

POLICY 1.5 - ADOPTING POLICIES AND PROCEDURES

PURPOSE

The Board of Trustees governs the College through policies adopted or amended by majority vote, with policy proposals drafted by the President, who also manages procedures. Policies and procedures are regularly reviewed, and archived versions are retained for historical reference.

SCOPE

The College's Board of Trustees and all College employees and students.

DEFINITIONS

None.

I. ADOPTING, AMENDING, OR ARCHIVING POLICIES

The Board of Trustees' policies shall constitute the basic governance for the College. All of the Board's policies shall be contained in the College's Policy Manual.

The following procedures shall be followed when adopting, revising, or archiving policies:

1. Either when directed by the Board or when necessitated by changes to federal and/or state laws and regulations, or when otherwise determined necessary due to operational and/or management issues, the President or the President's designee shall draft and propose new policies, provide amendments to current policies, and/or propose archiving existing policies.
2. The President shall present the proposed policy to the Board at a regularly scheduled Board meeting for first reading. If approved at first reading, the proposed policy will stand open until the next regularly scheduled Board meeting, where the Board will take formal action on the proposed policy. In the event of an emergency or special conditions (e.g., legal changes mandated by a specific date), the Board may waive second reading and approve the proposed policy at first reading.
3. During the policy development process, the President shall consider, and when necessary, solicit the views and considerations of faculty and staff members, students, and the public.

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4. Board members may propose amendments to proposed policies at any time during the process. An amendment will not require that the proposed policy go through an additional reading unless the Board determines that the amendment needs further consideration and an additional reading is warranted and necessary.
5. In order for the proposed policy to be official, the proposed policy must be formally adopted by a majority of the Board members present at an official Board meeting, with the Board's action being recorded in the Board's minutes.

II. ADOPTING, AMENDING, OR ARCHIVING ADMINISTRATIVE PROCEDURES

Unless otherwise stated in a specific policy, the President is hereby authorized to develop, implement, and archive administrative procedures and rules that are in furtherance of and consistent with the Board's policies.

III. RETENTION OF ARCHIVED POLICIES AND PROCEDURES

All archived policies and procedures shall be maintained by the College for historical reference and recordkeeping purposes. Archived policies and procedures (including prior amended versions) will be preserved in an appropriate archive repository so that the College retains a record of its previous governance directives. Archived policies and procedures are no longer in effect and have no governing authority, but they remain available for reference as needed (e.g., to document past practices or compliance with former requirements).

IV. PERIODIC REVIEW OF POLICIES AND PROCEDURES

All Board policies and associated procedures shall undergo regular review to ensure they remain current, compliant with applicable law, and responsive to the College's needs. The Board of Trustees delegates to the President the responsibility and authority to establish and maintain a schedule of periodic review covering all Board policies and procedures.

Adopted: 2016-11-28
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