



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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**TO: Members of the LCTCS Board of Supervisors**

**FROM:** Stephen Toups  
Board Governance Committee Chairman

**APPROVED**

 1/12/22  
LCTCS BOARD OF SUPERVISORS

**SUBJECT:** LCTCS Governance Committee Role, Scope, and Mission

**DATE:** November 30, 2021

**FOR REVIEW AND ADVISEMENT:**

**Recommendation:** The Board accepts the role scope and mission description of the Board's Governance Committee. 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 create a Governance committee. Since that time, the Committee feels it necessary to establish a Role, Scope, and Mission for the Committee, which 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) allow Board members to evaluate how effective the full Board functions in fulfilling its duties; and (2) allow Board members to assess their 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 the Committee to review its role and mission regularly, resulting in more effective management of Board responsibilities.



**Approved for Recommendation to the Board**  
**Dr. Monty Sullivan**

January 12, 2022

**Date**

The following are guiding principles for the Governance Committee of the Louisiana Community and Technical College (LCTCS) Board of Supervisors (Board). The Governance Committee was added to the Board Bylaws in December 2019 as a mode of effectively managing Board expectations and responsibilities.

Article 1, Section 8, Committees, Meetings, C. Standing Committees, 8. Governance in the By-Laws reads:

8. Governance. All matters related to the governance of the Board, including but not limited to providing limited guidance on the fulfillment of obligations by board members, the amending of board by-laws and the referral of election and nominating matters shall be referred to this Committee. The role, scope and mission of this Committee shall be reviewed continually and kept on file in the Board office.

**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.11.Governance Committee Role Scope and Mission Memo Dec 2021

Final Audit Report

2021-12-07

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