

<b>Board Committees Policy</b>	Policy Number	1.2.6
	Effective Date	September 19, 2012

**1.0 POLICY & PURPOSE**

**A. Temporary Committees**

The Board chairperson may create such temporary and special Board committees as may be deemed necessary or advisable by the Board and may be a member of any such committee and may appoint Board members to serve on those committees.

- 1) Board committees have the role of strengthening and supporting the work of the Board as a whole. Board committees are not to interfere with delegation from the Board to the President.
  - a. The Board committee will not advise or exercise authority over College staff.
  - b. The Board committee will not have direct involvement with current staff operations.
  - c. The Board committee may not speak or act for the Board.
- 2) The duties of each such temporary committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when the duties assigned have been discharged or when its task is complete.
- 3) Although temporary committees may have specific Board members assigned to them, meetings of temporary committees are open to all Board members.

**B. Standing Committees**

The Board, upon action by the Board as a body, may establish standing committees. Standing committees are intended to be created for an indefinite term and handle preparatory work on matters that will be considered by the Board as a whole. Standing committee membership will be appointed by the Board chairperson, although meetings of standing committees are open to all Board members.

The following standing committees of the Board of Trustees are approved and active:

**1) Facilities and Finance Committee**

The purpose of the Board’s Facilities and Finance Committee is to ensure the College’s financial position is such that it meets the expectations placed on the Trustees for the governance of the district, as well as to comply with the facilities master planning and capital improvements activities required of the district falling under the Board’s purview.

To these ends, the Committee’s work shall include the following: conduct frequent review of the College’s financial statements; understand and provide input in the annual budgets; consider long-term financial strategy as well as reviewing investment strategies; and guide the Board in the review and updating of the campus master plan along with accompanying capital construction, improvement, or maintenance issues requiring oversight and action by the Board of Trustees.

The Facilities and Finance committee also assists the Board’s Treasurer in the development of the Board’s annual budget requests.

At a minimum two (2) members of the Board shall be formally appointed to serve on the committee.

2) Performance Evaluation Committee

The purpose of the Board’s Performance Evaluation Committee is to facilitate the following evaluation processes under the direction of the Board of Trustees:

- a. Facilitate the annual self-evaluation of the Board according to [Board Policy 1.2.7 Board Self-Evaluation](#). This includes the development of evaluation materials, review and improvement of the evaluation process, and conducting the annual self-evaluation process for the Board each year.
- b. Facilitate the annual evaluation of the President/CEO according to the [Board Policy 1.3.2 CEO Evaluation and Accountability](#). This includes the development of evaluation materials, review and improvement of the evaluation process, and conducting the annual presidential evaluation process each year.

At a minimum, two (2) members of the Board shall be formally appointed to serve on the committee.

- C. At his/her request the President or designee shall be a member of any committee which includes staff and/or lay persons.


**2.0 REVISION HISTORY**

Adopted on: 9/19/12

Revised on: 5/6/15, 11/8/17

**3.0 PERSONS AFFECTED**

Persons affected by this policy are the Laramie County Community College Board of Trustees, President, and College Staff.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12