

GATEWAY COMMUNITY & TECHNICAL COLLEGE

BOARD COMMITTEES

The GCTC Board of Directors has established five committees of the Board in order to facilitate its operations. The overall purpose of the committees will be to: 1) review specific information and make recommendations to the full Board; and 2) provide a mechanism for more in-depth analysis and discussion of issues for which the Board is required to take action.

All Committee meetings are considered open meetings and are susceptible to the Open Meetings requirements (see Open Meetings section).

EXECUTIVE COMMITTEE:

This committee has the responsibility to oversee the operations of the GCTC Board of Directors. It will:

1. Act on behalf of the Board between its regularly scheduled business meetings. These acts will then be presented to the Board for ratification.
2. Fix the hour and place of meetings.
3. Make recommendations to the Board.
4. Act in times of emergency.
5. Be subject to the orders of the Board; none of its acts shall conflict with action taken by the Board.

Meetings of the Executive Committee shall be called by the Chair or by written request of any three (3) Members.

Membership: Officers of the Board, either elected or appointed: Chair, Vice Chair, Secretary, and Parliamentarian.

College Liaison: President of GCTC

NOMINATING COMMITTEE:

This committee has the responsibility of nominating candidates for the offices to be filled at the Annual Meeting in the fall. It will:

1. Develop a list of candidates from among Board members that have demonstrated leadership capabilities.
2. Contact those potential Board members for approval of their candidacy.
3. Recommend for Board approval a slate of candidates for the offices to be voted on at the Annual Meeting.
4. Mail out its report with the agenda for the Annual Meeting.
5. Be automatically discharged when its report is formally presented to the Board.

Meetings of the Nominating Committee will be called by its Chair.

Membership: Three (3) Board members elected by the Board at the regular meeting previous to the Annual Meeting. Chair of the Board shall select the Chair of the Nominating Committee from those Board members elected to serve.

STANDING COMMITTEES

The Board shall establish such Standing Committees as it deems appropriate to discharge its responsibilities.

Each committee shall have a written statement of purpose, role, and scope as approved by the Board and such rules of procedure or policy guidelines that it or the Board, as appropriate, shall approve. Such statements shall be reviewed annually by each committee.

Each committee shall keep the Board informed of its activities and shall present both a printed and oral report at the Board's Annual Meeting.

The Board Chair shall appoint all Committee Members and Committee Chairs and shall serve ex-officio on all Standing Committees.

All committee members shall serve one-year terms.

Meetings of all Standing Committees shall be called by its Chair.

A majority of all committee members shall constitute a quorum.

Membership of all committees shall be two (2) Board Members and a Chair. Each committee is assigned a college liaison by the Gateway President/CEO to be a non-voting member serving as staff for the committee.

PERFORMANCE EVALUATION OF THE PRESIDENT COMMITTEE:

This committee will assist the Board with the annual evaluation of the GCTC President. It will:

1. Conduct the performance evaluation in accordance with the KCTCS process used for this purpose.
2. Develop and/or revise the Performance Evaluation Form.
3. Manage the distribution and collection of the performance documents to the Board members.
4. Consolidate the performance results from the Board members and submit the report to the Board Chair.

College Liaison: Executive Assistant to the President

BYLAWS/RULES COMMITTEE:

This committee will review and recommend changes to the Bylaws and Operating Rules of the Board. It will:

1. Revise the Bylaws, as necessary, either to remain current with Board operating procedures, meeting governmental regulations, or upon requests of the Board.
2. Compile and update the Board members' Handbook, Bylaws, Policies, and Procedures.
3. Provide all Board members with current versions of the Bylaws, Board Members' Handbook, Policies, and Procedures.
4. Have as its Chair the Parliamentarian.

College Liaison: Dean for Institutional Planning, Research, and Effectiveness.

BUDGET/SUMMARY REVIEW COMMITTEE:

This committee will assist the Board of Directors in oversights relating to fiscal management of the GCTC's Operating Budget. It will:

1. Annually review the College's annual operating budget, capital plan, and biennial budget requests.
2. Recommend approval of an annual operating budget to the Board.
3. Regularly review GCTC's financial results comparing actual income and expenses to the budget.
4. Review periodic financial information regarding the college's overall financial situation.
5. Advise the Board of any financial issues that may arise.
6. Not serve in a fiduciary manner.
7. Have the Controller of the College present financial information to the committee.

College Liaison: Vice President for Business and Administrative Affairs

SPECIAL COMMITTEES

The Board shall establish such Special Committees as it deems necessary to discharge its responsibilities. Each committee shall have a written statement of purpose, role, and scope as approved by the Board and such rules of procedure or policy guidelines that it or the Board, as appropriate, shall approve.

A Special Committee is a committee appointed by the Board Chair, as the need arises, to carry out a specific task. Upon its completion with a presentation of its final report, it shall cease to exist. It should not be appointed to perform a task that falls within the assigned function of an existing Standing Committee.