

PROCEDURE

Inasmuch as college-wide policy statements may emanate from all sectors of the campus (individuals, groups, departments, and organizations), a consistent process will be used to move each new or revised policy to the Board of Trustees for its review and approval action. The following steps will be used for this process:

1. The detailed process described in Appendix I. of this Procedure should be consulted prior to the instigation of any new policy or policy revision.
2. Following his review and approval, the President will forward the policy to the Vice President of Finance and Administration for processing.
3. The Vice President of Finance and Administration will review the policy for technicalities that may cause the policy to be in conflict with other policies or law and will also determine that all data and information is correct.
4. The Vice President of Finance and Administration (or designee) will prepare the policy in the proper format, assign a heading and number, and recommend to the President that it is ready for Board action.
5. The Vice President of Finance and Administration (or designee) will post the policies approved by the Board to the College's web site.
6. The Vice President of Finance and Administration will identify a staff person who will be solely responsible for all transcription, dissemination, filing and archiving of new policies and/or policy changes.

ADOPTED: August 23, 1976
Revised: December 21, 1982
Revised: May 21, 1991
Revised: April 30, 1996
Revised: May, 2000
Revised: July 31, 2007
Revised: November 18, 2008
Revised: July 19, 2011

Appendix I.

Policy Formation/Review:

1. **Staffing:** One person (the assigned staff member) has control and oversight over the entire policy document process¹ from issuing the appropriate Word version of the policy to the requesting College employee, to checking all drafts for accuracy (and retaining/filing each version), to making final, Board-approved changes (via *Contribute*) to the online policy manual. This person is also in charge of paper files and both paper and electronic archiving of all versions of existing policy.
2. **Departmental Origins:** These proposals reflect new policies needed to facilitate changes or revisions in existing policies to reflect change or provide clarity. While proposals for new policies or revisions in existing policy can and often do originate with individuals, departmental engagement is part of the process. Prior to initiating the formal approval process, involved department members should be informed and input (additions, deletions, corrections) should be sought when appropriate.
3. **Institutional Review:** One senior administrator is charged with the regularly-scheduled review of all College policy to identify changes in College practices or external requirements not reflected in current policy language. Needed changes (or the need for a new policy) should be referred to appropriate departments when possible. If referral is not possible, new policy or policy change should be proposed by the senior-staff reviewer via the formal approval process.

Formal Policy Approval Process:

1. **Department:** Proposed new policies or policy changes receive department approval when appropriate.
2. **Governance Structure:** Proposed policies or changes in policies are sent either to the appropriate standing committee of the College Senate (Policy Series 5000 and 7000) or to the PLT (Policy Series 1000, 2000, 3000, 4000 and 6000), if no standing committee has policy jurisdiction. Committee consideration and PLT consideration are limited to the proposed changes and not to the policy in its entirety or to any part not included in the proposal. PLT, Standing Committees and the Senate have the right to return policy proposals to the originating person/department for revision or clarification. (See Article III, I of the *College Senate By-Laws*.)
3. **PLT:** Policies not identified for review by the Senate Standing Committees will be reviewed by the PLT and recommended to the President (or not). PLT may amend policy proposals. PLT may also review policies passed by the College Senate or those discussed but not passed by the Senate but presented to PLT by a Vice President. The President may approve or not approve all policy proposals for forwarding or not forwarding to the Board. Changes to procedure will be made in the same manner as steps 1-3, above, but do not require Board approval.
4. **Board:** Proposed policies or policy changes recommended by the President will be placed on the next available Board agenda in line with the schedule for receipt of Board agenda items. The Board may pass or not pass all policy proposals.

¹ It is important that one person have an overview of the policy proposal documents from the beginning to the end of the process to guarantee document integrity and the validity of the approved changes.

[See below for a graphic delineation of the process.]

Policy Change Recording/Dissemination/Archiving:

1. Following Board approval, new or changed policies are transmitted back to the assigned staff person who:
 - Enters approved changes in policy in the *OCC Policy Manual* on the College website;
 - Files print copies of the new version of the policy in the printed *OCC Policy Manual* and sends print copies of the new version to appropriate persons;
 - Announces the change campus-wide via broadcast announcement;
 - Files all extant policy versions (from the first proposed change through interim changes to the final version) in the paper archive. The purpose of this archive is to retain all copies of all policy change including all versions and amended versions of any given change. *It is required by statute that we retain paper copies of these for seven years.* It is recommended that after seven years, these files be scanned into an electronic archive.
2. Following Board approval, all policy changes are also forwarded to the designated person in Academic Affairs for filing and reference.

Process Summary:

- a. Numbered 5000s and 7000s
 Appropriate College Senate Standing Committee
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 College Senate
 ↓ [Possible interim discussion by PLT]
 Board of Trustees
- b. Other Policies
 President/PLT
 ↓
 Board of Trustees

Procedures, Attachments, Appendices, and Academic Forms

- a. Numbered 5000s and 7000s
 Appropriate College Senate Standing Committee
 ↓
 College Senate
 ↓
 President/PLT
- b. Others Procedures and Related Documents
 President/PLT