

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **PROCESS – REVIEW AND APPROVAL OF POLICY (BOARD) AND
PROCEDURE (ADMINISTRATIVE) (AP-045)**

Contact: Administrative Coordinator, President’s Office, Ext. 7087

There are distinct differences between “Board *Policy*” and “Administrative *Procedure*.” While one serves the other, Board Policy is the main principle or authority for rule and management of the College. Policy is created and/or review and voted upon by a majority of the governing, seven-member Board (see Board Policy III.060, Policy Development in the Board Policy Handbook). Procedure is developed by management to coincide with and carry out the intentions of Board Policy (see Board Policy I.D.130, Formulation of Administrative Regulations).

Administrative Procedure is open to regular review, updates and revisions, including additions or deletions, as needed. Regular recommendations are welcome and encouraged in order to maintain reliability and usefulness of the procedures. Executive Team will review and approve or disapprove recommendations on a case-by-case basis. As it is with the Board’s review of policy, unless circumstances require immediate action, each recommendation will be subject to a “first reading” at an Executive Team meeting for discussion and further research if necessary, followed by a “second reading,” where Executive Team will accept or reject the recommendation based on a majority consensus.

Note that Board Policy III.040, Administrative Regulations/Staff Advisory Functions, dictates that administrative procedures for the operation of the College should include staff who may be affected by the procedures and the College administration is to maintain open channels of communication with all staff regarding procedures and inform the Board of same, especially when presenting recommendations of policy or procedure to the Board for action.

1. The President’s Office will maintain communication with all staff as to administrative procedure and Board policy and will be responsible for making physical changes to the policies and/or procedures.
2. Administrative procedures and board policies will be accessible on the College’s Intranet.
3. Administrative procedures will be reviewed on a regular basis by the President’s Office, but all employees should be conscious of procedures, related forms, documents, and attachments that may be changed periodically and provide updates to the President’s Office for review and distribution.
4. A department and/or individual wishing to make changes to administrative procedure or to create a new procedure should bring the issue to the attention of their division dean and/or the Administrative Coordinator, President’s Office for Executive Team review and input.
5. Executive Team will determine whether or not the proposed new procedure should be subject to RCC Board’s approval or sufficient at the administrative level.

Approved: 07/10/02
Revised: 12/16/08

AP-045