

Internal Committees

Objective	Establish a process to change an official committee charter, propose a new committee, and communicate ongoing committee responsibilities.
Help Contact	Administrative Assistant - President's Office
Authority	CMOP 3095
Stakeholders	All Departments
Effective Date	January 19, 2021
Latest Revision/Review Date	October 6, 2022
References	NA
Materials	New Committee Charter Template
Software	Kalamazoo Valley Community College Archives Committee Membership Change Request Committee Membership Change Request For Chairs

Procedure Instructions

Propose a New Committee

The process to propose a new committee involves multiple vetting steps to ensure that work is not duplicated and that a new committee is needed.

1. Begin gathering information by having discussions with colleagues, your direct supervisor and other invested parties.
2. Be able to answer the following questions:
 - What need will the committee fill?
 - Is there another committee or group that can meet this need?
 - Will this group meet an ongoing need or is this proposed group a task force whose work will end?
 - Have you discussed this need with colleagues?
 - How does this committee relate to the college strategic plan?

3. Complete the New Committee Charter Template. The template lives in the President's Office. Email the Executive Assistant to the President for the document.

- Obtain a signature on the Charter from one other individual who supports the creation of the new committee. This may be faculty, staff or an administrator.
- Obtain a signature on the Charter from your direct supervisor.

4. Present the proposed committee to the President for review.

- The review may result in multiple actions, including but not limited to:
 - Approval of the new committee
 - Further discussion
 - Assigning an existing committee the responsibility to meet the need
 - Creation of a short-term task force

5. During this process you may be asked to propose members for the new committee.

Change a Charter

1. To make a change to an existing committee charter, present the change to your direct supervisor for review.
2. If your direct supervisor approves the change, present the proposed change to the President.
3. If the change is approved, send the updated charter to archive@kcc.edu.

Ongoing Committee Responsibilities

1. Committee chairs are responsible for submitting meeting minutes and agendas to archive@kvcc.edu within two weeks of a meeting.
2. Committee chairs are responsible for completing an annual report and membership update due May 1st each year.
 - An activity report template will be sent to committee chairs in April each year.
 - The annual report will include all activity from May-April of that year.

Member Responsibilities

Committee membership is an extension of an individual's employment responsibility. In the event that a member wants to have their membership assignments reviewed, either to join or leave a committee, they must obtain approval.

1. Committee change requests will be reviewed by the President's Cabinet three times a year:
 1. Beginning of the fall semester
 2. Beginning of the winter semester
 3. Beginning of the summer semester

- Contact the Administrative Assistant for the President's office for submission due dates.
- Chairs and members will be notified of Cabinet's decision.

2. Membership Change Request Forms

- **Members** may request a change by completing the Committee Membership Change Request form found on home.kvcc.edu in the “Committees” section.
- **Chairs** may request approval for a change on behalf of another individual by completing the Committee Membership Change Request for Chairs form found on home.kvcc.edu in the “Committees” section.

Additional Information or Troubleshooting

NA

Definitions

- **Committee/Council Meeting (Internal Committee/Council Meeting)** A group of employees in the college who oversee a specific organizational purpose. These committees/councils operate using a charter, renewed every year by the President of the College. A committee/council may operate as a governing body, overseeing an organizational function for a prolonged period of time. All KVCC Committees/Councils must use agendas and minutes and post such to the KVCC archives. Internal Committees/Councils may recommend policies to the President for consideration but do not have the authority to establish policies.
- **Team/Department Meeting** A meeting used to keep teams aligned towards a common goal, to keep everyone informed, and to ensure momentum.
- **Work Group/Task Force Meeting** A work group/task force is formed for a limited purpose. It is a group of people who come together from diverse college positions and points of view to facilitate the development of ideas, create new opportunities, answer questions, or solve a problem. In this process, recommendations/suggestions are formulated, shared, and discussed for action decisions and subsequent resource planning. The team is dissolved once the purpose has been achieved or problem has been solved.
Example: Designing a new website or website page for a department. The work group would disband once the web page was updated and complete. (adapted from vla.org)

Effective Date	Change
January 19, 2021	Created
June 21, 2022	Added membership responsibilities and Membership Change Request Form procedure.
October 6, 2022	Added a Membership Change Request Form for chairs.
August 20, 2024	Revised process for members/chairs to request membership change.

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