

Procedure

Procedure #2.03.01

Effective Date 1/26/10

<i>(Impact Area - Dept Name)</i>	<i>(General Subject Area)</i>	<i>(Specific Subject Area)</i>
Administration	Committees	
	Author: College Senate	Supersedes Procedure:
Relates to Policy #2.03.01	Impact: NIC employees and students	
Legal Citation (if any):		
<i>North Idaho College</i>		

Procedure Narrative

A. President’s Responsibilities:

1. Prior to fall semester, the president assigns administrators to be responsible for standing and ad-hoc committees. With the appropriate administrators, the president’s office verifies the description of each committee’s charge, membership, and structure.
2. The president requests committee membership from administrators and constituent groups during the first week of fall semester.
3. The president may re-define an ad-hoc committee as a standing committee if it demonstrates longevity and focuses on an on-going need.
4. The president of the college, or the president's designee, is a member ex-officio without vote of all campus-wide standing and ad-hoc committees.
5. The list of members serving on standing committees is published by the president’s office in September of each academic year. Copies of this publication are updated and maintained by the president's office and available online.

B. Administrators' Responsibilities:

1. After verifying their committees' charges, membership and structure, and receiving the list of members from the president's office, administrators will ensure committees' first meeting in the fall.
2. Administrators request and collect necessary reports from the committees under their supervision.
3. The restructuring of a standing committee requires the approval of the administrator responsible for the committee.
4. Administrators are members ex-officio without vote of these campus-wide standing and ad-hoc committees that they supervise.

C. Constituent Groups' and Committee Members' Responsibilities:

1. After receiving the president's request for committee membership, the constituent group leaders fill committee vacancies.
2. Committee selection by employees is generally voluntary, sometimes appointed, with members requesting to participate on specific committees but with leaders balancing these requests to assign members.
3. Since faculty members are expected to participate on at least one committee, campus-wide standing and constituent group committees fulfill this responsibility, along with ad-hoc committees that demonstrate longevity.
4. Staff members are strongly encouraged to participate on committees.
5. Students are to be represented on campus-wide standing and ad-hoc committees that deal with matters directly affecting them. ASNIC will fill these committee positions as necessary.
6. Constituent group leaders submit their committee lists to the president's office. Unless otherwise provided, these assignments to committees are finished with the publication of the committee membership in the fall.
7. Unless otherwise indicated by the committee's charge, in their first meeting of the year, committees select a chair, review the charge of the committee, and schedule meetings. It is strongly encouraged that the chairs of all standing committees are rotated so that no committee comes to be identified with one person.
8. Members are responsible for fulfilling the committee's charge. Proxy votes are not permitted in committees.
9. When filling their own constituent group committees not on the president's list of regular standing or ad-hoc committees, constituent leaders follow their groups' constitutions and bylaws. The chair of each constituent group (faculty, staff and senate) is a member ex-officio without vote of all committees under the jurisdiction of that group.