

College Council Procedure	Procedure Number	1.1.5P
	Effective Date	May 29, 2012

1.0 PURPOSE

A. General

Laramie County Community College (LCCC) is vested in the active involvement of all 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.

B. Purpose

The LCCC College Council is a representative, shared governance body designed to ensure the College is effectively and efficiently achieving the institution’s mission. The College Council facilitates this through timely, factual, and clear communication between constituent groups regarding major institutional decisions. It promotes transparent and respectful communications at all levels of the college community to ensure collaborative and committed decisions are made regarding the direction of the College. It will serve as a deliberating body to discuss college-wide issues, to make collaborative decisions, and to formulate recommendations to the President of the College.

More specifically, the purposes of the College Council include: (1) educating the college community regarding the processes, deliberations, and outcomes of the Council, (2) establishing College policies and procedures, (3) conducting institutional planning, (4) guiding the strategic and annual allocation of resources to improve institutional effectiveness, and (5) evaluating the performance and effectiveness of the institution. Collectively, these purposes form the foundation of the College’s model of continuous improvement. College Council is not intended to be involved in the day-to-day operations of the institution, which are delegated to the President’s Cabinet and other operational

5.0 PROCEDURES

A.

necessitated by their educational plans. Faculty Managerial representatives will serve a two-year term.

The College Council shall elect a voting member to serve as co-chair with the President at the first meeting in September of each year; the co-chair will serve for one year.

Members who cannot attend a regularly scheduled meeting will send a proxy in their place from the constituency group they represent. Members will send notification to the Executive Assistant to the President at least one (1) working day prior to the meeting.

acted upon. In some instances of significant action (e.g., annual budget approval) action items may be moved to the President and/or the Board of Trustees for final ratification.

College Council business may be conducted via electronic mediums such as video conferencing or email in some instances. Voting may be completed electronically via email if there has been previous discussion with the Council. Rationale should be included before the vote if there have been changes made since the discussion which could include a document with tracked changes and/or supporting documentation.

To honor transparency, all members of the college community are -4 (i)10 (beiP (d)-31(y)TJ0 20c7.23 0

September	Selection of Academic Year College Council Members (Executive Assistant to the President will send communication start of Fall semester)
September	Election of Co-Chair (1-year term)
November	Budget Process Advisory Committee (BPAC) Presentation of one or all of the following: One-Time Fund Request Rationale/Rubric, Innovation Fund Request Rationale/Rubric, Budget Resource Decision Making Rubric, New Positions Decision Making Rubric

D. Communications

A fundamental element of successful shared governance is the communication happening among and between all constituencies of the college community. Therefore, it is paramount that the members of the College Council commit to, and fulfill the responsibility of, effective communication. In addition, the Council, guided by its co-chairs, should ensure effective and timely communication of meeting agendas and supporting materials on any item of action and/or discussion and complete, succinct communications of the Council’s proceedings. In September, the Executive Assistant to the President will send a list of representatives of each constituent group to the college community.