



ACCREDITATION EVIDENCE

Title: Board Policy President's Procedure Proposal Form

Evidence Type: Clear

Date: 4 May 2021

WAN: 22-0057

Classification: Resource

PII: No

Redacted: No



Western Wyoming Community College: Policies & Procedures Process

- 1) Proposed Policy/Procedure Submitted:** Anyone can submit proposed changes to any policy/procedure or propose a new policy/procedure. All proposals are submitted to Kandy Frink. If the proposal comes from someone other than the Policy Owner (generally the supervising VP for the specific policy series), then the proposed revisions are forwarded to the Policy Owner for approval before being submitted to the P&P Committee.
- 2) Committee Review of Proposal:** The P&P Committee reviews the proposed policy/procedure. If the proposed revisions are not approved by the committee, the proposed revisions will be referred back to the Policy Owner for further revision, clarification, or to address questions/concerns from the committee.
- 3) Employee Comment:** The proposed policy/procedure is sent out electronically for all employee comment. Employee comment period is two weeks.
- 4) Committee Review of Comments:** The Committee may choose to make further modifications to the policy/procedure based on employee comments. If revisions are significant, or if they change the intent of the policy/procedure, then the Policy Owner will be asked to provide input on the additional changes. If significant changes are made, the proposed revisions will be sent out for an additional round of employee comments.
- 5) Legal Review:** Policies and procedures in the 4000 series (Human Resources) and some other select policies/procedures are sent to the College's attorney for legal review. If significant changes are made, the Committee will review again, and it will be sent for employee comment again.
- 6) Presidential Review:** Once the P&P Committee has finalized their review, the proposed policy/procedure is submitted to the President, along with a transmittal form signed by the Policy Owner and the P&P Committee Chair, with any relevant comments. The President has 60 days to complete his/her review; if the 60 days passes without Presidential review, the policy/procedure will be moved on for Board Review. The President may choose to approve the revisions, deny the revisions or refer the policy/procedure back to the Policy Owner or the P&P committee. If significant changes are made, the revisions will again be submitted for all employee comment.
- 7) Board of Trustees Review:** Policy revisions are considered by the Board in a "first reading" at one meeting, and a "second reading" in a second monthly meeting. The Board has authority to approve policy (not procedure), but if the Board feels that the procedure does not match the intent of the policy, they may request changes to the policy to clarify the intent, or suggest revisions to the procedure that will match the intent of the policy.
- 8) Publication:** Once the Board approves, the updated policy/procedure is posted to the website.

NOTE: Proposed revisions to policy/procedure may still move through the process even if the Policy Owner, the P&P Committee, or the President disagrees with the proposal. If the P&P Committee denies the proposal, the Policy Owner may choose to request Presidential approval for the revisions to move forward. The proposed revisions would then be sent out for all employee comment and progress through the process without P&P Committee approval. The rationale for committee denial would be noted when the proposed revisions are submitted for Presidential review and Board consideration. If the Policy Owner disapproves proposed revisions but the committee feels it should move forward, the Policy Owner will provide rationale for denial when the revisions are submitted for Presidential review and Board consideration. If the President denies the revisions but the Committee feels the revisions should move forward, the President's denial would be noted when the revisions are submitted for Board consideration.