POLICY

The Board of Trustees shall promulgate and approve all college-wide policies that are considered necessary and essential to the operation of the College.

The President shall designate one person to be responsible for coordinating a policy-approval process that shall include appropriate procedures for transmitting new or revised policies to the Board.

All policies, regardless of their origin, shall be reviewed by the President prior to submission to the Board.

The President shall designate an appropriate staff member to implement and to be responsible for each approved policy.

ADOPTED: August 23, 1976   Reviewed: May 21, 1991
                                            Reviewed: July 6, 2011

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. The policy owner (designee) insures that each policy within a given category is reviewed at least once within its review cycle. The policy owner is responsible for developing a schedule to maintain compliance. The table below identifies the review for each category and policy owner:

Category	Policy Owner or Designee	Review Cycle (Years)
Bylaws of the Board of Trustees	President	Five
Administration	EVP Finance and Administration	Three
Personnel	AVP Human Resources	Three
Business	Controller	Three
Students	VP Student Life	Three
Community Affairs	Executive Director Public Relations	Three
Educational Programs	VP Academic Affairs	Five

3. Following his review and approval, the President will forward the policy to the Executive Vice President of Finance and Administration for processing.

4. The Executive 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.

5. The Executive 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.

6. The Executive Vice President of Finance and Administration (or designee) will post the policies approved by the Board to the College's web site.

7. The Executive 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: November 18, 2008
Revised: December 21, 1982   Revised: July 19, 2011
Revised: May 21, 1991   Revised: March 25, 2014
Revised: April 30, 1996
Revised: May, 2000
Revised: July 31, 2007

Appendix I.

Policy Formation/Review:

1. <u>Staffing</u>: One person (the assigned staff member) has control and oversight over the entire policy document process[1] 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 *Content Management System CQ5*) 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. <u>Departmental Origins</u>: 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. <u>Institutional Review</u>: One senior administrator is charged with the regularly-scheduled review of <u>all</u> 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. <u>Department</u>: Proposed new policies or policy changes receive departmental approval when appropriate.
2. <u>Governance Structure</u>: 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 Bylaws*.)
3. <u>PLT</u>: 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. <u>Board</u>: 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.
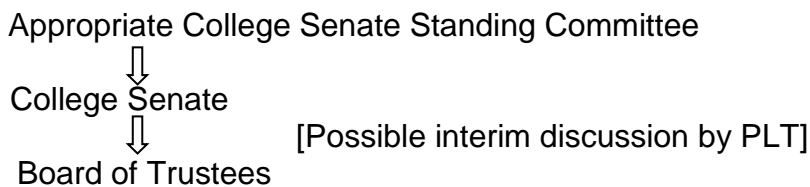   *[See below for a graphic delineation of the process.]*

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[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.

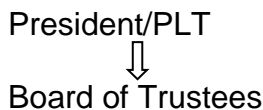**Policy Change Recording/Dissemination/Archiving:**

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;
   - 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 changes, including all versions and amended versions of any given changes. *It is required by statute that we retain paper copies of these extant policy changes for seven years.* It is recommended that after seven years, these files be scanned into an electronic archive.
2. Following Board approval, all academic and student policy changes are forwarded to the designated person in Academic Affairs for filing and reference.

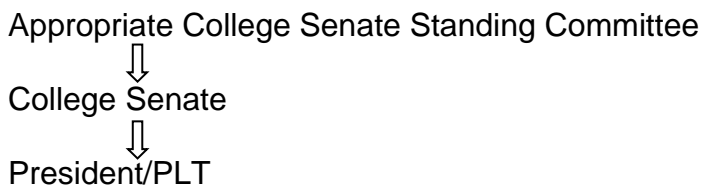**Process Summary:**

a. Numbered 5000s and 7000s

   Appropriate College Senate Standing Committee
            ⇩
   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