

DEVELOPMENT OF POLICIES

2.10020 DP
DISTRICT PROCEDURE

PURPOSE	<p>Metropolitan Community College is committed to developing board policies and procedures through its shared governance process to include the governing board, administration, and employees in the development of policies and procedures, as appropriate. The College's Policy Review Council (CPRC) is an advisory group designed to engage internal constituencies in policy and procedure development.</p> <p>The development of board policies and district procedures will follow the guidelines set forth.</p>
DEFINITIONS	<p>Board Policy (BP): A written statement on a specific subject adopted by the board setting forth the principle which will direct the action of the chancellor.</p> <p>District Procedure (DP): A written statement approved by the chancellor, which provides rules governing the action to be taken by employees of Metropolitan Community College (the College) in carrying out a board policy or otherwise accomplishing the mission of the college and designating responsibility for the required action.</p>
COMMITTEE REPRESENTATION	<p>The CPRC shall be comprised of representatives of the three (3) governance groups and chaired by the general counsel or designee. The chair shall be a member of the Chancellor's Executive Cabinet. The chair may assign a designee to chair the council in their absence.</p> <p>Each governance group shall be afforded the following opportunity for representation on the CPRC:</p> <p>Current governance group president and three (3) representatives from each governance group. The president of each governance group will notify the chair of the selected representatives prior to the first meeting of the academic year.</p>
COMMITTEE TERMS	<p>The term for CPRC governance representatives will be set in the council's charter. It is expected that members will serve at least one (1) academic year.</p>
PROPOSALS	<p>Any governance group through members of the council may introduce a proposal for policy and procedure development, revisions, or rescissions. The proposal(s) shall be submitted to the chair and to the council for consideration. Upon agreement by the council that the policy and/or procedure proposal should proceed for review, the chair will forward request(s) to the appropriate executive cabinet member for consideration. The executive cabinet member will determine whether the request(s) proceed for review. The determination and rationale for the decision will be communicated to the chair within thirty (30) days of receipt of the request. The chair will communicate the determination to the council by the next scheduled meeting.</p>
REVIEW PROCESS	<p>The chair will hold a meeting to present policies and/or procedures to the council for review. The council is intended to function in a fashion that encourages and allows input and information to and from the council to the governance groups during the review process. Each council governance group shall designate one member to act as the group's facilitator to the chair during the review process.</p>

The chair will facilitate review of the proposed item as follows:

Presentation of Item:

A representative from the office of responsibility will present the item to the council. The presentation of items will provide an opportunity for the council to discuss the item with the presenter.

If the timing and/or need for the policy or procedure is imminent, the chair may forgo a meeting and present the item to the council electronically.

Input Period:

Upon presentation of the item, the council representatives will consult their constituents of the proposed item and solicit and collect input. At the next CPRC meeting, each governance group will have an opportunity to provide input received to the council. A representative of the office of responsibility will be in attendance to solicit input and address comments.

After the CPRC input meeting, the office of responsibility will have ten (10) college business days to address the input received and provide a final draft of the item to the chair. The chair will compile comments received, responses, and the final draft of the item and share with the council electronically. The chair may extend the office of responsibility's review timeframe.

If the timing and/or need for the policy or procedure is imminent, the chair may forgo a meeting and collect input from the council electronically

Recommendation Period:

The council representatives will inform their constituents of the response(s) and circulate the final draft(s) of the item(s) to seek recommendation for adoption from their governance groups.

At the next scheduled CPRC meeting, recommendation will be discussed. Each governance group will notify the council if recommendation for adoption has been reached. If recommendation for adoption has not been reached by a governance group, the CPRC members may provide a rationale to the chair to determine whether additional review is needed.

If the chair determines that additional review is needed in consultation with the appropriate executive cabinet member, the chair may re-present an item to CPRC until such time as recommendation for adoption has been reached or until the appropriate executive cabinet member, through the chair, determines that sufficient input has been received from the council and governance associations to proceed with adoption of the item.

If the timing and/or need for the policy or procedure is imminent, the chair may forgo a meeting and seek recommendation for adoption from the council electronically.

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ADOPTION	<p>After recommendation for adoption, the following is the approval process for policies and procedures:</p> <ul style="list-style-type: none">• Procedures: Procedures shall be approved by the chancellor for adoption.• Policies: Board policies shall be approved by the chancellor for recommendation to lodge with the Board of Trustees. Upon Board acceptance of lodging, policies shall be presented to the Board for adoption.
EXIGENT CIRCUMSTANCES	<p>There may be times when the institution may need to adopt policies and procedures on an expedited basis such as for compliance or other exigent circumstances. In such instances, the chair may convene a special CPRC meeting with alternative timeframes.</p>
NUMBERING	<p>Policies and procedures will be represented by a numbering system which involves five (5) decimals (0.00000). The numbers placed in front of the decimal will be for major divisions:</p> <ol style="list-style-type: none">1. Board of Trustees Bylaws;2. Administration;3. Personnel;4. Business and Finance;5. Physical Facilities;6. Curriculum and Instruction; and7. Students.
FORMAT	<p>All policies and procedures will conform to a standardized format which includes title, number, definition of terms, if applicable, the body of the document in standard outline form, the date of adoption or approval, and the dates of all revisions.</p>
DISTRIBUTION	<p>The office of responsibility is responsible for distribution of adopted board policies and district procedures. All policies and procedures will be posted on the college's website.</p>
REFERENCE	<p>2.10010 BP Governance System Board Policy</p>