



Operating Policy and Procedure

OP 10.001 Policy Governance & Standards

DATE: June 17, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to standardize college-wide policies and procedures and to provide a consistent and coherent method of structuring, formatting, and defining college policies.

REVIEW: This OP will be reviewed in June of odd-numbered years by the Office of the President, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

All official Kellogg Community College policies are formally adopted, communicated, and maintained in a standard format by the College. Individuals responsible for formulating, implementing and maintaining College policies must comply with the requirements outlined in this document for drafting, vetting, endorsing and/or approving adoption, amendment or retirement of policies.

All policies must maintain consistency with applicable Board of Trustees bylaws, federal, state, or local laws, rules, or regulations.

The system is intended to:

- Ensure consistency among college-wide policies and procedures;
- Provide a college-wide pattern for developing policies and procedures;
- Outline a standard format for policies and procedures;
- Maintain a current and easily accessible online manual of all college-wide policies and procedures;
- Provide notification of policy and procedure changes to the college community;
- Facilitate continuity regardless of changes in personnel assignments; and
- Ensure the periodic review and updating of all college-wide policies and procedures.

2. Governance

The administration is charged with the responsibility for organizing the staff for the effective governance of the College and for preparing in detail, where applicable, the procedures for implementing the approved policies.

Policy Governance is a part of the structure that directs College activities by:

- a. Ensuring a college-wide approach to the development, establishment, review and communication of policies to ensure relevance, clarity, objectivity, and consistency with internal and external regulations.

- b. Defining the roles, responsibilities and authorities in relation to the development, establishment and review of policies.

3. Definitions

- a. Responsible Officer. The person/department primarily responsible for the review, maintenance, and implementation of new policies, revisions, or updates for policies pertaining to essential functions and responsibilities within their purview.

4. Formulation of policy

The Board of Trustees considers that policymaking and administrative procedures are inextricably interrelated. It is expected that employees of the College will at times be involved in the recommendation of policy formulation as well as in carrying out the procedures essential to the positions to which they are assigned. However, it is expected as a characteristic of good organization and administration that the Board of Trustees will be extensively concerned with policies, and the employees of the College will be extensively concerned with procedures for carrying out their assignments rather than with policy formation.

5. Formatting

Although substance is more important than style, the format of new OPs sent to the Office of Public Information and Marketing should be clear enough to reflect its intended objective. All policies must adhere to the OP template structure, format and guidelines in the KCC Operating Policy Template (**PRES-01**).

At a minimum, all OPs for KCC will have the following seven sections:

- General Policy
 - Review
 - Policy/Procedure
 - Roles and Responsibilities
 - Right to Change Statement
 - Approval Date
 - Past Revisions
- a. The *General Policy* section should provide a broad overview and summary of the policy.
 - b. The *Purpose* section should provide a rationale for the policy/procedure. The rationale might be a reference to a legal requirement, a statement of the goal(s) that the OP is attempting to facilitate, or a description of the reason(s) for implementing the policy. It should be a brief statement, one to three sentences, that explains in lay terms the purpose of having this policy in place at KCC.
 - c. The *Review* section should state the positions of the individuals responsible for reviewing and approving the OP and the date the review takes place. All policies must include the following standard statement: “This OP will be reviewed {specify a period of review – i.e. annually, May in Odd-Numbered years} by the {policy owner job title and/or group – i.e. Chief Human Resources Officer, Academic Cabinet}, with revisions forwarded to the Board of Trustees through President’s Council by the Office of the President.

- d. The *Policy/Procedure* section(s) should explain the specifics (who, what, when, where, how, and why) of the policy/procedure. The naming of sections and subsections will be unique to each policy.
- e. The *Roles and Responsibilities* section should describe which positions or offices are involved in implementing/enforcing the policy, and the specific actions pertaining to their role.
- f. The *Right to Change Statement* should be included in all policies: “The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice.”
- g. The *Approval Date* is the date the Board formally approved the policy.
- h. The *Past Revisions* section briefly summarizes any revisions to an existing policy.

6. Policies & Procedures

College Policies typically communicate the broad, strategic expectations, standards, and procedures regarding instruction, administrative, and operational functions of the College. Procedures are typically integrated within the policy and are designed as general steps or processes necessary for the effective and efficient accomplishment of College policies. The “**How a New Policy is Created**” document is a resource which outlines the general process for policy reviews and approvals.

7. Categorization & Numbering

Policy categories will be identified as follows:

- 10.000 President
- 12.000 Human Resources
- 14.000 Payroll
- 16.000 Public Information & Marketing
- 18.000 Financial & Accounting Services
- 20.000 Facilities Management
- 22.000 Information Research & Technology
- 24.000 Public Safety & Security
- 26.000 Instruction – Students
- 28.000 Instruction – Faculty
- 30.000 Student Services
- 32.000 Community Services

Individual policy numbering will follow in sequence (i.e. 10.001, 10.002, 10.003)

8. Access

All College policies are currently located on the college’s M: Share drive and will be made available on the College’s public website, KCC Operating Policies & Procedures.

9. Formulation of a new OP

- a. Any employee, area/department head or other appropriate administrator at Kellogg Community College may propose a new policy or procedure affecting his/her area or department by routing the suggestion through administrative channels for evaluation and endorsement.

- b. The flow for the creation of a new OP is as follows:
 - i. Responsible Officer or designee, in consultation with impacted area/department head, subcommittee, or task force develops the new OP.
 - ii. Draft of new OP is sent to the next appropriate level for recommendations/feedback.
 - iii. Once the OP has been reviewed, changes (if necessary and/or applicable) have been made based on recommendations/feedback, final draft is submitted to the formal authority prior to submitting through the Office of the President for Board approval
 - iv. Once the OP has been approved by the Board, the policy is routed to the Office of the President (or designee) for assignment of numbering, then to the Office of Strategy, Relations, and Communications for final standard formatting, publication, and communication to the campus community.
- c. OPs will be presented to the Office of the President for final review through the appropriate Vice President prior to forwarding to the President's Council for recommendation to the Board.
- d. Once the draft OP has received final approval of the Board, the Office of Public Information and Marketing will place the new OP in the electronic repository and notify the campus community via KCC Broadcast.

10. Review of OPs

- a. To maintain an accurate and effective body of operating policies and procedures, it is necessary for all OPs to have a regular schedule of review and to be revised when necessary. Although unforeseen events or extenuating circumstances may preclude the review of an OP by its scheduled date, every effort should be made to complete the review process in as timely a manner as possible.
 - i. If significant changes have occurred in the subject matter contained in the OP, the revision needs to reflect those changes.
 - ii. If no revisions are needed at the time of the scheduled review, the reviewer(s) should indicate such in general discussion and communication through the Manager, Office of the President (or designee).
- b. The Office of the President (or designee) is responsible for managing the schedule of reviews, including communications with responsible officers, tracking the progress reviews, maintaining the policy review database, and the coordination and facilitation of procedures outlined in this policy.
- c. All new policies or proposed revisions will be routed through the appropriate channels to the appropriate groups (i.e. Faculty Senate, Core Team, Academic Cabinet, and Student & Community Services Cabinet) for review.
 - i. The group should review with an acceptance, a rejection, or suggestions for changes in the revisions before they are finalized and implemented.
 - ii. OPs will be presented to the Office of the President for final review through the appropriate Vice President prior to forwarding to the President's Council for recommendation to the Board.

11. Revision of Existing OPs

An OP may be revised at any time if the need arises. The person recommending the revision should forward the proposed changes to the primary reviewer designated in the review section, who will then proceed with further review and/or revisions accordingly.

- a. Responsible officers will receive an email notification from the Office of the President (or designee) when an OP is scheduled for review.

- i. The responsible officer and/or designated reviewer(s) should examine the draft OP carefully and make revisions where appropriate. If no changes/updates are needed, the responsible officer will indicate such via email to the Office of President (or designee).
- b. Any employee may suggest updating, revising, or discontinuing an OP by sending a written suggestion through appropriate administrative channels. Authorization to discontinue an OP must be submitted in writing to the Office of the President by the appropriate Vice President. This authorization may be submitted via email.
- c. OPs are reissued with a new date after they are reviewed and returned to the Office of the President (or designee), even if no substantive changes have occurred.
- d. The Office of the President (or designee) will forward any new/revised OPs to the Office of Strategy, Relations, and Communications for publication and notification to the campus community.

12. Roles and Responsibilities

The process of policy formulation, review, and approval is designed to promote the efforts of shared governance by developing a structure and processes through which faculty, professional staff, administration, and bargaining units participate in the development of policies and in decision-making that affect the institution. All changes, recommendations and input will be given reasonable consideration and may/may not result in actual changes to the policy itself.

Below is a brief outline of the individual/groups involved in the policy development and review process.

- a. *Responsible Officer.* The Responsible Officer, or designee, shall present College Policies, whether new or existing, to the Office of the President for review. Responsibilities also include:
 - i. Identifies and coordinates with Key Stakeholders to ensure policy is reviewed as policy requirements change and/or in adherence with any internally established timelines.
 - ii. Ensures policy progresses through a review process.
- b. *Reviewer.* The reviewer(s) should examine the OP carefully and recommend revisions where appropriate. Changes should be electronically recorded (i.e. using track changes, comments) and forwarded to the responsible officer.
- c. *Marketing.* The Office of Strategy, Relations, and Communications maintains the official repository of College policies. All approved policies must be submitted to SRC for final formatting and publication in the identified accessible location.
- d. *Academic Cabinet.* The Academic Cabinet serves as a formal authority for all academic/instructional policies and will be presented with new policy drafts or policy revisions for review and acceptance prior to presenting to the President's Council.
- e. *Student & Community Services Cabinet.* The Student & Community Services Cabinet serves as a formal authority for all policies under the division and will be presented with new policy drafts or policy revision for review and acceptance prior to presenting to the President's Council.
- f. *President's Council.* All College policies, whether new or existing, shall be presented to the President's Council for review and recommendation to the Board of Trustees.
- g. *President.* The President is responsible for the administration, oversight, and execution of all college policies.
- h. *Board of Trustees.* The Kellogg Community College Board of Trustees is the final approval for all OPs and will determine the policies to guide the decision-making process governing all activities of the College. A College policy is only valid after an official copy has been approved by the Board.

13. Authoritative References

- a. Bylaws of the Board of Trustees

14. Right to Change Policy

The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time.

15. Approval Date: March 17, 2021

16. Past revisions:

- a. March 17, 2021: Policy amended to clarify policy review requirements and update language referring to specific internal offices.