Presidents' Council Coded 10.04.11-Handout #2

How an Idea Becomes Board Policy

Clackamas Community College Identification of Need: New/Revised State Statute New Policy Posted on myClackamas OARS Notification to policy sponsor Public Opinion Accreditation Self Study Review Regular Board of Education Review of Policy Internal CCC constituents Action Board of Education Consent Agenda if no material/substantive changes Action Item if material/substantive changes Identify administrative lead (sponsor/division) responsible for each policy brought forward. 1st Reading Board of Education Allows for public comment Presidents' Council Notification of need sent to President's Assistant for PC Agenda Appropriate committee, council or department becomes sponsor of process and content. Presidents' Council 2nd Reading Sponsor returns with comments from College Identify contact person Constituents Council. PC recommends to CCC Board of Education. FT & PT Faculty, Classified, and Exempt Presidents: Delivers information to faculty, Sponsor affirms the need for policy classified and exempt staff. development or revision. If need exists, sponsor VP's and Dean of HR: Ensures delivery of develops policy with others who are involved. information to Deans and legal entities. College Council 2nd Reading CC Chair: Ensures information brought to CC. Sponsor returns to receive feedback. ASG President: Delivers information to students. Clarity of policy and next steps is provided Presidents' Council 1st Reading PIO - Web/Portal: For general employee after discussion with CC. Policy introduced by sponsor: awareness and feedback Recommends policy once reviewed to Presidents' Council discusses and requests Presidents' Council. feedback. Members of PC inform their constituents of the policy and solicit feedback. Other legal regulations: College Council 1st Reading ACCT Policy introduced by sponsor is discussed and requests feedback. Accreditation Division representatives seek feedback from respective divisions.

I:\The Row\Debbie\(1) Presidents Assistant\(1) BOARD\POLICIES - WORD\How Board Policy is Made\How an Idea Becomes Board Policy approved PC 09 15 09.doc Approved by Presidents' Council on September 15, 2009