

<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 committee are open to all Board members.**

### B. Standing Committees

The Board, upon ~~appropriate~~ action by the Board as a body, may ~~formally~~ 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.

- 2) 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, ~~although the meetings may be that are open to all members of the Board.~~

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


~~C. Unless otherwise stated, a Board committee will cease to exist when its task is complete.~~

**2.0 REVISION HISTORY**

Adopted on: 9/19/12  
 Revised on: TBD

**3.0 PERSONS AFFECTED**

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