

2 **Policies and Procedures**

3 **Chapter S1 – College Organizations and Administration**

4 **S1.5 College Councils, Committees, Task Forces**

5 *Update Revision Responsibility: Vice President of Institutional Effectiveness, Assessment, &*
6 *Research*

7 **Purpose**

8 To organize the College’s work groups to ensure they align with strategic priorities, advance the
9 College’s mission and vision, enhance communication and collaboration, and include broad
10 representation from across the institution.

11 Nothing in this policy shall supersede the provisions of any collective bargaining agreement.

12 **Definitions**

13 *Contractual* councils and committees refer to those groups established by a union contract.

14 *College-wide committees* are groups operating under the authority of the President that perform
15 specific functions that require ongoing attention, often on behalf of a larger group such as a
16 council.

17 *College-wide councils* are cross-functional groups operating under the authority of the President
18 that consult, deliberate, advise, or make recommendations within the scope of their charge.

19 *College-wide task forces* are small groups operating under the authority of the President that
20 accomplish specific, limited objectives on a definite timeline with the expectation that the group
21 will disband after accomplishing its objectives.

22 **Council, Committee, and Task Force Structure**

23 To provide for a uniform operating structure for all groups, a consistent framework will be used
24 for all college-wide councils, committees, and task forces. The structure is intended to provide:

- 25 ▪ Broad engagement: increasing cross-functional collaboration in decision-making and
26 operations
- 27 ▪ Communication: improving transparency regarding institutional initiatives and
28 change
- 29 ▪ Accountability: ensuring clarity of roles and responsibility
- 30 ▪ Quality: strengthening institutional initiatives through active participation, broad
31 dialogue and feedback

32 A council is the highest-level cross-functional group within the College structure. Committees
33 will report to councils. Task forces will typically report to a council or may report to an

34 administrator when the work is narrow in scope. The President will otherwise determine the
35 reporting structure of these groups.

36 A charter will be approved by the President for all college-wide councils, committees, and task
37 forces. The President's Office will maintain the official roster of councils, committees, and task
38 forces along with rosters of their members and the charter of each. Chairs will review charters
39 annually and recommend revisions to the President. Chairs will be responsible for ensuring
40 meeting calendars, agendas, and minutes are posted for the College community. Meetings of
41 these groups will be open to the college community.

42 Any individual may propose the creation of a new council, committee, or task force according to
43 Procedure S1.5.1.

44 **Appointments and Membership**

45 *Contractual Councils and Committees*

46 Appointments to and membership on each contractual council and committee is determined by
47 the contract in effect. Three such groups are active:

- 48 ▪ Academic Affairs and Standards Council (MSCF, Article 8, Sect. 2)
- 49 ▪ Faculty Shared Governance Council (MSCF, Article 8, Sect. 1)
- 50 ▪ Safety Committee (AFSCME, Article 11, Sect. 2)

51 *College-wide Councils, Committees, and Task Forces*

52 The charter of all college-wide councils, committees, and task forces will include a description of
53 membership and terms. Terms should be set on a rotation to support continuity. A charter may
54 describe special skills, knowledge, and abilities of its membership that will contribute to the
55 accomplishment of the group's purpose.

56 When members represent AFSCME, MAPE, MMA, MSCF [faculty as a whole], their
57 appointments will be made by their respective local bargaining unit representatives. Otherwise,
58 members will be appointed by the President. In the event there are insufficient nominations or
59 insufficient diversity among nominations, the College President may appoint up to two (2)
60 additional committee members to achieve a balanced committee and/or acquire desired subject-
61 matter expertise. Individuals appointed by the President due to insufficient nominations or
62 diversity do not serve on behalf of any bargaining unit or its members.

63 *Student Representatives*

64 Minnesota State Policy 2.3 Student Involvement in Decision-Making and Procedure 2.3.1 require
65 students be given the opportunity to serve as full members of appropriate college, university, or
66 system committees. Students will be appointed to councils, committees, and task forces
67 according to Minnesota State Policy 2.3, Part 3, Subpart B, which stipulates that "student
68 members must be selected by the recognized campus student association(s)."

69 College President: 

Date: 12/10/2021

70 Date of Adoption: 12/10/2021

71 Date of Implementation: 1/1/2022

Date repealed or replaced:

72 **St. Cloud Technical & Community College**

73 **Policies and Procedures**

74 **Chapter S1 – College Organizations and Administration**

75 **S1.5.1 College Councils, Committees, and Task Forces**

76 Councils, committees, and task forces will be created, restructured, and disbanded according to a
77 standard process.

78 **Creating a New Council, Committee, or Task Force**

79 Any employee may propose the creation of a new council, committee, or task force by taking the
80 following steps.

- 81 1) The employee should work with a supervisor and/or Vice President to discuss the need
82 for the group. If a new council, committee, or task force seems warranted, the Vice
83 President will notify the Presidents' Office in writing documenting the purpose and scope
84 of the group. The President's Office will provide a charter template to be completed.
- 85 2) The Vice President will work with the employee(s) and other stakeholders as appropriate
86 to complete the charter template.
- 87 3) A draft of the charter will be read at a meeting of the President's Cabinet for comment
88 and a determination will be made by the Cabinet whether to recommend approval to the
89 President.
- 90 4) The President will make a final determination of approval.

91 **Annual Reviews**

92 Annually, each college-wide council, committee, and task force will review and recommend
93 changes to the group's charter and submit a brief report of accomplishments and plan for the
94 subsequent year. The President will determine whether charter changes are necessary and will
95 identify any groups to be disbanded.

96 **Appointments**

97 Every individual has intrinsic value, and every voice deserves to be heard. Representation on
98 college-wide councils, committees, and task forces will be open to all employees and will reflect
99 a diversity of viewpoints. Appointments will be made according to the following process with
100 deadlines being determined annually:

- 101 1) Annually, each Spring, the chairs of all college-wide councils, committees, and task
102 forces will identify to the President's Office the vacancies expected the following year.
103 The President's Office will notify union leaders of vacancies needing their appointment.
- 104 2) The President will issue a college-wide invitation to serve.

- 105 3) Employees who wish to participate representing the faculty or staff will notify their local
106 bargaining unit representatives. Union representatives will forward faculty or staff
107 appointments.
108 4) Students who wish to participate will notify the Student Senate. The Student Senate will
109 forward student appointments to the President.
110 5) The President's Office will notify the campus of union and student representative
111 appointments. Others who wish to participate will submit their interest to the President's
112 Office. The President will complete appointments by and notify those appointed before
113 the end of the Spring semester.
114 6) Complete rosters will be announced to the college community and published.

115 Councils, committees, and task forces that require appointments outside of the regular cycle will
116 follow the steps above on an appropriate timeline.

117 **Accountability**

- 118 College-wide councils, committees, and task forces will
- 119 ▪ Publish a calendar of meetings
 - 120 ▪ Publish minutes
 - 121 ▪ Hold meetings in a format accessible to guests; each council, committee, and task force
122 may determine the level of active guest participation, if any.
 - 123 ▪ Annually submit to the President a brief report of work accomplished during the year and
124 a plan for the subsequent year

125 Members of college-wide councils, committees, and task forces are expected to actively and
126 regularly participate and to share information with the constituent groups they represent through
127 appropriate channels.

128 College President: 

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