

Delegation of Authority	Policy Number	1.1.7
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Laramie County Community College Board of Trustees delegates to the President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. ~~The President at his/her discretion will choose the means through which these responsibilities are met~~ will be at the President's discretion.
- B. The President may delegate any powers and duties entrusted to ~~him/her~~ them by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.
- C. The President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the President shall have the power to act, ~~but such decisions shall be subject to review by the Board. Such Significant decisions~~ decisions of the President shall have full force and authority as if decided by the Board, once reviewed and approved by the Board. It is the duty of the President to inform the Board of such action and to recommend written Board policy if one is required. ~~The Board will respect and support the President's decisions.~~
- D. The President shall ensure ~~that~~ all relevant laws and regulations are complied with, and ~~that~~ required reports are timely submitted, ~~in a timely fashion~~.
- E. The President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for substantive information will be met if, in the opinion of the President, they are not unduly burdensome or disruptive to the College's operations. Information provided to any trustee will be provided to all trustees.

Commented [BD1]: Discuss incorporating 1.1.6 into 1.1.7

Commented [TN2R1]: I prefer keeping separate, but purely discretionary.

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

4.0 DEFINITIONS

1.1.7 Delegation of Authority

- A. *Substantive Information* – Content of inquiry and/or response that has significant weight or value.
A substantive question is one of some importance to the work of the Board of Trustees, and a substantive response is one that contains some weight or value germane to the entirety of the 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

Code of Ethics/Standards of Practice/Board Responsibilities	Policy Number	1.2.1
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Board of Trustees of Laramie County Community College will govern lawfully with an emphasis on:

- 1) Strategic leadership rather than administrative detail
- ~~1) Outward vision rather than internal operations~~
- 2) Encouragement of diversity in viewpoints
- ~~3) Strategic leadership rather than administrative detail~~
- 4) Clear distinction of Board and President roles
- ~~5) Collective rather than individual decisions~~
- ~~6) Future rather than past or present~~
- 5) Proactively rather than reactivity/actively

A. Each Trustee is expected to fulfill the following responsibilities:

- 1) Prepare, attend, and participate productively in Board meetings.
- 2) Stay current on changes and trends in community college education by reading newsletters, journals, and other reference sources and by attending conferences, seminars and workshops.
- 3) Reflecting the combined principles identified in the Governance Philosophy and Mission, Vision, and Values Policy in all actions.

B.

- B. C. The Board will cultivate a sense of group responsibility. The Board will be responsible for excellence in governing. The Board will not use the expertise of individual members to substitute for the judgment of the Board, although the expertise of individual members may be used to enhance the understanding of the Board as a body.

- C. ~~The Board's major focus will be on the intended long term impact outside the College organization, not on the administrative or programmatic means of attaining those effects.~~

- D. ~~The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.~~

- E. ~~The Board, in its hiring and other activities, will not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental or military status, nor will it allow such activities to occur within the College.~~

- F. ~~The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.~~

1.2.1 Code of Ethics/Standards of Practice/Board Responsibilities

Commented [BD1]: Ask Tara about enforcement of ethical standards and practices.

Commented [TN2R1]: So, we have none. If you referring to the removal of a Board member or discipline of a member, we can develop one, but we should discuss so I have some guiding principals, I also think we should look at this and the other ethics policy and the statutory act and see where we can combine.

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Commented [BD3]: What is the reason behind this?

Commented [TN4R3]: Encourages focus on outward vision and not administrative issues – not the president's duties. I think it could be re-worded to more accurately reflect this.

Commented [TN5]: I do not think you need this here in Code of Ethics. Nor are you doing any of this hiring. The College does and we have this statement throughout.

- 1) ~~Board members must demonstrate loyalty to the interests of the ownership, unconflicted by loyalties to staff, other organizations, or any personal interests as consumers of the College's services.~~
- 2) ~~Board members will serve without compensation, except for reimbursement for actual and necessary expense incurred in travel for Board education and development.~~
- 3) ~~Board members will not attempt to exercise individual authority over the organization.~~
 - a. ~~Board members' interaction with the President or with faculty and staff must recognize the lack of authority vested in individuals.~~
 - b. ~~Board members' interaction with public, media or other entities will recognize this limitation and Board members will not speak for the President or speak for the Board except to repeat explicitly stated Board positions.~~
 - c. ~~Except for participation in Board deliberation about whether the President has achieved the requirements of the Board, the Board members will not publicly express individual judgement of performance of employees or the President.~~
 - d. ~~A Board member aware of credible information that suggests that a Board policy has been violated, by either the Board or the President, has an affirmative obligation to bring the concern to the Board's agenda for monitoring.~~

D. ~~Board members~~ Trustees will respect the confidentiality appropriate to issues of a sensitive nature and for issues discussed in a closed executive session of the Board.

E. Trustees will be mindful that the President is accountable only to the Board as an institution, and not to individual Trustees.

F. No Board officer, Trustee, or committee of the Board shall hinder or be an excuse for not fulfilling the Board's commitments.

G.

G. Board members will speak with one voice. Expression of individual thoughts, ideas and point of view is to be respected and encouraged as integral to the Board's ability to forge its collective values. However, each ~~Board member~~ Trustee is to support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the ~~member's~~ Trustee's personal position on the issue.

H. Trustees will ensure appropriate organizational performance by assuming the following responsibilities:

1) Serve as a bridge between the community and the College

- a. The Board will assess the needs of the community as they relate to the College's activities and scope of influence and will use this assessment for guiding its actions.
- b. The Board will inform the community of the College's expected future results and its present accomplishments.

2) The Board will develop and maintain written governing policies that address the broadest levels of all organizational decisions and situations, including:

- a. Institutional services, effects, benefits, outcomes and recipients.

1.2.1 Code of Ethics/Standards of Practice/Board Responsibilities

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- b. Specification of how the Board conceives, carries out and monitors its own tasks;
- c. The delegation of power and decision-making, including the President's role, authority, and accountability.
- 3) The Board will assure successful organization performance.
- 4) The Board will approve the College budget each year in July.
- 5) The Board will approve all facility names and non-facility names.
- 6) The Board will see to affect appropriate local and state legislation as it deems necessary and/or appropriate for the achievement of the College.

H.

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

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

H.

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Commented [TN6]: I do not recall the history of this language. It obviously needs refined as it is too ambiguous. You may want to consider striking most of 2.

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Commented [TN7]: I do not recall history of this language, although I do this it is important. You may want to reference the Commissions role in this area as well: W.S. 21-18-202(a)

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1.2.1 ~~Code of Ethics~~/Standards of Practice/Board Responsibilities

2.0 REVISION HISTORY

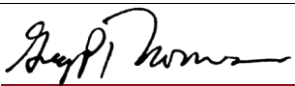
Adopted on: 9/19/12

Reviewed on:

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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

Board Officers	Policy Number	1.2.3
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Board of Trustees of Laramie County Community College will elect Board Officers to be discharged with duties outlined in this policy as well as Wyoming law.
- B. The Board will elect officers on or before the first Wednesday of each December. ~~At this time~~Specifically, the Board of Trustees will elect one (1) of its members as president, one (1) of its members as vice-president, one (1) of its members as treasurer and one (1) of its members as secretary pursuant to Wyoming statute.
- 1) The president of the Board will be addressed as "Chair." The vice-president will be addressed as "Vice-Chair." The Chair will preside at all meetings of the Board. In the absence of the Chair, the Vice-Chair will preside at the meeting of the Board.
 - a. The Chair ensures the integrity of the Board's process and, secondarily, represents the Board to outside parties.
 - b. The Chair ensures that the Board ~~behaves~~remains consistent consistently with its policies and those imposed upon it from outside the organization.
 - c. The Chair has no individual or autonomous authority to supervise or direct the President.
 - d. The Chair may represent the Board to outside parties in announcing a Board-stated position.
 - e. The Chair may appoint Board members to serve on Board Committees.
 - 2) The Treasurer will be responsible for receiving all funds payable to the district and disburse them on the order of the Board, or delegate that task to an employee of the College.
 - 3) The Secretary will be responsible to keep the minutes and proceedings of all Board meetings, or delegate that task to an employee of the College. If delegated, the secretary is still responsible for the keeping of these records.

Commented [TN1]: Just a word preference perhaps "remains consistent" instead of word behaves. Purely discretionary.

- C. At the same meeting in which officers are elected, the Board ~~will~~may:
- 1) Elect three Ex-Officio designees to the Laramie County Community College Foundation Board
 - 2) Elect two liaisons to the Wyoming Association of Community College Trustees
 - 3) Elect at minimum of two members to the Facilities and Finance Committee.
 - ~~2)4)~~ Elect at minimum of two members to the Performance Evaluation Committee.

Commented [TN2]: Do not want to be in violation of own policy by failing to do this, even for a justifiable reason.

Reference: Wyo. Stat. § 21-18-302

2.0 REVISION HISTORY

Adopted on: 9/19/12


Amended on:

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1.2.3 Board Officers

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
Laramie County Community College President
Laramie County Community College Chief Financial Officer
Laramie County Community College Secretary to the President and to the Board

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

Meetings of the Board	Policy Number	1.2.4
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. At the election of officers in December, or at the annual organizational meeting or as ~~shortly soon~~ thereafter as possible, the Board will adopt a calendar of regular meetings ~~which will that, in accordance with law,~~ specify the time, place and date of each regular meeting scheduled before the next organizational meeting.
- B. All meetings of the Board of ~~Trustees, both open and closed, will~~ Trustees will meet in conformance with the applicable provision of Wyoming’s open meeting laws.
- C. The Board may hold ~~an special or~~ emergency meeting on matters of serious immediate concern to take temporary action without notice. The Board will make a reasonable effort to offer public notice. All action taken at ~~a special or an~~ emergency meeting will be of a temporary nature, and in order to become permanent will be considered and acted upon at an open public meeting within forty-eight (48) hours.
- D. A majority of the Board of Trustees constitutes a quorum for the transaction of all business; but if less than seven (7) Board members are present, a minimum of three (3) concurring votes is required to decide any question.
- E. The Chair will determine the agenda for any particular meeting, although Board members may request or recommend any appropriate matters for Board consideration.
 - 1) A Board member may recommend or request a matter for Board discussion by submitting the item to the Chair at least seven (7) days prior to the scheduled Board meeting.
 - 2) The meeting and packet are to be received by Board members at least five (25) business days prior to the scheduled Board meeting.
 - 3) By an affirmative vote of a majority of the members of the Board, or of those present at a meeting, additional matters may be added to the agenda of any Board meeting.
- F. The Chair will follow parliamentary procedure for the conduct of Board meetings.
- G. The Chair ~~person~~ of the Board will invite public comment at all open meetings of the Board of Trustees.

Reference: Wyo. Stat. § 16-4-404; Wyo. Stat. § 21-18-302

2.0 REVISION HISTORY

Adopted on: 9/19/12
Amended on:

1.2.4 Meetings of the Board


Commented [TN1]: Not necessary here with B below.
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Commented [TN3]: Throughout policy we refer to position simply as Chair.

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3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
Laramie County Community College President
Laramie County Community College President's Cabinet

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 Responsibilities	Policy Number	1.2.5
	Effective Date	September 19, 201

Commented [BD1]: THIS POLICY WILL BE DELETED. A 3, 4, 5, 6 and all of B will be absorbed into 1.2.1 Standards of Practice/Board Responsibilities.

1.0 POLICY & PURPOSE

A. On behalf of the Laramie County Community College district's citizens, the Board of Trustees will ensure appropriate organizational performance by assuming the following responsibilities:

- 1) The Board is a bridge between the community and the operational organization.
 - a. The Board will assess the needs of the community as they relate to the College's activities and scope of influence, and will use this assessment as the basis for its policies.
 - b. The Board will inform the community of the College's expected future results and its present accomplishments.
- 2) The Board will develop and maintain written governing policies that address the broadest levels of all organizational decisions and situations, including:
 - a. Organizational products, effects, benefits, outcomes and recipients;
 - b. Ethical boundaries within which all management activity and decisions must take place;
 - c. Specification of how the Board conceives, carries out and monitors its own tasks;
 - d. How power is delegated and its proper use monitored: the President's role, authority and accountability.
- 3) The Board will assure successful organization performance.
- 4) The Board will approve the College budget each year in July.
- 5) The Board will approve all facility names and non-facility names.
- 6) The Board will see to affect appropriate local and state legislation as it deems necessary and/or appropriate for the achievement of the College.

Commented [BD2]: Need a better understanding of purpose of this policy and where language comes from. Ask Tara about highlighted areas.

Commented [TN3R2]: Although this references 21-18-304 – it really does not really deal with the statutory duties of the board. I think this policy is looking to the responsibilities of the Board beyond the refined statutory duties back to the broader big picture duties/responsibilities of the board. This of course, can generally be what you want it to be. I think paragraph A helps with that big picture viewpoint, prioritizing the voters. Notably absent is a reference to students, certainly implied, but not expressly stated. Something for Board to consider.

Commented [TN4]: I do not recall the history of this language. It obviously needs refined as it is too ambiguous. You may want to consider striking most of 2.

Commented [TN5]: I do not recall history of this language, although I do this it is important. You may want to reference the Commissions role in this area as well: W.S. 21-18-202(a)

B. Each Board member is expected to fulfill the following responsibilities:

- 1) Board members are expected to attend Board meetings.
- 2) Board members will prepare for Board and committee meetings and will participate productively in discussions.
- 3) The President is accountable only to the Board as an organization, and not to individual Board members.
- 4) Board members will keep up-to-date on changes and trends in community college education by reading newsletters, journals, and other reference sources and by attending conferences, seminars and workshops.

Commented [BD6]: Add to Standards of Practice.

Reference: Wyo. Stat. § 21-18-304

2.0 REVISION HISTORY


Adopted on: 9/19/12

Amended on:

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3.0 PERSONS AFFECTED

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

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 Committees Policy	Policy Number	1.2.6
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

A. Temporary Committees

The Board ~~Chair~~~~chairperson~~ may create such temporary and special Board committees as may be deemed necessary or advisable by the Board. ~~The Chair~~~~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 formal 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 chair~~person~~, 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

Amended on:

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
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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

Conflicts of Interest & Ethics	Policy Number	1.2.8
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

A. Members of the Laramie County Community College District Board of Trustees are subject to the requirements established by the Wyoming Legislation Ethics and Disclosure Act for addressing conflicts of interest. The Act provides essentially as follows: Those requirements include, but are not limited to, refraining from voting on or participating in any manner in any contract, rule or procedure in which the member (or his or her relative) has a substantial pecuniary interest, and refraining from disclosing or using confidential information for personal gain in any matter before the Board.

Commented [BD1]: Tara – what Wyoming legislation?

Commented [TN2R1]: 9-13-101 et seq.
<https://law.iustia.com/codes/wyoming/2021/title-9/chapter-13/article-1/>

- 1) Trustees shall not use the public office or position for private benefit.
- 2) Trustees shall not use public funds, time, personnel, facilities or equipment for the Trustee's private benefit or that of another, unless the use is authorized by law. There must be no self-dealing or any conduct of private business or personal services between any Trustee and the College. Trustees and their immediate families will not accept any personal gift, gratuity or reward from any person, firm or organ
- 3) Trustees shall not use public funds, time, personnel, facilities, or equipment for political or campaign activity, unless the use is:
 - a. Authorized by law; or
 - b. Properly incidental to another activity required or authorized by law and the Trustee reimburses the College for any additional costs incurred for that portion of the activity not required or authorized by law
 - c. Trustees shall not disseminate to another person official information that the Trustee obtains through or in connection with the position, unless the information is available to the general public or unless the dissemination is authorized by law
- 4) Trustees shall not make an official decision or vote on an official decision if the Trustee has a personal or private interest in the matter. In determining whether a Trustee has a personal or private interest in a matter, the Trustee shall recognize the importance of the right to represent constituents and shall abstain from voting only in clear cases of a personal or private interest. A Trustee shall not vote to give themselves money or any direct financial benefit except for tax reductions affecting the general public. A personal or private interest is:
 - a. With respect to the Trustee, is an interest that is direct and immediate as opposed to speculative and remote; and
 - b. An interest that provides the Trustee a greater benefit or a lesser detriment than it does for a large or substantial group or class of persons who are similarly situated.
- 5) Trustees with a conflict shall declare the conflict, abstain from voting on the matter or participating in deliberations. The Trustee's declaration must be recorded in the minutes.
- 6) Trustees shall not advocate or cause the employment, appointment, promotions, transfer or advancement of a family member to an office or position of the College. Should a Board

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Trustee member apply for staff employment, the Board member Trustee must first resign from the Board.

- 7) Trustees shall not participate in an official capacity regarding a matter relating to the employment or discipline of a family member
- 8) Trustees shall not vote or take an official action in a matter affecting a person with whom the Trustee is negotiating for prospective employment.

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A.

~~B. Board members must avoid conflict of interest with respect to their fiduciary responsibility.~~

- ~~1) There must be no self-dealing or any conduct of private business or personal services between any Board member and the College.~~
- ~~2) Board members and their immediate families will not accept any personal gift, gratuity or reward from any person, firm or organization that does business with the College.~~
- ~~3) When the Board is to decide upon an issue about which a member has a conflict of interest, that member will disclose the conflict to the Board and absent herself or himself themselves without comment from not only the vote but also from the deliberation.~~
- ~~4) Board members will not use their Board positions to obtain staff employment for themselves, family members or close associates. Should a Board member apply for staff employment, the Board member must first resign from the Board.~~

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B. The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

- 1) Trustees must demonstrate loyalty to the interests of the institution, unconflicted by loyalties to staff, other organizations, or any personal interests.
- 2) Trustees will serve without compensation, except for reimbursement for actual and necessary expense incurred in travel for Board education and development.
- 3) Trustees will not attempt to or exercise individual authority over the College or Board.
 - a. Trustee interaction with the President, faculty and staff must recognize the lack of authority vested with the individual Trustee.
 - b. Trustee interaction with public, media or other entities will recognize this limitation and a Trustee will not speak for the President or speak for the Board except to repeat official Board positions.
 - c. A Trustee aware of credible information that suggests that College policy has been violated, by either the Board or the President, has an affirmative obligation to bring the concern forward.

Commented [TN3]: This provision has been removed from 1.1.5 and reinserted here.

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Reference: Wyo. Stat. § 9-13-101 *et. seq.*

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Board Development/Education	Policy Number	1.2.10
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The Board of Trustees of Laramie County Community College will consciously invest in its ability to govern competently and wisely.
 - 1) Board skills, methods and supports will be sufficient to assure governing with excellence.
 - a. Training and retraining will be used appropriately to orient new members and candidates for Board membership, and to maintain and increase existing Board member skills and knowledge.
 - b. Outside assistance, including fiscal audit, will be arranged as needed so that the Board can exercise confident control over organizational performance.
 - c. Outreach mechanisms ~~may will~~ be used as needed to ensure the Board understands stakeholder ~~owner~~ viewpoints and values.
- B. Board members have the responsibility to keep up-to-date on changes and trends in community college education. This responsibility can be fulfilled by attending conferences, seminars and workshops consistent with Board policy.
 - 1) Board members ~~to~~ attending conferences, seminars and workshops are expected to fully participate in those activities as representatives of Laramie County Community College.
 - 2) Board members will receive reimbursement for actual and necessary expense incurred in attending conferences, seminars and workshops necessary to keep up-to-date of issues of college education.
- C. The Board will elect two liaisons to the Wyoming Association of Community College Trustees (WACCT).
 - 1) The two liaisons to the WACCT are expected to attend the official meetings of the WACCT.
 - 2) The two liaisons to the WACCT will receive reimbursement for actual and necessary expense incurred in attending official meetings of the WACCT.
- D. Costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance. Items in the budget may include:
 - 1) Board training, including publications;
 - 2) Board member travel/reimbursements (attendance at conferences, workshops, etc.);
 - 3) Surveys, focus groups and opinion analyses;
 - 4) Board-hosted ownership linkage/outreach events;
 - 5) Board meeting and retreat costs;
 - 6) Board committee functions;
 - 7) Board election expense; 8) Legal advertising; 9) Legal counsel.

Commented [TN1]: Owner is an unusual term here as well. We may want to completely re-work this sentence or strike it all together.

Commented [BD2]: What are outreach mechanisms?

Commented [TN3R2]: I think this is referencing something like community survey, campus surveys etc.

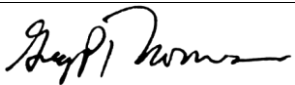
2.0 REVISION HISTORY

Adopted on: 9/19/12

Amended on:

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees

REQUIRED	NAME/SIGNATURE	DATE
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

Emeritus Designation Policy	Policy Number	1.2.12
	Effective Date	November 30, 2016

1.0 POLICY & PURPOSE

The Board of Trustees of Laramie County Community College (LCCC) believes strongly in recognizing those individuals who have made exceptional contributions to the mission of the College, whether it be in the form of governing, leading, or teaching. ~~In affirmation of this belief, the Board seeks to honor distinguished~~ individuals ~~faculty, administrators, and members of the Board of Trustees~~ who gave highly meritorious service to the College in recognition of their scholarly and/or professional contributions, and other such considerations, through the designation of emeritus status at LCCC.

Therefore, it shall be the policy of the LCCC Board of Trustees to award emeritus status to deserving candidates, as recommended by the President, and as approved by the Board of Trustees. Emeritus status is the highest designation LCCC bestows upon an individual who has retired from the College after distinguished service. Emeritus status is awarded in recognition of an individual's demonstrated, exceptional longevity and/or contributions to the College, exemplifying the highest standards of personal and professional integrity, vision and leadership.

Therefore, the purpose of this policy is to delineate the parameters for consideration of emeritus status awarded by the Board of Trustees, and to direct the President to establish appropriate administrative procedures necessary for facilitating the nominations, development, and advancement of applications for the award of emeritus status.

A. Eligibility

To be eligible for consideration of designation of emeritus status, candidates must meet the following requirements:

- 1) Candidates must have been employed by the College or held the role of Trustee. ~~Trustee, President, Vice President, Associate Vice President, Executive Director, Dean, Faculty (including all levels and titles that may be assigned to faculty), administrator, professional staff, or classified staff employee at the time of retirement;~~
- 2) Candidates must have had continuous, honorable, regular service as a member of the College prior to ~~his/her~~ retirement.
 - a. The minimum number of years of continuous service is typically ten years for administrator, professional or classified staff, or faculty.
 - b. The minimum number of years of continuous service is no fewer than two elected terms for members of the Board of Trustees.
- 3) The Board of Trustees may award emeritus title and status to any eligible individual ~~administrator, professional or classified staff, faculty, or member of the Board of Trustees~~, regardless of years of service with good cause.

B. Criteria

Candidates who are recommended for emeritus status are expected to have made sustained, and/or significant contributions to LCCC, their profession, and their community throughout their career at the College. Candidates must have substantially met a combination of the criteria below, as appropriate to the candidate's category.

All candidates must have a record of distinguished service to LCCC. Depending upon the category, distinguished service to the College may be evidenced by:

- 1) A record of excellence in performance of professional responsibilities (appropriate to the candidate's category) including:
 - a. Teaching and the facilitation of learning
 - b. Other instructional or instructional-related services (e.g., Library, etc.)
 - c. Professional performance within the candidate's job responsibilities
- 2) Meaningful contributions resulting in significant, positive changes to the College, Academy, curriculum or specific programs/services
 - a. A record of sustained involvement and activity that has contributed to the candidate's relevant profession or discipline;
 - b. Commitment to and participation in shared governance and service to the College; and/or,
 - c. Additional areas of excellence specific to the candidate's category.

C. Recognition and Privileges

Emeriti trustees, administrators, professional and classified staff, and faculty shall be considered an integral part of the LCCC college community. As such, they are to be recognized in perpetuity through their emeritus designation, as well as enjoying certain benefits as described below.

- 1) Recognition
 - a. Faculty who are awarded emeritus/emerita designation will retain their title and level at the time of retirement followed by the designation "Emeritus." For example, *Associate Professor of Economics Emeritus*.
 - b. Professional and Classified Staff who are awarded emeritus/emerita designation will retain their title and level at the time of retirement followed by the designation "Emeritus." For example, *Professional or Classified Staff Title Emeritus*.
 - c. Presidents, Vice Presidents, Associate Vice Presidents, Executive Directors, and Deans (administrators) may retain their last administrative title at the time of retirement, followed by "Emeritus." For example, *President Emeritus*.
 - d. Trustees may retain the title of Trustee followed by "Emeritus." For example, *Trustee Emeritus*.
- 2) Privileges

Upon the approval of emeritus designation by the Board of Trustees, the following privileges shall become available:

 - a. A permanent ID card to include the individual's emeritus designation (upon request by the individual)
 - b. The same library privileges as other employees
 - c. The same employee discounts for use of campus recreational facilities, activities, and cultural events
 - d. Participation in department, school/college and university functions, such as convocation, commencement
 - e. Emeritus/Emerita listing in the College catalog

- f. Business cards with the title "Emeritus" or "Emerita" (if requested and upon the approval of the President appropriate LCCC Vice President and paid for by the Emeritus individual)
 - g. Invitations to College public ceremonies such as academic processions, convocations, and appropriate social functions
 - h. Invitations to serve as an ambassador for the College at mutually agreed-upon events within the community at the discretion of the President
- D. Other
- 1) Once awarded, emeritus designation continues in perpetuity unless the recipient violates College policies or procedures or engages in egregious conduct that would reflect poorly on the College. The Board of Trustees has the authority to revoke emeritus status at any time.
 - 2) Individuals who are awarded emeritus status shall not speak for, or publicly represent, the College without prior written permission from the President.
 - 3) Emeritus designation involves no duties and provides no stipends or remuneration. Individuals who are awarded emeritus designation are not considered an employee of the College.

2.0 REVISION HISTORY

Adopted on: 11/30/16

Revised on: 10/20/21



Amended on:

3.0 PERSONS AFFECTED

Individuals affected by this policy are the LCCC Board of Trustees, administrators, faculty, staff, students, and other persons affiliated with LCCC.

4.0 DEFINITIONS

- A. *Emeritus Status* – An honorary designation, in title alone, awarded by the LCCC Board of Trustees to retirees who have been nominated for demonstrated exemplary contributions to the College. This status by itself does not create an employee-employer relationship with the College.
- B. *Retiree* – An employee is considered to be a retired employee when he/she has reached necessary eligibility to retire, discontinues regular full-time employment, and has formally entered into retirement. A Trustee is considered to be retired when he/she has fulfilled at least two full terms on the Board and no longer serves on the Board.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Joe Schaffer, President	10/25/16
Ratified by College Council	Jeri Griego, Co-chair	11/18/16
Recommended by President (Signature)		11/18/16
Approval by Trustees (Signature)		11/30/16

Responsibilities of the CEO/<u>President</u>	Policy Number	1.3.1
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

Commented [BD1]: Ask Joe his thoughts on this policy.

- A. The Board of Trustees of Laramie County Community College ([LCCC](#)) is statutorily required to appoint a chief administrative officer. Therefore, the Board establishes the ~~Office of position of~~ President and delegates to the President the powers and duties as described in this policy.
- B. The President is the Chief Executive Officer of Laramie County Community College, is the sole employee of the Board, and is responsible to the Board for the proper administration of the College.
- C. The President is expected to perform the duties contained in the President's [employment agreement/contract and](#) job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the President.
- D. The primary roles of the President are:
 - 1) to implement the policies and strategic vision of the Board of Trustees; and
 - 2) to provide direction for the operation of the College. In order for the Board as the policymaking body and the President as the administrative officer responsible for services to students and the community to work effectively, all formal communications and recommendations to the Board of Trustees are coordinated by the President.
- E. More specifically, it is the responsibility of the President to:
 - 1) Develop the organizational structure of the College;
 - 2) Appoint, remove, discipline and supervise all employees of the College in a manner consistent with the Board's Human Resources policies and all applicable state and federal laws and regulations;
 - 3) Prepare and submit a recommended annual College budget for the Board's review and approval and properly administer the budget as adopted by the Board;
 - 4) Keep the Board advised of the financial condition and needs of the College;
 - 5) Make recommendations on new or modified Board policies;
 - 6) Develop administrative procedures to implement Board policies;
 - 7) Act as the purchasing agent for the College and execute and administer contracts under authority of the Board;
 - 8) Subject to the approval of the Board, conduct all aspects of real property transactions on behalf of the College;
 - 9) Maintain open communications with the Board and for keeping the Board informed as to all matters pertinent to the governance of the College;

- 10) Facilitate the development and implementation of the College's Strategic Plan, and coordinate other planning efforts of the College to ensure connection and coordination between and amongst plans;
- 11) Promote and sustain a healthy institutional climate of mutual respect and high standards of performance for all faculty and staff in achieving high levels of student success;
- 12) Model and sustain effective leadership and shared governance practices which enhance achievement of the goals of the institution;
- 13) Communicate and engage with students to create a climate of goodwill, transparency, and accessibility.
- 14) Ensure the College acquires and maintains institutional, and required program-level accreditation by the appropriate accrediting bodies;
- 15) Review the educational program on a continuing basis and effect changes that will improve the quality and scope of services offered, and enhance student success;
- 16) Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of the College's operations;
- 17) Represent the Board and College in a professional and supportive manner to the public and the media;
- 18) Serve as the College's chief advocate before coordinating, regulatory, and legislative agencies;
- 19) Represent the Board and College at professional and civic meetings;
- 20) Make recommendations on all matters that come before the Board for its consideration and/or approval; and
- 21) Perform other duties consistent with this policy and as required by the Board.

Commented [BD2]: Think about this...Ask Tara and Joe.

Commented [SJ3R2]: I am fine with this.

Commented [TN4R2]: Me too. Notably though, throughout this policy is a lack of emphasis of educational/academic outcomes – just my observation.

- F. The President has the authority to delegate to ~~his/her~~ employees the responsibility for all or portions of these responsibilities. However, the responsibility to the Board for satisfying these responsibilities resides solely with the President.

2.0 REVISION HISTORY

Adopted on: 9/19/12

Amended on:

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3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees

Laramie County Community College President

1.3.1 Responsibilities of the CEO

| _____

REQUIRED	NAME/SIGNATURE	DATE
Originators(s) (Name)	Joe Schaffer, President	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12

<u>President</u>CEO Evaluation and Accountability Policy	Policy Number	1.3.2
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The President is the only ~~staff-employee person~~ accountable to the Board of Trustees for ~~operational achievement and conduct~~the successful and effective operations of the College and individual performance as spelled out in Policy 1.3.1.

- 1) The Board will not give instructions to persons who report directly or indirectly to the President.
- 2) The Board will not evaluate, either formally or informally, any staff other than the President.
- 3) ~~The institution's performance shall be a significant component of the Board's assessment of the performance of the President. will view the President's performance as identical to organizational performance, so that organizational accomplishment will be deemed successful presidential performance.~~

- B. The Board will systematically and rigorously monitor the President's ~~job~~ performance to determine the extent to which the responsibilities of the President are being met, goals are being achieved, and whether behaviors and operational activities fall within boundaries expectations set by the Board.

- C. Presidential Evaluation

Each year, the Board will evaluate the President's performance according to the following expectations and sequence, in addition to any other expectations or requirements established in the President's contract.

- 1) Goal Setting – Each year, typically occurring in the late spring or early summer, the Board will collaboratively work with the President to establish a series of annual performance goals for the President. The goals shall be formally approved by the Board before the start of each new fiscal year (July 1st of each year).
- 2) Institutional Effectiveness Report – Each year, typically in the late summer or early fall, the President will present a report to the Board assessing and describing the performance of the College in areas of effectiveness and efficiency.
- 3) Progress Update – Each year, typically in the winter (~~December or January~~February), the President shall provide the Board an update describing progress that they~~she/he~~ have~~s~~ made on the annual goals established in item 1) above.
- 4) Annual Self-Evaluation – Each year, typically in late spring, the President shall provide for the board a comprehensive self-evaluation of how s/he~~they~~ believes progress has been made on the goals established in 1) above, as well as the overall performance of the institution as provided in 2) above. In addition, the President shall provide the Board with a draft list of personal goals for the coming year, to help facilitate the Goal Setting process.

Commented [BD1]: Want to consider a change to reflect that not everything is in control of President.

Commented [SJ2R1]: This is truly a Board conversation. I can agree that ultimately ensuring the performance of LCCC is ultimately the responsibility of the President. But as you point out, there are often times confounding variables that make even the best effort result in undesirable or unintended outcomes.

Commented [TN3R1]: I think this is fine, leaving Board discretion to determine what is outside of their employee's control.

- 5) Presidential Evaluation – Each year, typically in late spring or early summer, and coinciding with the President’s annual self-evaluation and prior to the annual goal setting, the Board shall conduct a comprehensive review of the President’s performance in areas such as institutional effectiveness, goal attainment, general job performance, leadership, etc.

2.0 REVISION HISTORY


Adopted on: 9/19/12
Revised on: 11/8/17

Amended on:

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3.0 PERSONS AFFECTED

Persons affected by this policy are the Laramie County Community College Board of Trustees and 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

CEO/President Succession	Policy Number	1.3.3
	Effective Date	September 19, 201

Commented [TN1]: May want to provide consistency throughout policies re president vs. CEO or provide a definition somewhere that these terms are interchangeable.

1.0 POLICY & PURPOSE

- A. The Board of Trustees of Laramie County Community College establishes this policy to outline expectations and a process for the transition of leadership of the College in the event of a planned or unplanned departure of the President.
- B. In the event of unplanned departure of the standing president, the Board of Trustees will take immediate action to appoint interim leadership. ~~from among the vice presidents vice presidents for a period not to exceed 90 days. During that period, if necessary,~~ the Board will engage a process to identify and ~~subsequently~~ appoint an interim president until the search and selection of a new president is completed.
 - 1) ~~The appointment of an internal interim president from among the current vice presidents will be based upon an interview by the Board of Trustees and a review of their personnel records, experiential background, the Board's determination of their capacity and capability, and any other information the Board deems relevant, including a review of personnel records. Under no circumstances will other College employees or College patrons be consulted in this selection.~~
 - 2) ~~At the time of placement in an interim president capacity, the appointed vice president will delegate his/her duties to competent and appropriate employees. This delegation is necessary to assure that the vice president will have the time and energy to devote full time and attention to the duties of the presidency.~~
- C. In the event of planned departure of the standing president, the Board of Trustees will take the necessary action to search and successfully place a new president without compromising the stability of the institution.
- D. The President will operate in a manner that assures that the vice presidents and the Executive Assistant to the President are knowledgeable and current on the key issues – local, state and ~~federal~~—that impact the College. Thus, it is the responsibility of the President to ensure that the vice-presidents are sufficiently familiar with board and presidential issues and process to take over with reasonable proficiency in an interim capacity. In addition, the Executive Assistant to the President is to be made aware of and have access to supporting documentation and recurring actions/reports that are generally handled by the President.

Commented [SJ2]: I actually recommend dropping this part at least. The Board may also want to have a discussion if they want to be limited to appointing an internal interim. It would be the likely outcome of an unplanned vacancy, but there are many other options available (e.g., retirees, other colleges who could place someone, placement agencies, etc.).

Regardless, if you have a good internal interim president, why limit it to 90 days?

Commented [TN3R2]: I advise striking 90 days. There is no need to limit time. The policy already identifies that you are to take immediate action.

Commented [TN4R2]: I also suggest striking language that requires a to be interim CEO

Commented [SJ5]: The Board may want to discuss this.

Commented [TN6R5]: I suggest deleting it.

Commented [SJ7]: The Board may want to discuss this. We might want to add a section here that states even in a planned departure, the Board may choose to place an interim president in the office until which time a comprehensive search is initiated.


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

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