet, the Constituency group Presidents, and committee members. Each receiving entity shall be responsible for distributing the minutes to the appropriate District personnel affected. The administrative liaison shall provide the Office of Institutional Effectiveness an electronic version of the minutes. The District Email system/Website shall be used for general distribution.
- D. A meeting calendar, objectives and year-end report with the plan of action for the next year, all of which shall be prepared for each standing committee, are the responsibility of the Chair and Administrative Liaison. The year-end report, plan of action and an annual committee survey shall be reported by May 15 on the attached forms *Annual Standing Committee Chairs' Year-End Report* and the *Standing Committee Member Survey*. Both reports shall be submitted to, and kept on file in, the Office of Institutional Effectiveness. The purpose of the forms is to facilitate the year-to-year transmission of committee objectives and actions to ensure the productiveness of standing committees. The District Email system/Website shall be used for general distribution.
- E. A committee, as appropriate, may submit a *Response and Outcomes* form, via the IE Office, to the appropriate administrator who shall respond within 30 days as to the action(s) taken toward the implementation of the committee's recommendation(s). A completed copy of the *Response and Outcomes* form shall be returned to the Chair, the Administrative Liaison and the Office of Institutional Effectiveness.

#### V. Review of Standing Committees Status and Dissolution of Committees

The I.E. Office shall maintain the standing committee meeting calendar, ensure that the committees are staffed, contact the Chair of each committee to ascertain whether a committee has met, has forwarded recommendations to the Vice President most impacted by the committee's deliberations and has an appropriate charge and an appropriate committee composition. The I.E. Office shall report its findings to the said Vice President and the President. The I.E. Office may recommend changes in the charge or status of a committee, including dissolution, to the President.

#### VI. Standing Committee Rosters and Charge: The IE Office shall maintain a list of approved Standing Committees, their membership and charges.



## RESPONSE AND OUTCOMES

For College Procedure BH-2:  
*Committees*

Standing committee Chairs may send this form, via the Office of Institutional Effectiveness, to the appropriate administrator who shall respond within 30 days as to the action(s) taken toward the implementation of the committee's recommendation(s). A completed copy of the *Response and Outcomes* form shall be returned to the Chair, the administrative liaison and the IE Office.

<b>Standing Committee Name:</b>	
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<b>Current Academic year:</b>		<b>Date submitted:</b>	
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<b>Impacted Vice President:</b>	
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<b>I. Committee Recommendation(s) about which there is a concern:</b>

<b>II. Vice Presidential Response:</b>



For College Procedure BH-2:  
*Committees*

## ANNUAL STANDING COMMITTEE CHAIRS' YEAR-END IMPROVEMENT REPORT

Standing committee Chairs shall use this form to submit their year-end report on accomplishments and the committee's plan of action for the next year, as described in Section IV of College Procedure BH-2 *Committees*. Completed copies shall be submitted to the Office of Institutional Effectiveness and to the Office of the President by May 15.

<b>Standing Committee Name:</b>	
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<b>Current Academic year:</b>		<b>Date submitted:</b>	
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<b>Meeting dates (Month(s)):</b>	
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List the accomplishments of the committee.

<b>1. Action(s) in response to the plan of action recommended by last year's committee Chair:</b>

<b>2. Additional accomplishments:</b>

<b>3. Recommended plan of action (e.g., objectives) for the committee during the next academic year. This report will be shared with the subsequent Chair of the committee.</b>



## STANDING COMMITTEE MEMBER SURVEY

The committee member shall submit this survey to the Office of Institutional Effectiveness by May 15.

<b>Standing Committee Name:</b>			
<b>Current Academic year:</b>		<b>Date submitted:</b>	

Please place an X below in the appropriate answer.

MY COMMITTEE:	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
Was needed.	_____	_____	_____	_____	_____
Had an adequate charge.	_____	_____	_____	_____	_____
Had members who could competently address the charge.	_____	_____	_____	_____	_____
Had an attendance rate sufficient for productive meetings.	_____	_____	_____	_____	_____
Saw participation from all of its members.	_____	_____	_____	_____	_____
Was adequately served by College Procedure BH-2: <i>Committees</i> .	_____	_____	_____	_____	_____
Was productive overall.	_____	_____	_____	_____	_____

### MY COMMITTEE:

Met during the current academic year. (Please circle)	Never	Once	Twice	3 or more times
Recorded minutes. (Please circle)	Yes	No		

<b>Recommended Improvements to the committee process or to my committee:</b>



For College Procedure  
BH-2 Committees

[Template]

# NAME OF COMMITTEE

## MINUTES

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### Date/Location of Previous Meeting

**Members in attendance:** (List of members present).

**Members not in attendance:** (List of members not present).

I. The meeting was called to order at (time).

II. Approval of Minutes

III. Old Business

A.

1.

2.

B.

1.

2.

IV. New Business

A.

1.

2.

B.

1.

2.

V. The next meeting will be on (Date of next meeting)

VI. Adjournment: (member's name) moved to adjourn the meeting. It was seconded by (member's name). The meeting was adjourned at 5:00 p.m.