



ACCREDITATION EVIDENCE

Title: Policy 7510B

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Date: 2020

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Classification: Clear

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Redacted: No



POLICIES AND PROCEDURES COMMITTEE

Reference: HLC Criteria 2.C.2, 5.B.1, 5.B.2, 5.B.3

The College will have in place each year a Policies and Procedures Committee. This committee operates as a committee of the College for the development, review and revision of all codified policies and procedures, with the exception of the 7000 Series policies and procedures, and as noted below.

Changes in needs, conditions, purposes and objectives will require revisions, additions and deletions to the policies of the present and future boards. The Board of Trustees reserves the right to adopt or change codified policies without participation by the Policies and Procedures Committee.

Authority

The committee serves in an advisory capacity to the College President and all recommendations shall be submitted to the College President. In the event the College President fails to act on a committee recommendation within forty-five (45) calendar days after receiving the recommendation, or responds negatively, the committee chairperson shall, upon majority vote of the committee, submit the proposed policy recommendation directly to the Board of Trustees.

The College President, in consultation with internal constituencies (administration, faculty, staff and students), shall establish the committee's membership, authority, and operating procedure.

Original Adoption	July, 1974
Revised	January 26, 1978
Revised	January, 1986
Revised	December 17, 1987
Revised	January 26, 1989
Last Revision	May 8, 2014
Revised	March 9, 2017
Proposed	June 1, 2022

Proposed Procedure 7510B

POLICIES AND PROCEDURES COMMITTEE

The Policies and Procedures Committee develops, reviews, and revises all codified policies and procedures, with the exception of the 7000 Series policies and other policies developed or revised by the Board of Trustees. Its membership, authority and operating procedure is described below.

Membership

NAME	OCCUPATIONAL ACTIVITY CATEGORY	ELECTED BY
N/A	Executive Asst to President/BOT	Permanent
One	Presidential Appointee	President (Appointed)
One	Professional	Senate
Three	Instructional	Senate
Two	Clerical/Secretarial	Paraprofessional Alliance
One	Service/Maintenance	Paraprofessional Alliance
One	Technical/Skilled Craft	Paraprofessional Alliance
One	Student	SGA
One	Ex-officio member	Senate Past Chair
One	Ex-officio member	Paraprofessional Alliance Chair

Appointments/Elections shall be for a two-year term with the exception of the SGA member, the Senate Past Chair and the Paraprofessional Alliance Chair, whose terms are for one year. In the event an Occupational Activity category cannot be filled, the Senate or the Paraprofessional Alliance may appoint a substitute. A quorum shall be defined as one (1) member more than half of the voting committee. A quorum is necessary for the Committee to take action. Ex officio members are invited to attend but are not voting members of the Committee and are not required for a quorum.

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Chairperson(s)

The Executive Assistant to the President/BOT shall serve as the committee chairperson. The chairperson presides at all meetings of the committee and primarily serves as a facilitator in meetings and as a spokesperson and liaison for the committee

Meetings

The committee shall meet at the call of the chairperson. At least one regular meeting each month during the academic year (September through May) shall be held. Additional meetings may be called by the chairperson with the concurrence of the committee. In some instances, the committee may be asked to meet between May and August. Any committee member who is not on contract during those months will be compensated for their attendance.

Records

The Executive Assistant to the President shall keep an official record of committee proceedings, copies of policies and procedures, and other records as deemed necessary. It shall also be the duty of this individual to keep the policies and procedures up to date on the website. This individual will send meeting minutes to the entire P&P committee for approval. Approved minutes will be posted on the Policies and Procedures webpage,.

Voting

In order for a policy and/or procedure to receive a positive recommendation, a majority of the committee present at the meeting must vote in the affirmative. Minority or majority written statements may be included with the recommendation. The chairperson shall not vote unless there is a tie vote or their vote will change the outcome of the vote.

Policy Review Schedule

In order that all College policies and procedures are current, relevant, and implemented, the committee shall review all policies and procedures (except the 7000 series) on a regular basis.

Proposed Procedure 7510B

Process for Revising or Proposing New Policies and/or Procedures

1. Obtain proposal form and the current policy/procedure from the Executive Assistant to the President.
2. Complete the proposal form, make revisions to the policy/procedure using track changes and submit them to the Executive Assistant to the President.
3. The Executive Assistant to the President will forward the proposal form and proposed revisions to all members of the Policy & Procedure (P&P) Committee and to the Policy Steward. .
4. The Policy Steward will review the proposal and suggested revisions, address concerns with appropriate parties, conduct any necessary research and respond to the Executive Assistant to the President within 30 days of receipt of the documents. The Policy Steward will also determine whether the policy and/or procedure needs a legal review, and the timing of that review.
5. The proposal will be moved to an active agenda item for the next P&P meeting. The Policy Steward and originator(s) may be invited to discuss the proposal.
6. Employees will be given the opportunity to provide input and feedback on new or revised policies and procedures with the exception of the 7000 series.
7. Following final approval from the P&P Committee, the Committee will provide a recommendation to the Policy Steward and the College President.
8. The College President will have forty-five (45) days to respond and take action. Procedures approved by the College President will be implemented immediately. Policies approved by the College President will be placed on the Board of Trustees agenda for consideration.

Original Adoption	July, 1974
Revised	January 26, 1978
Revised	January, 1986
Revised	January 26, 1989
Revised	June 14, 2001
Revised	May 8, 2014
Revised	March 9, 2017
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