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| Policy Title       | Policy Development, Adoption, Implementation & Review |
| Policy Number      | 1001  |
| Category           | Board & Organizational Governance                     |
| Applicability      | College-wide  |
| Responsible Office | Office of Legal Affairs                               |
| Effective Date     | April 18, 2024  |

I. Policy Statement

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#### IV. Responsible Office/Executive

The Office of Legal Affairs has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Legal Affairs for more information.

#### V. Definitions

Policy: a written, guiding principle, plan or course of action of the college designed to influence and determine decisions and actions. Policies are guiding principles that generate action. Policies may be Board Policies or Administrative Policies, as appropriate depending on the subject matter.

- x A Board Policy is a policy adopted by the Board of Trustees. Board policies have broad application throughout the college and all its campuses and organizational units. Board policies pertain to: Board governance; statutory and regulatory powers, duties, and policy-making functions of the Board; delegation of functions and responsibilities to the College President; college facilities; legal compliance; institutional risk. Board policies set direction and guide institutional decision-making.
- x An Administrative Policy is approved by the President and the Board of Trustees. Administrative policies pertain to powers, duties, and responsibilities delegated to or within the college, mitigate institutional risk, and communicate roles/responsibilities, and policies that are promulgated primarily for internal cross-departmental purposes (e.g., personnel-related policies regarding leave reporting), or which require highly specialized technical skills or expertise (e.g., policies pertaining to information security and energy). Administrative policies also set direction and guide institutional decision-making but do so within the parameters of defining a standard administrative procedure.

The Office of Legal Affairs will assist in proper policy classification.

Note: Departmental-, unit- and office- level policies and procedures, which govern the internal operations of a specific department or office in its implementation of its administrative duties and responsibilities, are outside the scope of this Policy. However, any policies and procedures developed at a department or office level must be: compliant with federal and state laws/regulations and college policies/procedures; clearly written; and available to affected members of the college community. Any such policies must also be reviewed and approved by the appropriate area executive (e.g., Vice President) with notification to the college President.

warrant inclusion as an attachment to the policy and/or procedure. These documents are not part of the policy and/or procedure and may be updated by the Responsible Office.

Adoption/Revision Date: the date that a new or revised policy has been approved and adopted by the Board of Trustees. A policy is effective on its Adoption Date unless a separate Effective Date has been specified.

Effective Date: the date that a policy takes effect, if specified when the policy is adopted.

Review Date: the date that a policy was reviewed by the Responsible Office to assess whether the policy required revision or other appropriate action.

Responsible Office/Executive: the office or administrative unit at the college responsible for developing, coordinating, and maintaining a policy, and/or the appropriate College administrator (e.g., Vice President, General Counsel, Chief Diversity Officer/Title IX Coordinator) whose area of oversight responsibility covers the subject matter of a particular policy.

Stakeholders: Members of the college community with a key interest in a new policy or revisions to an existing policy. These may include advisory committees, student organizations,

- x Seeking review and authorization to advance the policy from the College General Counsel (or designee) with respect to legal/regulatory requirements and consistency with other policies/procedures;
- x Seeking review and approval from the College President (or designee);
- x Reviewing the policy for potential update, edit, or amendment.

Board policies may be presented for adoption, amendment, or repeal at any regular or special Board meeting. Any policy presented to the Board for its consideration will have been developed after consideration of the relevant laws/regulations, institutional needs, facts, and recommendations from the appropriate institutional constituencies. Draft Board p



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