



AP 2410 Board Policies and Administrative Procedures

References:

NWCCU 2020 Standards 2.A.1

Rogue Community College is a member of the Oregon Community College Association (OCCA), which provides general policy advice and guidance to all Oregon community college members as part of their current OCCA dues. OCCA works with college presidents, staff, and board members to analyze and help operationalize recently passed Oregon legislation and administrative rules. RCC is a participant in partnership with the Community College League of California (League) and the law firm of Liebert Cassidy Whitmore, and OCCA. OCCA provides subscribing Oregon community colleges access to the League's national program designed for community colleges. OCCA's Board Policy and Procedure Program includes: Board Policy (BP) and Administrative Procedure (AP) Samples; Legal Updates; a ListServ; and Workshops. In accordance with the subscription program, all policies will be reviewed within a rolling five year cycle.

The policy samples reflect federal and state law requirements as well as accreditation standards. The templates are customizable to reflect local community college practices and procedures. RCC's Board Policy Committee is in the process of reviewing the policy samples and adapting those samples to RCC policies and procedures. The Board Policy Committee will prioritize policy review, with the highest priority given to legally required policies and accreditation related policies.

Procedure for Board Policies:

A Board Policy Committee will be constituted by the Board of Education. The committee will be comprised of two (2) board members, the college president, and the assistant to the president – governance. The Committee charge is to work on draft board policy language.

Once a draft is finalized, the draft policy is submitted to the Board of Education for consideration as a first reading. If there are any edits or changes, those are incorporated and will be resubmitted to the board for consideration and approval.

At the conclusion of the first reading, and before the second reading, the Assistant to the President – Governance will make draft policies available to the RCC community via SharePoint (or other web-based document sharing technology) for review and comment. Comments received will be shared with the Board Policy Committee for consideration and possible submission to the full board.

At a following board meeting, a second reading will take place. The board will move for approval if there are no changes. If there are edits or changes, those are incorporated and resubmitted to the board for consideration and approval at a following meeting as a third reading. This edit/consideration/reading process will continue until there are no additional edits or changes, and a motion for approval is made and passed.

Once a policy is approved, a pdf copy of the policy is submitted by the Assistant to the President – Governance to the Marketing Department for posting to the RCC website. The Assistant to the President – Governance will have primary responsibility for the Board Policy process.

Procedure for Administrative Procedures:

As new policies are submitted to the board for review and approval, the Administrative Procedure review will happen in tandem. The Board Policy Committee will have the primary responsibility for updating and/or developing a procedure in support of any proposed policy in Chapters 1 and 2, which covers Rogue Community College and the Board of Education. The Board will review and approve any procedure developed by the Board Policy Committee.

All procedures other than Chapter 1 and 2 will be reviewed/developed/approved by the Executive Team. The Executive Team will have the primary responsibility for updating and/or developing procedures in support of the remainder of the proposed policies. The process to review/develop administrative procedures will happen in tandem with the policy: taking approximately two months, unless there are edits and changes. Once approved, the Administrative Procedure will be submitted by the Assistant to the President – Operations to the Marketing Department for posting to the RCC website. The Assistant to the President – Operations will have primary responsibility for the Administrative Procedure process.

At the beginning of the fiscal year, the Board Policy Committee will establish policy review based on priority, as stated above; except when a policy is legally required and needs immediate action.

Rescinds Policy Number: I.D.080, I.D.090

Approved: June 18, 2019

Accreditation reference updated January 27, 2020