

People & Culture Council	
Topic:	Policy Subcommittee Purview Proposal
Date:	April 11, 2025
Presenter:	The Policy Subcommittee
RECOMMENDATION:	The People & Culture Council approve the proposal as submitted or provide feedback/input to be incorporated into the proposal.

People & Culture Council's Policy Subcommittee

Purview and Duties Proposal

I. Introduction

The People & Culture Council, as a key component of the college's shared governance structure, has opted to have working subcommittees including the Organizational Learning, Wellness, and Policy Subcommittees.

This proposal is to help outline the purview, duties, and responsibilities of the People & Culture Council's Policy Subcommittee (hereinafter "the Subcommittee"). The Subcommittee will play a vital role in overseeing the creation, maintenance, and public access to employee policies at the college.

II. Subcommittee Responsibilities

The Subcommittee believes its primary responsibilities are encompassed below.

Policy Development and Review

- **Policy Format and Approval Process.**
 - Develop and maintain a consistent and standardized format for all college policies.
 - Establish a clear and transparent process for the creation, review, and approval of all policies.
 - Determine a regular policy review cycle to ensure policies remain relevant, effective, and compliant.

Types of Policies

- **Human Resources Departmental/Administrative Policies and Procedures.** Assist with the development and review of policies related to employee recruitment, hiring, compensation, benefits, performance evaluation, professional development, and employee relations.

- Board of Education – Personnel Related Policies. Review and provide input on all Board of Education policies that directly impact staff or personnel including Title IX.
- Communication Policies. Assist with the development and review of policies related to internal and external communication(s), including employee communications, public relations, social media, and crisis communication.
- Policies Recommended by the Oversight Group. Assist with the development, review, and/or provide input on any policies recommended to be under the Subcommittee's purview by the college's shared governance Oversight Group.

III. Areas of Responsibility Not Within Subcommittee Scope

The Subcommittee acknowledges that the following areas fall outside its primary purview.

- Instructional Standards and Procedures (ISP) Policies. These policies are best addressed through the oversight of the Teaching and Learning Council.
- Student Services Policies and Procedures (formerly ARC). The policies related to student access, retention, and completion are best addressed through the oversight of the Student Support and/or Teaching and Learning Councils.
- Diversity, Equity, and Inclusion (DEI) Departmental/Administrative Policies. While DEI is crucial and the Subcommittee plans to utilize the Cougar Pause equity framework tool, the DEI committee has a policy subcommittee that are better suited to develop and oversee DEI-specific policies.
- Departmental/Administrative/Operational Policies with Clear Links to Other Shared Governance Councils. Policies that primarily impact a specific department and have clear connections to other shared governance councils (e.g., Business Office policies may go to the Finance Council or the Operations Council) should be primarily developed and reviewed by those respective councils.
- Human Resources Handbooks and Bargaining Agreements. The development and maintenance of these documents are typically the responsibility of the Human Resources Department and relevant labor unions.

IV. Conclusion

This proposal outlines the Subcommittee's core responsibilities within the shared governance framework. By focusing on these key areas, the Subcommittee can effectively contribute to the development and implementation of sound, equitable, and effective policies that support the college's mission and success.

Note:

The Subcommittee felt this proposal was a starting point for discussion and may require further refinement and approval by the shared governance Oversight Group and other relevant stakeholders.