

POLICIES AND PROCEDURES COMMITTEE

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

The College will have in place each academic 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 President and all recommendations shall be submitted to the President. In the event the President fails to act on a committee recommendation within sixty (60) calendar days after receiving same, 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 President, in consultation with internal constituencies (administration, faculty, staff and students), shall establish the committee's membership, authority, and operating procedure.

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| 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 |

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 | APPOINTED BY |
|-------|-----------------------------------|---------------------------|
| One | Presidential Appointee | President |
| One | Professional | WWCC Senate |
| Three | Instructional | WWCC Senate |
| Two | Clerical/Secretarial | Paraprofessional Alliance |
| One | Service/Maintenance | Paraprofessional Alliance |
| One | Technical/Skilled Craft | Paraprofessional Alliance |
| One | Student | ASG |
| One | Ex-officio member | WWCC Senate |
| One | Ex-officio member | Paraprofessional Alliance |

Appointments must be made by September 15th of each year and shall be for a two year term. In the event an Occupational Activity category cannot be filled, the WWCC 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 as necessary but are not voting members of the Committee and not required for a quorum.

Chairperson(s)

The committee shall elect a chairperson at the first meeting in September. 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.

Records

The Executive Assistant to the President shall attend all committee meetings. This individual shall keep an official record of committee proceedings, copies of policies and procedures, transmittal forms and other records as deemed necessary. It shall also be the duty of this individual to keep updated the official policies and procedures manual of the College. This individual will forward minutes to the P&P Chair(s) for any revisions, and then send to the entire P&P committee for approval. Approved minutes will be posted on the Policies and Procedures webpage for public viewing, and will be sent to the College Senate and the Paraprofessional Alliance for campus-wide dissemination.

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 affixed to the transmittal sheet. The chairperson shall not vote unless there is a tie vote or his/her 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 six-year rotation schedule. The rotation will allow for review of one full series each year, and this shall be tracked by the Executive Assistant to the President.

Process for Revising or Proposing New Policies and/or Procedures

1. Obtain transmittal form online. The Executive Assistant to the President can help with this.
2. Complete the Transmittal form and submit to the Executive Assistant to the President.
3. The Executive Assistant to the President will forward the Transmittal form to all members of the Policy & Procedure (P&P) Committee and to the appropriate Vice President(s). This item will be kept on the P&P agenda until resolution is achieved or all avenues have been exhausted.
4. The Vice President(s) will review the Transmittal form, 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 Transmittal form.

Procedure 7510B

5. The proposal will be moved to an active agenda item for the next P&P meeting. The Vice President(s) and originator(s) will be invited to discuss the proposal.
6. Based on information provided to the P&P Committee, the P&P Committee will provide a recommendation to the President.
7. The President will have 60 days to respond and take action. Procedures approved by the President will be implemented immediately. Policies approved by the President will be placed on the Board of Trustees agenda for consideration.

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| 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 |