



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Student Liaisons	BG – I – c	3	4/13/2026

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B – Local Governance	Administrative Organization	BG	08/26/2025

PURPOSE

In order to provide students with leadership experiences, the Board welcomes the inclusion of student liaisons to the Board of Trustees to represent students' interests with the President and the Board of Trustees. The Board encourages the selection of student representatives to the President and the Board of Trustees who are deeply committed to the mission, and values of McLennan Community College, with a goal of ensuring that student interests are effectively represented.

DUTIES AND RESPONSIBILITIES

The Student Liaisons to the President and to the Board of Trustees of McLennan Community College are not members of the Board of Trustees of McLennan Community College and may not act as a member of the Board of Trustees of McLennan Community College. The Liaisons participate in a consultative capacity. The responsibilities of the Student Liaisons are to:

- I. Strive to represent the college, the President, and the Board of Trustees by always acting in a manner that positively reflects upon the College and by living the College's core values.
- II. Attend McLennan Community College Board of Trustees meetings.
- III. Meet monthly with the President and with the Vice President of Instruction & Student Engagement to discuss student input received and the activities of the Board of Trustees.
- IV. Study documents presented to the Board of Trustees for regular board meetings
- V. Render all advice and recommendations as the Student Liaisons based upon the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- VI. Remain current on educational issues by participating in leadership training, events, and conferences to enhance the Liaisons' ability to contribute to the Board's proceedings in the most effective manner.

- VII. Keep members of other student groups informed about issues brought before the Board of Trustees and seek student input on these issues.
- VIII. Serve on College committees as requested by the College President.
- IX. Communicate to Board members and the College President expressions of public reaction to Board policies and College programs.
- X. Refrain from using the Student Liaison position for personal or partisan gain.
- XI. Take no private action that will compromise the Board or administration.
- XII. Respect the confidentiality of information that is privileged under applicable law.
- XIII. Remember always that the first and greatest concern must be the educational welfare of the students attending McLennan Community College.

TRAINING AND DEVELOPMENT

The Student Liaisons may have opportunities to attend conferences pre-approved for Trustee attendance and be reimbursed for expenses associated with the approved conferences pursuant to Board Policy and Procedure.

TERM AND SELECTION PROCESS

Two students will be selected by the Leadership Team to serve a one-year term as a liaison to the President and Board of Trustees.

- I. The institution may invite nominations and applications from academic divisions, campus clubs and organizations, and scholarship groups. A student applicant must:
 - A. Be currently enrolled at McLennan Community College and maintain full-time enrollment during the selection period and during each fall and spring term throughout the Student Liaison's term of service;
 - B. Have and maintain a minimum cumulative grade point average of 3.0;
 - C. Demonstrate service commitment to the College and/or in the community;
 - D. Submit a letter of interest concerning the prospective Student Liaison's reasons for wishing to serve; and
 - E. Submit two (2) letters of recommendation from a McLennan Community College employee. The recommender should focus on the applicant's leadership skills and/or position(s) held on campus, in the professional arena, or in the community, as well as the student's abilities as a problem-solver.
- II. A student is not required to give up any student employment with McLennan Community College in order to be seated as a Student Liaison. Additional employment with the College will be decided on a case-by-case basis at the discretion of the College President.
- III. The College Leadership Team (and its designees, if any) will conduct the interview process and select the Student Liaisons.



- IV. The Student Liaisons will serve no more than two years. In the first year of selection, the Leadership Team shall appoint a Chair and a Vice-Chair. Subsequently, the Vice-Chair shall serve as Chair the following year, and the Leadership Team shall appoint an incoming Vice-Chair. This will foster a Chair and Vice-Chair progression similar to college employee councils.

SCHOLARSHIP

The Student Liaisons, in recognition of service to the College and Board of Trustees, shall receive a \$500 scholarship at the beginning of the Fall and Spring semester of his/her service. The student should consult with the Financial Aid Office to determine how the scholarship could impact current