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TO: Members of the LCTCS Board of Supervisors

FROM: Stephen Toups
Board Governance Committee Chairman

SUBJECT: Review and Advisement: LCTCS Governance Committee Role, Scope,
and Mission

DATE: September 9, 2021

Accepted
APPROVED
SR 10/20/21
LCTCS BOARD OF SUPERVISORS

FOR REVIEW AND ADVISEMENT:

Recommendation: That the Board accept, for review and advisement, the role scope and
mission description of the Governance Committee of the Board. This document will be
reviewed continually, and the Board will be apprised of any edits or additions to the
expectations of the Committee.

Background: In December 2019, the Bylaws of the Board of Supervisors (Board) of the
Louisiana Community & Technical College System (LCTCS) were updated to include
the creation of a Governance committee. Since that time, the Committee feels it
necessary to establish a Role, Scope, and Mission for the Committee, and that is noted
with this addition to the Bylaws. The guidelines for the Committee shall be reviewed
continually by the Committee and updated as needed, with approval by the Board.

In addition, it is the recommendation of the Board Chair and Personnel Committee that
the Board also participate in an annual self-evaluation. The purpose of this evaluation is
to: (1) give Board members an opportunity to evaluate how effective the full Board
functions in fulfilling its duties; and (2) give Board members the opportunity to assess
their own performance.

History of Prior Actions: N/A

Fiscal Impact: N/A

Benefits to the System: An established Role, Scope, and Mission document for the
Board Governance Committee will provide best practices for the Board in the areas of
board membership, Board development, and LCTCS mission and goals. The continual
review of the guiding document will allow for the Committee to review its role and
mission on a regular basis, resulting in more effective management of Board
responsibilities.

Monty Sullivan signature

10-20-21

Approved for Recommendation to the Board
Dr. Monty Sullivan

Date

Role, Scope, and Mission of the Governance Committee of the LCTCS Board.

1. Develop a board member recruitment strategy considering desired skill sets and diverse perspectives. LA RS 17:1871 includes provision for membership but does not prohibit members of the Board from identifying potential candidates that could be recommended to nominating groups and/or the Governor.

La. R.S. 17:1871 provides that the LCTCS Board of Supervisors shall be composed of fifteen members appointed by the Governor with the consent of the Senate. Further, these appointments have additional restrictions placed on them relative to geography and/or association with various groups.

2. Develop and implement board, committee and officer orientation programs that educate members as to the role, scope and mission of the organization as well as their individual responsibilities.

Such orientation would inform members of the history of LCTCS, initiatives of the organization and how those initiatives fit within the stated mission of the organization. Further, the orientation would educate members as to the structure and content of the LCTCS Bylaws and statutes that govern the operation and mission of the LCTCS.

3. Develop and implement a plan for the continuing education of board members and the strengthening of bonds among members to encourage independent expression of ideas and collaborative decision making.

The ongoing education of members on local, state and national trends/issues ensures that members have the most up to date information in their decision making and strategy setting roles. It also provides an opportunity to reinforce concepts emphasized during orientation while strengthening the collaboration of the team.

4. Periodically review the goals and initiatives undertaken by the organization to ensure they are consistent with the vision and strategy of the board.
5. Periodically review the policies and governing documents of the board to ensure that they are consistent with applicable laws, as well as the actual or desired organizational practices, and amend as necessary.

This practice is beneficial to ensure that policies remain current and that the board's bylaws reflect the operational intent of the board.

6. Develop and review other governance policies to guide effective oversight and thoughtful planning.

This could include a code of ethics/code of conduct to govern the actions of board members at formal or informal gatherings, a framework for annual planning and evaluations as well as policies pertaining to conflicts of interest, awards and recognition.

7. Review the performance of the board and committees, including the effectiveness of meetings, and make recommendations as appropriate.

This practice is currently undertaken as defined by Section 18 of the LCTCS Board of Supervisors Bylaws.

8. Review the performance of, and any perceived or actual conflicts involving, individual board members.

Currently, Section 18 of the LCTCS Board of Supervisors Bylaws calls for a self-evaluation of each member. Under a Governance Committee structure, the Governance Committee generally undertakes this responsibility in order to elevate the principal of accountability within the organization.

9. Ensure timely and compliant elections of board officers.

10. Engage in effective risk management.

This concept of risk management encompasses the areas of financial, operational, reputational, legal and political risks. The development of a framework for the expectations of the board relative to the management of risks can ensure a better functioning organization.

H.7.Governance Committee Role Scope and Mission as of 10.20.21 DRAFT

Final Audit Report

2021-10-18

Created:	2021-10-18
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFCG2sP1_UWnCnWUS08zYIAEWke2IAdKO

"H.7.Governance Committee Role Scope and Mission as of 10.20.21 DRAFT" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
2021-10-18 - 6:30:16 PM GMT- IP address: 76.165.120.2
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature
2021-10-18 - 6:31:14 PM GMT
-  Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)
2021-10-18 - 9:30:11 PM GMT- IP address: 104.47.70.126
-  Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)
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