

AR 2410 Board Policy and Administrative Rule Approval Procedures

References:

Previous BP 102
BP 2400
NWCCU Standard 2.A.4
ORS 341.283(5) (Authority as Board, not individuals)

The Board of Education is the ultimate decision-maker in the areas assigned by State and Federal laws and regulations. In executing that responsibility, the Board of Education is committed to its obligation to ensure the appropriate college members participate in developing recommended policies and administrative rules for the President's action under which Tillamook Bay Community College is governed and administered.

Board policies (BP) are the purview of the Board of Education and are the only body that can approve board policies. Administrative Rules (AR) are the set of more detailed procedures for board policies. They are formally approved by the College Council in consultation with the Leadership Team.

All Board Policies and Administrative Rules will be reviewed every 6 years. They will be reviewed by section and simultaneously in order to keep both BPs and ARs similarly current. BPs and ARs in the 1000-3000 sections will be reviewed in the first 3 year period, with the ones in the 4000-7000 sections reviewed in the second 3 year period.

The following procedure will occur during the creation of new board policies and administrative rules and during the revisions of those already in place.

Board Policy Approval Process:

The following process is to be followed in developing new board policies or revising existing board policies:

- New board policies or revisions to board policies are usually initiated by college administration/Leadership Team members. They can be recommended by board members.
- Draft policies or revisions to existing policies should be sent to the Board Secretary to distribute to the Leadership Team for discussion and edits.
- The Leadership Team decides whether to move a new policy or policy revisions to the next step unless it is being recommended by a board member.
- The new policy or policy revisions then go to the next College Council meeting as an information item for discussion and feedback.

- The new policy or policy revisions then go to the next Board meeting for a first reading. Board policies require two readings to be approved by the Board. If there is an immediate need to have a policy approved by the board that does not allow for two readings, it can be approved by the board at the first reading.
- Once approved by the board, the policy is then entered into Policy Tech by the Board Secretary.

College Administrative Rule Approval Process:

The following process is to be followed in developing new administrative rules or revising existing administrative rules (AR):

- New ARs or revisions to existing ARs are usually initiated by college administration/Leadership Team members. They can be recommended by any faculty or staff at the college. All ARs must be connected to a Board Policy and the language cannot be in conflict with any Board Policy.
- Draft ARs or revisions to existing ARs should be sent to the Board Secretary to distribute to the Leadership Team for discussion and edits. The Board Secretary will determine with the help of the President that the related Board Policy for the AR is correct.
- The Leadership Team decides whether to move a new or revised AR to the next step.
- The new or revised ARs then go to the next College Council meeting as a first reading for consideration. Feedback and suggestions for changes can be made at this meeting by College Council members.
- The new ARs or revisions to existing ARs then go to the Board of Education as an information item to provide an opportunity for feedback.
- The new ARs or revisions to existing ARs then go back to College Council for a second reading to be approved. If there is a disagreement between College Council, the Board of Education, or College Administration on the AR language, the Chair of College Council will meet with the President to determine a resolution prior to the AR going to College Council for a second reading and approval. The Board of Education reserves the right to direct revisions of the administrative rules should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.
- Once approved by College Council, the AR is then entered into Policy Tech by the Board Secretary.

Approved: 9/23

Revised NWCCU Standards 5/20