



# COUNCIL/COMMITTEE

## Request Form

**Directions:**

Please send your request to the Office of the President. All requests will be reviewed by the President's Council.

**Person Submitting Request**

Kevin Smith, Laura Ramirez

**Date**

8/29/19

**Name of Council/Committee**

Policy and Procedure Council

**Action Requested:**

Add

Delete

Change\*

X

**Change of Council or Committees:**

Give a concise description of what the council or committee seeks to accomplish.

The Policy and Procedure Council (PPC) is a subcommittee of the Planning and Fiscal Council (PFC). The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures and Board Policies. The workgroup will ensure a continuous evaluation of the APs and BPs and will create taskforces and invite subject matter experts (including students) when appropriate for input in the process. The committee forwards recommendations for changes to APs/BPs to the PFC.

**Proposed Meeting Schedule:**

TBD

**Committee Composition:**

Identify individuals by position and not names. (*Example: Faculty representative from instructional division, Dean of Counseling, Classified Representative, etc.*) Identify Chair and/or Co-Chair by position and not name.

- Vice President, Academic Affairs (co-chair)
- Senate President (or designee) (co-chair)
- Vice President, Finance and Business
- Vice President, Student Services
- RHCFA President (or designee)
- Faculty Representatives (1)
- Classified Staff Representatives (3)
- Student Representatives (1)

Support Staff:  
Executive Director of Human Resources

Would any other councils or committees be impacted by the formation, change, or rejection of this council or committee? If yes, what would be the impact?

Planning and Fiscal Council will be impacted in that the detailed work of reviewing and writing APs and BPs will be taken off their plate. They will still provide oversight and need to consense on the changes and additions that are made by the PPC, protecting their role as a committee of shared governance that oversees the policies and procedures that come through the campus.

**Additional Information:**

Term limits will be 2 years. The first cycle of representatives for faculty and for CSEA will have at least one member with a one year appointment to ensure that there are gradual changes in representatives and not all new representatives appointed every two years.

*\*If change is requested, attach current structure and list proposed changes.*