

Policy Development and Approval	Policy Number	1.2.11
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Board of Trustees of Laramie County Community College adopts and adheres to Board Policies that set the context for their governance. It is the Board’s expectations the President will establish and maintain effective and efficient Administrative Procedures to ensure the College’s actions are in alignment with the intent of Board Policy.
- B. The President will establish and maintain an orderly procedure for preserving and making accessible the Board Policies, along with Administrative Procedures. These documents will be accessible, updated periodically, and made available to all persons concerned.
- C. The Board’s various policies, and their accompanying administrative procedures, range from very department/program-specific to institution-wide. Whether program-specific or institutional in nature, all policies bear the imprimatur of the College and therefore require diligent review and official approval. Across this spectrum of policies and procedures, the Board is committed to ensuring collective input and shared governance in the development and approval of all policies and procedures regardless of the scope, intent and applicability.

2.0 REVISION HISTORY


Adopted on: 9/19/12

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
Laramie County Community College President
Laramie County Community College Faculty, Staff and Students

4.0 Definitions

- A. *Board Policies* – Statements of intent which are adopted by the Board of Trustees. They serve as guides to the President in the development and implementation of procedures and processes for the effective and efficient operation of the College.
- B. *Administrative Procedures* – Specify the processes and guidelines by which the College and its employees will act to ensure alignment with the intent of Board Policies.

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