

Policy No. 1-8**Subject: College Committees**

Last Revised: 02/10/2021

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	College President	College President	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to establish and utilize appropriate committees to inform and conduct designated operations of the College.

II. PERTINENT INFORMATION

- A. College committees promote shared governance at VHCC by actively engaging students, faculty, staff, and administrators in College operations.
- B. Committees may be standing or ad hoc, as determined by its purpose.
- C. The work of a given committee is defined by its purpose, and its recommendations do not supersede the specific responsibilities or roles of a VHCC employee.
- D. Participation in College committees is an expectation of all full-time employees, and committee assignments are considered regular duties for all employees.
- E. This policy does not apply to external committees, such as curriculum advisory committees.

III. DEFINITIONS

- A. Ad Hoc Committee: a committee formed to address a specific issue or accomplish a given task, and usually dissolved after the completion of the objective.
- B. Standing Committee: a permanent committee formed to address a recurring need or accomplish a recurring function.

IV. GENERAL GUIDELINES

- A. All VHCC employees are eligible to be assigned to committees.
- B. The length of committee members' terms is contingent upon the function of the committee.
- C. Composition of a College committee should balance diverse experiences and expertise with the technical skills and competencies necessary for the successful

function of the committee.

- D. While any employee or department may form an informal committee or working group to accomplish a specific function, only official College committees are subject to this policy.
- E. The Faculty Senate, Classified Support Staff Association, and the Student Government Association at VHCC are official College committees, and their operation is defined in policy GA 2.2.4.1.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the President's Cabinet the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS

- A. Establishing a committee
 - 1. Standing and ad hoc committees may be approved by the President when,
 - a. the President's Cabinet determines the need for a specific committee exists, or
 - b. a request for a College committee is submitted to the President's Cabinet and is recommended for formation.
- B. Committee composition
 - 1. Each standing and ad hoc committee will be assigned to a member of the President's cabinet, who is responsible for
 - a. The specific charge to each committee;
 - b. The number of committee members;
 - c. Membership criteria, including terms of service;
 - d. Recommendations to the President for individual members; and
 - e. Supervision of the committee's work.
 - 2. Each committee shall
 - a. Be chaired by a committee member (appointed or elected);
 - b. Conduct regular meetings; and
 - c. Take and make available minutes for each meeting.
- C. The list of official College committees, charges, and membership shall be maintained by the President's Office.