

Procedure

Procedure # 2.01.04
 Effective: May 28, 2008

<i>(Impact Area - Dept Name)</i> Administration	<i>(General Subject Area)</i> Board of Trustees Role of College Senate in Governance	<i>(Specific Subject Area)</i> Creation of College Policy and Procedure
	Author:	Supersedes Procedure #
Relates to Policy # 2.01.4	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Procedure Narrative

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The creation and revision of policies shall be a process involving the College Senate, the president and the board of trustees. The creation and revision of procedures shall be a process involving the College Senate and the president.

Policies and procedures should include the following: policy number, policies superseded (if any), related procedures, effective date, general and specific subject areas, author legal citations (if any), and impact.

A. Initiation of Policy:

A1. Creation, revision, or elimination of policy may be initiated by the board of trustees, the president or the College Senate. Upon completion of a proposed new policy or change in an existing policy, copies shall be forwarded to president and the senate chair for review and consideration.

A2. Both the senate chair and the president will ensure that both bodies are informed of existing policies and procedures.

A3. Upon receipt of a proposed policy (defined as the delivery of the proposed policy to the senate chair or to the president if the proponent is the senate), both the president and the College Senate shall have sixty (60) calendar days to review the proposal and provide comments. In the event that no comments or revisions have been received, there shall be a presumption that both parties are in agreement with the

proposal. Either party may request an extension for additional time to review and provide comments and such extension requests shall not be unreasonably denied. All comments and revisions shall be submitted to the proposing party in writing for consideration.

B. Decisions Involving Policy:

B1. In cases where the senate and president have reached agreement on a proposed policy, it shall be forwarded to the board of trustees for consideration within fourteen (14) working days after the expiration of the comment period. If the board of trustees approves the policy, it will be forwarded to the executive assistant to the president to be dated, numbered, and included into the North Idaho College policy manual.

B2. Should there be a substantive difference between the senate's proposal and the president's proposal, the president shall strive to resolve the differences. If an agreement is reached, the proposed policy will be forwarded to the board of trustees for consideration and approval as stated above.

B3. If the president and the senate are unable to reach an agreement regarding the proposed policy, the president shall place both the senate's proposal and the president's proposal on the board of trustees' meeting agenda and invite a senator selected by the senate to the next board meeting to present the senate's point of view. The president or president's representative will similarly present his/her proposed policy for the board's consideration. The board of trustees may accept, modify or reject any proposal before it and retains the discretion to table any action on proposed policy for further review and consideration. If a proposed policy is approved, the president's executive assistant shall date and number the policy, and make the appropriate distribution. It shall then be included in the North Idaho College policy manual.

C. Initiation of and Decisions Involving Procedure:

C1. Creation, elimination or revision of procedures may be initiated by the president or the College Senate. Senate proposals for college procedure shall be forwarded to president for review and consideration while copies of proposals initiated by the president shall be provided to the College Senate for comment.

C2. Upon receipt of a proposed procedure (defined as the delivery of the proposed procedure to the senate chair), initiated by the president, the College Senate shall have sixty (60) calendar days to review the proposal and provide comments. In the event that no comments are received from the senate, there shall be a presumption that the senate is in agreement with the proposal. The College Senate may request an extension for additional time to review and provide comments, such extension requests not to be unreasonably denied. All comments and revisions shall be submitted to the president in writing.

C3. Upon receipt of a proposed procedure initiated by the senate (defined as the delivery of the proposed procedure to the president), the president shall provide a response within sixty (60) calendar days. The president may accept, modify or reject any proposals and retains the discretion to table any action on proposed procedure for further review.

C4. If a proposed procedure is approved, the president's executive assistant shall date and number the procedure, and make the appropriate distribution. It shall then be included in the North Idaho College policy manual. The president has the final say in adopting procedure for the implementation of policy and in coordinating the daily administration of the college.