



Board Policy: Board Policies, College Policies and Administrative Procedures	Policy Number: BP01: 05.011
Article: 1.) Institutional Integrity/ Board of Trustees Section: 5.) General Principles and Procedures	Adopted by the BOT: 10/11/1999 Revised: 5/16/2011 Reviewed:
Applicable WAC/RCW:	Page 1 of 4

BP01: 05.011 Board Policies, College Policies and Administrative Procedures

I. Policy Statement

This policy governs the adoption, implementation, and periodic review of the College's official policies. Generally, it shall be the policy of Cascadia College to adopt policies and procedures that advance the College's educational mission, promote sound management of the institution, and comply with applicable laws and accreditation standards. Official policies shall consist of (1) Board Policies, (2) College Policies, and (3) Administrative Procedures as defined herein. All such policies and procedures shall be published in a *College Policies and Procedures Manual* that is readily accessible to the campus community.

II. Board Policies

Board Policies (BP) are policies that must be adopted by the Board of Trustees. Board Policies are of three general types: (1) policies meeting the definition of administrative "rules" that are required by law to be adopted by the Board; (2) policies relating to the overall governance of the College and to the organization, responsibilities, and procedures of the Board of Trustees itself; and (3) institutional policies establishing the College's broad mission and strategic directions.

A. Administrative Rules

Policies meeting the definition of an administrative "rule" shall be adopted in their entirety by the Board of Trustees in accordance with the rule-making procedures of the Administrative Procedure Act, chapter 34.05 RCW. In pertinent part, "rule" means any College regulation of general applicability (1) the violation of which subjects a person to a penalty or administrative sanction, (2) which establishes, alters, or revokes any procedure, practice, or requirement relating to administrative hearings, or (3) which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law. The term "rule" does not include policies governing only the internal management of the College and not affecting private rights or procedures available to the public. Nor does it include College policies relating to standards of admission,

academic advancement, academic credit, graduation and the granting of degrees, employment relationships, or fiscal processes. The Rules Coordinator shall cause administrative rules to be published in the Washington Administrative Code (WAC) in the manner prescribed by the Office of the Code Reviser. Administrative rules, clearly identified as such, shall also be published in the *College Policies and Procedures Manual*.

B. Governance Policies

Board Policies relating to governance matters will be adopted in their entirety by the Board of Trustees in accordance with such procedures as the Board shall adopt. Such policies may address such areas as Legal Status, Authority and Responsibilities, Bylaws and Organization, and Operating Principles and Procedures of the Board of Trustees.

C. Institutional Policies

Board Policies relating to institutional policies are broad policy statements reflecting the Board's expectations and objectives for the College in such areas as Operations, Student Learning, Student Success Services, College Advancement, or College Faculty. Board Policies provide directions to the President and the College for the development of College Policies that satisfactorily address the Board's stated objectives and expectations.

III. College Policies

College Policies (CP) are policy statements subordinate to Board Policies that address the internal operations of the College. College Policies will direct the activities of the College in such areas as Operations, Student Learning, Student Success Services, College Advancement, or College Faculty. College Policies may or may not direct the establishment of Administrative Procedures. As applicable, every College Policy should distinguish between its "substantive" and "procedural" aspects. The "substantive" aspects should answer the following questions:

- (1) Policy Statement and Purpose. What does the policy govern and what purposes does it serve?
- (2) Scope of Policy. To whom does the policy apply, and when, where, and under what circumstances does it apply?
- (3) Substantive Policy Provisions. What specific conduct, actions, or practices does the policy require, prohibit, or permit?
- (4) Compliance Monitoring and Enforcement. Who will monitor compliance with the policy, and how will the policy be enforced?
- (5) Adoption and Review. How and by whom will the policy be adopted, modified, or repealed? How often should the policy be reviewed and by whom?

IV. Policy Development

A. Board Policy (BP)

The President or any member of the Board may propose a Board Policy or changes to existing Board Policies. The Board Chair, with the assistance of the President, has primary

responsibility for coordinating the Board's policy development activities. The President shall ensure that College personnel are notified of policy development and that appropriate background is provided. Board Policies shall be consistent with applicable federal and state laws, rules and regulations, and accreditation standards. College legal counsel shall advise the Board on compliance matters.

Proposed Board Policies or changes to existing Board Policies will be placed on the agenda for discussion and first reading at a regular or special Board meeting and voted on at the next regular or special meeting. Direct advice to the Board on policy proposals is appropriate from interested groups or individuals, including employee associations. Such advice shall be in writing and delivered to the President for presentation to the Board at its first reading. Where a proposed policy or policy change may be deemed urgent (such as where a policy is necessary to protect the health and safety of the campus community or to comply with applicable laws or bargaining agreements), the Board may, at its discretion, adopt the proposal without a second reading.

The Board of Trustees should review all Board Policies at least every five years.

B. College Policy (CP)

All College Policies will comply with applicable federal and state laws, rules and regulations, accreditation standards, and collective bargaining agreements. The authority to adopt, modify, or repeal a College Policy shall rest with the College President except as otherwise directed by the Board of Trustees. The College President shall inform the Board of Trustees of any impending additional deletions or changes to College Policies. The President shall conduct a review of all College Policies every five years.

College Policy proposals may originate from any area of the College (Student Learning, Student Success, Administrative Services, Human Resources, or the President's Office). The proposal should impact a broad group such as all students, all faculty, all employees, or all classified staff (not a single area or division). The proposal should address each of the five (5) questions in Section III of this policy. The proposal must be submitted to the area's lead administrator, who will review the proposal to ensure that it meets the definition of a College Policy and that it adequately addresses the five questions. The lead administrator will forward the proposal with any recommended changes to the Executive Team for review. The appropriate Executive Team member shall serve as the "sponsor" of the proposal and shall oversee the proposal as it moves through the review process.

The Executive Team may (1) recommend the proposal for college review with such changes as the Executive Team may incorporate, (2) determine that the proposal is urgent in nature (such as a proposal that is necessary to protect the health and safety of the campus community or to comply with applicable laws or bargaining agreements) and forward it directly to the President for approval, or (3) recommend that the proposal not be submitted for college review and return the proposal to its originator with comments.

If the proposal is recommended for college review, the Rules Coordinator will post the proposal electronically to solicit input from the college community, will send the proposal to the Chair of the Navigators Council, and will send the proposal to legal counsel for

preliminary legal review. The sponsor will review input from the college community and legal counsel, make changes as appropriate, and complete a report for presentation to the Navigators Council. The Navigators Council may (1) forward the proposal to the President with a recommendation for approval, (2) return the proposal to the sponsor with recommended changes, or (3) forward to the President the proposal with reservations including specific comments.

The President, upon receiving a recommendation for approval from the Navigators Council, may (1) approve the policy proposal or (2) deny approval. As directed by the President, the Rules Coordinator will forward the draft policy to legal counsel for final review. The President may incorporate such changes to the policy as counsel may recommend. If the policy is approved, the Rules Coordinator will assign the policy a policy number and effective date, and will post the policy electronically. If the policy is not approved, the President will provide the Navigators Council Chair, the sponsor, and the originator with the rationale for the decision. The Rules Coordinator will post the decision and rationale electronically.

C. Administrative Procedures

Administrative Procedures (AP) are specific instructions, directions, or guidelines subordinate to a College Policy that are established to implement the policy. Such procedures shall comply with applicable federal and state laws, rules and regulations, accreditation standards, and collective bargaining agreements. Administrative Procedures shall be adopted, modified, or repealed by the President or the President's designee after consultation with members of the college community impacted by such procedures. Administrative Procedures will be reviewed every three years in conjunction with the review of College Policies.

V. Implementation

A. Rules Coordinator

A College Rules Coordinator, designated as such pursuant to RCW 34.05.312, shall be responsible for coordinating the adoption and publication of College policies and procedures in accordance with this policy and applicable laws. The Executive Assistant to the President is hereby designated to serve as the Rules Coordinator.

B. Rules of Construction

College Policies adopted pursuant to this Board Policy shall be liberally construed and flexibly applied to comply with applicable laws and bargaining agreements and to effectuate the purposes for which the policy is adopted. College Policies shall not necessarily be construed to create legal rights or duties or to imply a private right of action. The directives of this Board Policy relating to the adoption, implementation, or review of policies shall be construed as directory in nature and not as legal mandates.

C. Effect of Adoption

This Board Policy 9:5.12 replaces and supersedes existing Board Policy 9:5.11 (*Guiding Principles of Board Policy—10/11/99*), Board Policy 9:5.12 (*Board Policy Development Process—10/11/99*), and Board Policy 9:5.13 (*Monitoring Policy Compliance—10/11/99*).