

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 1	SECTION 7P	TITLE COLLEGE COMMITTEES	HISTORY		Reviewed
			Adopted 2018	Campus Forum	
			Revised		Next review 2023

PROCEDURE

- A. Application: This Procedure applies to all standing committees which are designated in the list under part B to: (1) have one or more ongoing purposes, and, (2) have at least five members, and (3) have indefinite duration (no specified termination), excluding the groups in part D.
- B. Listing: On behalf of the Office of the President, the College Assembly shall compile, maintain and publish a list of all standing College committees.
- C. Committee Descriptions: The list shall state for each standing committee:
 - 1. Its general purpose(s);
 - 2. How members are selected;
 - 3. How the chair is selected, and the identity of the current chair;
 - 4. Its regular meeting date, time, and location;
 - 5. Where agendas, minutes, and other records of its meetings are kept.
- D. Exclusions: This Procedure does not apply to:
 - 1. Temporary committees or task forces (those with a specified termination);
 - 2. Groups of employees who all report to the chair (staff meetings, President’s Cabinet, etc.);
 - 3. Groups which are created by and/or subject to collective bargaining agreements; or
 - 4. Tenure and hiring/search committees whose work consists primarily of discussion of personnel matters which are generally deemed to be confidential.

APPROVAL: Vice President Approval: <u></u> Date: <u>4/5/18</u>
