

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 511: Standing Committees

Standing Committees are official College committees, formed to do assigned work on a continuous basis. This procedure allows for more involvement of personnel in committee activities and proper rotation of membership without excessive demands on individuals.

1. The President has established the following procedures for rotation of memberships on Standing Committees:
	1. In March of each year, the deans and directors will recommend names of faculty and staff who are interested in serving on specific standing committees for the next year to their appropriate vice president.
	2. By May, the Executive Leadership Team (ELT) will review all of the names submitted and assign them to standing committees.
	3. All Standing Committees will begin the year as of July 1 and continue throughout the academic year.
2. Committee appointments and officer selections should be made during the spring semester in preparation for the fall semester rotation.
3. Rotation should change one-half of the committee membership each year to assure continuity and stability.
4. Committee chairs should be limited to two (2) consecutive terms on a committee, allowing a minimum break of two 92) years before reappointment to the chair. Exceptions will be approved by the appropriate ELT member.
5. Committee members who serve because of professional position at the College are permanent members and do not rotate.
6. Each committee may report to the ELT about their deliverables and outcomes as needed.
7. Employees may be appointed to a maximum of two committees. Exceptions may be made by the appropriate ELT member.
8. Employees may volunteer for certain committees with supervisor approval.

## Definitions:

Deliverables: Items that are the result of the work that the committee has done.

Outcomes: Changes or improvements that have been made or will be made as a result of the committee’s work.

Sponsor: Person responsible for the overall success of the committee, defining success criteria, and ensuring successful delivery of the outcomes.

Committee Chair:

Committee Member: People who help with running a committee, attend meetings, and help the committee meet its aims and objectives.

### The Standing Committee List with membership is located [here](https://abtechedu.sharepoint.com/sites/StandingCommitteesClearinghouse) in Sharepoint.

## Standing Committees for 2023-2024:

Academic Affairs Council

CoDe

Compliance and Accreditation

Continuing Education Accountability and Compliance

Curriculum

Diversity and Inclusion

Economic & Workforce Development / Continuing Education Council

Economic Development and Entrepreneurship

Emergency Preparedness

Employee Events

Enrollment Management

Faculty Senate

Ferguson Endowment for Faculty Development

General Education

Global Education

Information Security

Institutional Review Board

QEP

Staff Association

Strategic Planning

Sustainability

Wellness

Pursuant to Board policy, Chapter 500, Section 511, this procedure must be followed when dealing with standing committees.

Owner: Executive Director, Human Resources & Organizational Development

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