



Board Policy

Policy Type: Governance
Policy Title: Board Committees
Policy Number: 1.11
Office Responsible: Board Chair
Related Policies: 1.2, 1.3, and 1.5
Related Procedures: 1.1
Related Laws: Michigan Community College Act; Open Meetings Act
HLC Criterion: 2A, 2B, 2C

Policy Statement

As noted in Policy 1.2, the Board shall govern as a whole. However, the Board may create standing or ad-hoc committees to assist with its work. A standing committee may be established when the Board determines that ongoing tasks are needed to inform decision-making as it relates to its oversight and policy governance duties. An ad-hoc committee may be established when the Board determines that special purpose tasks of limited duration are needed to inform decision-making as it relates to its oversight and policy governance duties.

For all committees, the following principles shall be observed:

1. Committees shall be used sparingly and shall not interfere with authority that the Board has delegated to the CEO.
2. The Board shall define the committee charter; at a minimum, defining its purpose, responsibilities, composition, and terms.
3. Committees shall conduct their work in a manner that is consistent with the Michigan Open Meetings Act.
4. No more than three Trustees can serve on a committee at any time.
5. The CEO shall serve in an ex-officio role on all committees, except in situations specifically limited by the Board.
6. In the event that the Board determines it needs professional skills from College employees to inform its work, the CEO shall assign the appropriate employee(s) to assist the committee with its work.
7. The Board shall not create committees for advising the CEO or College employees.
8. College employees shall not serve on Board Committees.
9. When appropriate to the committee's task, its members may include persons from the community.
10. Generally, committees shall conduct studies, present their research, make recommendations via oral or written reports, and provide policy alternatives for Board consideration.
11. Committees act in an advisory capacity only and shall not make decisions on behalf of the Board, except when formally given such authority for specific, time-limited purposes.
12. Committees shall not exercise control or authority over the College's employees.
13. Committees shall not exercise control or authority over the CEO except when formally given such authority from the Board as noted in number 11 above.
14. Committee requests for information shall follow Administrative Procedure 1.1, Board Information Request.

For a standing committee, the following shall be observed:

1. At its annual organizational meeting, the Board shall appoint committee members.
2. Individual Trustee participation shall generally be on a two-year rotational basis, unless they have a professional skill set that Board deems appropriate for a continuous term appointment.

For an ad-hoc committee, the following shall be observed:

1. The Board Chair shall appoint the members and assign the role of committee chair.
2. Ad-hoc committees shall be dissolved after completion of their work.

Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
12/15/87	Reviewed	
2/25/88	Revised	
4/17/18	Revised; referenced in former Policy 1.3.1	Board