

# Procedure Manual



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## College wide Standing Committees

During Term II of each year, the college wide standing committees shall be appointed as a joint cooperative effort of the President of the Faculty Senate and the Office of the President. The faculty, administration, and non-instructional personnel shall be surveyed to ascertain their first, second, and third choices for assignment to committees. The form to be used in this survey will be jointly agreed upon by the College President and the President of the Faculty Senate. It shall be administered and tabulated by the Office of the President. Results will be shared with the President of the Faculty Senate and will be used as the basis for composing the committees.

Before the close of Term III, all assignments to committees except students shall be made by joint agreement of the President and the President of the Faculty Senate. In arriving at the assignments, other College personnel shall be consulted as mutually decided upon by the College President and the President of the Faculty Senate. Students to serve on committees shall be recommended by the Associate Vice-President for Student Development Services and submitted through the Vice President for Student Affairs. Students who serve on college committees must not be on academic suspension, academic probation, or academic warning, and must not have violated the Broward College Student Code of Conduct. The President and the President of the Faculty Senate shall also jointly agree on student members.

The President of the College and the President of the Faculty Senate shall mutually agree on the total appointments prior to their publication within the College. Chairpersons of the College committees shall have served on such committees and their appointment shall be mutually agreed upon by the President of the College and the President of the Senate. Vice-chairpersons shall be elected by the respective committees at the first meeting of each academic year. The scheduling of meetings will be done by the chairpersons in consultation with the Planning Office.

**Committee Minutes and Recommendations.** Minutes and recommendations of college wide standing committees shall be regularly sent to the individual to whom the committee reports, as noted below:

President:  
Equity

<b>Recommending Officer's Signature</b> <i>J. David Anthony Jr.</i> <b>Date:</b> 8/6/09	<b>President's Signature</b> <i>J. David Anthony Jr.</i> <b>Date</b> 8/6/09
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Vice President for Academic Affairs:  
Curriculum Committee  
International Education  
Student Grade Appeals Committee  
Honors Committee  
Instructional Technology Planning

Vice President for Development:  
Community/College Affairs  
Endowed Teaching Chair

Vice President for Human, Resources and Equity:  
Sick Leave Pool  
Staff and Program Development  
Sabbatical

Vice President for Finance and Facilities  
Health, Safety and Security  
Environmental Sustainability

Vice President for Student Affairs:  
Academic Standards  
Student Affairs Programs and Services Council

Vice President, Information Technology  
Technology Advisory Committee  
Technology Refresh Planning Committee

## Ad Hoc Committees

For special purposes, the President of the College or the President of the Faculty Senate may form ad hoc committees. Each shall have the option to discuss with the other the possibility of forming joint ad hoc committees, and in the event such are formed, they shall mutually agree on the total appointments prior to their publication within the College. When either the President of the College or the President of the Faculty Senate appoints an ad hoc

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committee dealing with issues of college wide significance, an announcement about the committee and its purpose(s) shall be put in the College's in-house information publication. Minutes and recommendations shall be sent to the President of the College or the President of the Faculty Senate, as appropriate.

## Campus Committees

Each Campus should establish a structure of Campus advisory and consultative committees of administrators, faculty, staff and when appropriate, students that will initiate, draft, refine, review and make recommendations on matters of concern to the Campus. Each committee should have a designated senior Campus Administrator to charge that committee with tasks, and to whom it presents its recommendations and reports. The Administrator shall meet with the relevant committee to review committee recommendations and discuss acceptance or rejection of those recommendations.

## Committee Formed As the Result of Contractual Agreements

Committees may be jointly appointed by the College President and the President of the United Faculty of Florida, Broward College Chapter, to research areas to be negotiated. Such committees are appointed annually if issues arise. The size and composition of these committees vary and are determined at the time of appointment. Minutes and recommendations should be sent to both the College President and the President of the United Faculty of Florida, Broward College Chapter.

**Sabbatical Leave Committee.** The President of the UFF/BC shall annually nominate five Faculty members, from whom the President of the College shall choose three, to serve on the Sabbatical Leave Committee. The President of the UFF/BC and the Vice President for Human Resources and Equity shall serve as ex officio, non-voting members of the Committee. The Committee shall recommend persons for sabbatical leave in a priority order. The Committee shall make its recommendations to the President of the College. The final decision on granting sabbatical leave rests with the Board of Trustees.

<b>Recommending Officer's Signature</b> <i>J. David Anthony Jr.</i>	<b>President's Signature</b> <i>J. David Anthony Jr.</i>	<b>Date</b> 8/6/09
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