

Governance Philosophy	Policy Number	1.1.1
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

A. The Laramie County Community College Board of Trustees, on behalf of the district's citizens ~~who have elected them~~, is vested with the authority and accompanying responsibility for the effective governance of the College. The Board carries out this responsibility through the commitment to fundamental philosophical beliefs about their roles and leadership, and how those are embodied by the actions of the Trustees, the College president, and the faculty and staff that comprise the broader college community. These beliefs include:

- 1) The Board of Trustees is a bridge between the College and the community whereby the expectations and needs of the community are clearly articulated to the College, and the outcomes of the institution match the expectations of the community.
- 2) The Board of Trustees translates the community's expectations into ~~the~~ Mission, Vision, ~~and~~ Values, and strategic directions for the College, and these are shared and jointly committed to by the Trustees, President, and college community of faculty, staff and students.
- 3) The Board of Trustees believes in the separation of powers and adherence to its responsibilities as a governing entity, and the expectations for the adherence to the responsibilities delegated to the President of the College.
- 4) The Board of Trustees is committed to disciplined action necessary to ensure the College performs to the expectations of the community of which they are charged to represent.
- 5) The Board of Trustees believes in an institutional culture of transparency, and broad-based inclusion in setting the direction of the College.
- 6) The Board of Trustees is resolute in that achieving high performance and meeting the expectations of the community can only be attained through evidenced-based, informed practices.
- 7) The Board of Trustees is ultimately driven to conduct itself and lead the institution through a sense of service to the community and those students whose learning and futures are entrusted to them.

Commented [TN1]: A mention of students!


2.0 REVISION HISTORY

Adopted on: 9/19/12

Amended on:

3.0 PERSONS AFFECTED

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

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

Legal Duties<u>Description</u>	Policy Number	1.1.2
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Laramie County Community College District is a body corporate established by Wyoming statute as a subdivision of Laramie County and who maintains a community college serving Laramie and Albany counties.
- 1) The Laramie County Community College District is governed by an elected Board of Trustees.
 - 2) The Laramie County Community College District may hold property and be a party to suits and contracts.
 - 3) ~~Pursuant to Wyoming Statute § 21-18-304, the~~ The Board of Trustees for the Laramie County Community College District shall perform the following duties pursuant to Wyoming Statute § 21-18-304, including but not limited to:
 - a. Prescribe and enforce rules and regulations for its own government that are not inconsistent with Wyoming state statutes, or the rules and regulations of the Wyoming Community College Commission.
 - b. Prescribe requirements for graduation.
 - c. Report annually the revenues and expenses of the community college district in accordance with the rules and regulations of the Wyoming Community College Commission.
 - d. Submit such reports as the Wyoming Community College Commission may require;
 - e. Appoint a chief administrative officer of the community college who shall be given the title of President.
 - f. Control and disburse all monies received from any source to maintain the community college.
 - g. Keep a record of all the official acts performed by the Board.
 - h. Conduct elections held by the community college district for election of Board members.
 - i. Develop and maintain a comprehensive plan of district buildings addressing district long-term building needs.

Reference: Wyo. Stat. § 21-18-301 through § 21-18-304

2.0 REVISION HISTORY

Adopted on: 9/19/12


Amended on:

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
Laramie County Community College President

1.1.2 Legal ~~Description~~Duties

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REQUIRED	NAME/SIGNATURE	DATE
Initiator(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

Shared Governance Policy	Policy Number	1.1.5
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

The Laramie County Community College Board of Trustees is vested in the active involvement of all internal College constituencies in the governance of the institution through an ongoing participative process of shared governance. The Board of Trustees affirms this belief by supporting the right of faculty, staff, administration, and students to express ideas and opinions with the assurance that such opinions will be given respectful consideration in the major decisions of the College.

2.0 REVISION HISTORY

Adopted on: 9/19/12

Amended on:

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees, President, faculty, staff and students are affected by this policy.


4.0 DEFINITIONS

A. *Shared Governance* – Shared governance is an organizational belief system of self-government.

This system begets accompanying policies, procedures, and practices under which the Board of Trustees, Administration, Faculty, Staff, and Students ~~all major institutional constituencies~~ contribute to, and participate in, the major decisions determining the direction and operation of the institution. Decisions that arise from a process of shared governance result in shared commitment and a cycle of institutional self-evaluation through which the College collectively directs its efforts and resources to continuous, meaningful improvement.

Shared governance at LCCC recognizes the ultimate decision-making for the College rests with the Board of Trustees. The Board entrusts day-to-day administration to the President. The President delegates this decision-making authority to individuals and campus groups possessing the expertise necessary to make sound decisions impacting the institution.

REQUIRED	NAME/SIGNATURE	DATE
Initiator(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

Board Self-Evaluation Policy	Policy Number	1.2.7
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

A. The Board will evaluate its own performance by periodically monitoring and discussing its process and performance.

- 1) The Board self-evaluation process will occur at least once per year. ~~in October or~~
- 2) The Board will encourage leadership values regarding issues such as attendance, trustee education, preparation for meetings, policymaking principles, respect of roles, and ensuring the continual development of governance capability.

2.0 REVISION HISTORY

Adopted on: 9/19/12


Revised on: 11/30/16

Amended on:

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3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
Laramie County Community College President

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

Board Travel	Policy Number	1.2.9
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

A. The Laramie Community College Board of Trustees encourages Trustee participation in those professional conferences, institutes and activities which will benefit the College. Reasonable and necessary expenses for such activities will be reimbursed by the College.

- 1) Trustees who have been appointed to a board or as a representative to an organization on behalf of the Board of Trustees may attend at College expense.
- 2) Trustees who are not officially designated as a representative are also encouraged to attend. The determination of whether or not a Trustee attendance will be at the College's expense rests with the Board. It is expected that the budget and the financial condition of the College will be taken into consideration when the decision is made.
- 3) Any Trustee attending a conference, institute or other activity at College expense is expected to provide a report for the Board.
- 4) Reimbursement for expenses occurred while on Board travel include:
 - a. Authorized mileage allowance for use of personal cars for College approved travel at the current mileage rate stated in the operating policy for College travel.
 - b. Per Diem will be provided as stated in the operating policy for College travel. Exception to the above may be made when conditions warrant it.


2.0 REVISION HISTORY

Adopted on: 9/19/12

Amended on:

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees

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

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~~align with the intent of Board Policy.
- B. The President will establish and maintain an orderly procedure for preserving and making accessible the Board Policies ~~and Procedures, 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
Reviewed on:

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.

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Recommended by President (Signature)	N/A	N/A
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