

STATE BOARD OF COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

BOARD COMMITTEE STRUCTURE

BP 2-10

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REFERENCES:

ISSUED BY:

Dr. Nancy McCallin, System President

Policy Statement

A committee is a Board committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. The System President and/or his or her designee will serve as a non-voting member of each committee.

Board Committees

1. Budget and Operations Committee:
 - a. Purpose: To review the various areas of legal responsibility, as set forth by statute or rule, assigned to the Board. These areas range from the annual budget and prioritizing capital projects to instructional program approval to appointment of college advisory council members. The Committee will conduct these reviews to ensure that Board policies and priorities are followed and will recommend final actions to the Board. The Committee will work in conjunction with the other two Board committees to implement the policies and plans they establish.
 - b. Charge: To assure that the Board satisfies its statutory duties and monitors the System and college compliance with laws and Board policies and directives.
 - c. Composition: To be appointed by the Chair.

2. External Initiatives Committee:
 - a. Purpose: To be a policy development and proactive working group established by the Board. This committee will support and promote the community college system by developing policies to ensure that the Board

accomplishes its role and mission as defined by statute. Additionally, this committee will address SBCCOE linkages with the public, including:

- i. How can the SBCCOE assure the people of Colorado that CCCS is carrying out its role and accomplishing its mission as defined by statute?
- ii. How can the SBCCOE assure itself that the role and mission as defined by statute continue to be the will of the people of Colorado?

Specific areas of policy to be addressed include: development of the annual legislative agenda; policy development in workforce development, economic development, rural development, K-12; development of policy related to the role of the advisory committees; and policy related to partnering capacity of community colleges. The committee will work in conjunction with the other two Board committees for implementation of the policies established through the external initiatives committee.

- b. Charge: To define goals, objectives, and action items and submit them to the SBCCOE for adoption.
- c. Composition: To be appointed by the Chair.

3. Strategic Initiatives Committee:

- a. Purpose: To be a policy development and proactive working group established by the SBCCOE to position the system for a successful future. This committee will support and promote the community college system's agility and responsiveness to economic change by developing strategies and designing innovations to achieve the vision and mission of CCCS. This committee will guide and monitor policies related to strategic planning, innovative programs and services, the budget formula, academic master plans, program plans, leadership development, professional development, employee recognition, and diversity.
- b. Objectives: To define the goals, objectives, and action items and submit them to the SBCCOE for adoption.
- c. Composition: To be appointed by the Chair.

4. Audit Committee

- a. Purpose: The Audit Committee is to assist the Board in fulfilling its fiduciary responsibilities System-wide.

Fiduciary responsibilities include assessing risk and addressing matters including financial statement reporting, internal controls, compliance with applicable laws, regulations and Board policies, as well as System Office and College policies and procedures.

- b. Charge:

- a. Review and evaluate the effectiveness of the CCCS' process for assessing significant risks or exposures and the steps management has taken to monitor and control such risks;

- b. Review and evaluate the effectiveness of the CCCS' processes related to financial reporting;
 - c. Provide oversight on the matters involving the CCCS' code of conduct and ethics policies;
 - d. Review and evaluate the effectiveness of the CCCS' implementation and operation of structures designed to prevent and detect instances of misuse, abuse, or misappropriation of resources and inappropriate personnel activity, including fraud and supervisory misconduct, financial or other;
 - e. To review and monitor all audits, reviews and investigations, whether internal or external, for the CCCS;
 - f. To exercise oversight of the Concerns Hotline, as well as disposition of issues submitted;
 - g. To oversee the Internal Audit function including annual evaluation of the director; appraisal of the organizational structure of the department, adequacy of resources, qualifications and independence of the internal audit director and staff;
 - h. To review other matters that may come to the Board or Committee's attention, as deemed appropriate by the Committee;
 - i. Receive information from legal counsel on claims and potential claims against the CCCS;
 - j. Establish procedures as necessary to accomplish responsibilities noted in this policy;
 - k. Report activities and present recommendations to the Board.
- c. Composition:
- a. To be appointed by the Chair for terms of two years and may be reappointed;
 - b. The Committee shall consist of at least three Board members;
 - c. At least one member shall qualify as a financial expert as defined in the Audit Committee charter.

Procedures

The System President shall promulgate such procedures as may be needed to implement this policy.