



Administrative Policy

Category: Administration

Policy Number: 1000

Title: Policy and Procedure Development

The Governing Board supports the establishment and maintenance of policies and procedures consistent with the needs of the college and in alignment with State and Federal law. All official policies and procedures shall be available on the college website.

Procedure 1000.1

Policy Creation or Revision

Any employee, student or committee may submit a policy and procedure proposal for the purpose of establishing a new policy, amending a current policy, or repealing a current policy.

Procedure 1000.2

Policy Development Process

1. Submit a Policy and Procedure Rationale Form with the proposal to the president's designee. To propose amendments to an existing policy, obtain the current version from Human Resources and submit the proposed amendments using a track change tool.
2. The proposed policy shall be reviewed and amended as needed to ensure consistency in formatting and standardized verbiage. The President's Administrative Cabinet shall review the proposed policy. If the proposal is amended or rejected, it will be returned to the initiator. The initiator may submit an amended proposal.
3. If the proposal is accepted by the Administrative Cabinet, the policy shall be posted on the portal for seven days for review and comment. After seven days the proposed policy and portal feedback will be forwarded to the initiator who may amend it as a result of feedback. The policy is then returned to the president's designee.
4. The proposed policy is reviewed and considered by the President's Council.
5. If the proposal is accepted by the President's Council it shall be sent to the Senate. If the proposal is rejected by the President's Council the proposal shall be returned to the initiator.
6. The Senate shall review the proposal and seek input from the respective college committee(s) or group(s) to include but not limited to Employee Relations, Academic Standards, Curriculum, and student groups. The Senate may approve the proposal and notify the president's designee.



- a. If the Senate amends or rejects the proposal it shall be returned to the initiator with rationale of the Senate's decision. A new proposal with changes can be resubmitted to the President's designee to begin the process again.
- b. If the proposal approved by the Senate is an administrative policy it shall be posted to the website and announced via the portal. If the proposal is approved by the Senate and is a Governing Board policy, it will be placed on the Governing Board agenda for two readings. Following Governing Board approval, the policy shall be posted to the website and announced via the portal.
- c. If the Governing Board rejects the policy it shall be returned to the initiator.

Procedure 1000.3
Exception

The president is authorized to establish a new policy or implement a change to existing policy as outlined in Policy 210 Interim Policies. Interim policies shall be effective as approved by the president and shall be vetted through the established policy development process.

Policy Process

