Attachment #2

How an Idea Becomes Board Policy
Clackamas Community College
June 30, 2009

Identification of Need: New/Revised
- State Statute
- OARS
- Public Opinion
- Accreditation Self Study Review
- Regular Board of Education Review of Policy
- Internal CCC constituents

Identify administrative lead (sponsor/division) responsible for each policy brought forward.

Presidents' Council
- Notification of need sent to President's Assistant for PC Agenda
- Appropriate committee, council or department becomes sponsor of process and content.
- Identify contact person

Sponsor affirms the need for policy development or revision. If need exists, sponsor develops policy with others who are involved.

Presidents' Council 1st Reading
Policy introduced by sponsor:
Presidents' Council discusses and requests feedback. Members of PC inform their constituents of the policy and solicit feedback.

Constituents
FT & PT Faculty, Classified, and Exempt Presidents: Delivers information to faculty, classified and exempt staff.
VP's and Dean of HR: Ensures delivery of information to Deans and legal entities.
CC Chair: Ensures information brought to CC.
ASG President: Delivers information to students.
PIO - Web/Portal: For general employee awareness and feedback

College Council 1st Reading
Policy introduced by sponsor is discussed and requests feedback.
Division representatives seek feedback from respective divisions.

College Council 2nd Reading
- Sponsor returns to receive feedback. Clarity of policy and next steps is provided after discussion with CC.
- Recommends policy once reviewed to Presidents' Council.

Presidents' Council 2nd Reading
- Sponsor returns with comments from College Council.
- PC recommends to CCC Board of Education.

1st Reading Board of Education
- Allows for public comment

Action Board of Education
- Consent Agenda if no material/substantive changes
- Action Item if material/substantive changes

New Policy Posted on myClackamas
- Notification to policy sponsor

Other legal regulations:
ACCT
Accreditation