

**8.01**

**POLICY DEVELOPMENT**

**CHAPTER 1**

**POLICY 8.01**

Cabinet Approval:

04/07/05

Board of Trustees Approval:

05/11/05

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**I. PURPOSE**

To provide direction and assistance for personnel involved in the process of creating, adopting and updating SLCC policies and to ensure that all policies and procedures are formally approved and promulgated in a consistent format and process.

**II. POLICY**

All written policies submitted for review and approval by the Salt Lake Community College Board of Trustees shall be developed in accordance with prescribed procedures. The written document will serve as authoritative guidance and direction for all employees of SLCC and students as applicable.

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**I. REFERENCE**

- A. Utah Code Annotated, 53B-2-106, “Duties and responsibilities of the president of each institution – Approval by board of trustees.”

**II. DEFINITIONS**

- A. Policy: Written document that governs SLCC personnel and their activities in support of the mission of Salt Lake Community College and students where applicable. Policies are authoritative statements addressing expected behaviors.
- B. Sponsor: Members of the Salt Lake Community College President’s Executive Cabinet, serve as the official sponsor for the creation, adoption, revision, and removal of any SLCC policy.
- C. Originator: Managers, directors, committees, etc., reporting to Executive Cabinet members who are responsible for the implementation of policy and procedure.
- D. Executive Cabinet: The President of the College and each vice president constitute the SLCC President’s Executive Cabinet.
- E. Policy and Procedure Approval Process: Process through which all policy and procedure are reviewed and approved. The SLCC Board of Trustees must approve the adoption, revision, and/or removal of policies. The Executive Cabinet approves the adoption, and/or removal of procedures.
- F. Forty-Five-Calendar-Day Review: SLCC supports a 45-calendar-day review of all new polices and proposed changes to existing policies. During that period all SLCC personnel and students where appropriate have the opportunity to provide their support, concern and suggestions about the proposal.
- G. Procedure: A statement, accompanying a policy that prescribes specific actions to be taken to provide compliance with that established policy, allowing for orderly implementation of that policy.
- H. Policy Coordination Committee: The committee shall have representatives from faculty, staff and administration. Individuals designated and appointed by the College President to act as the central body for reviewing new policy

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proposals, proposed changes to policy and making recommendations regarding creating, updating, and managing college-wide policies.

- I. President's Council: Serves as advisory to the President and consists of the first reports to the President and vice presidents and the staff association, faculty organization and student body presidents.
- J. Extenuating Circumstances: An exception to normal procedures that presents a situation that requires the college to act in an expedient manner to deal with fundamental decisions surrounding a vital issue. The President's Cabinet will determine if extenuating circumstances exist.

### III. Procedures

#### A. New or Revised Policy:

1. The Policy Coordination Committee will create and maintain a 'policy and procedure development' training guide. Membership in the Policy Coordination Committee will include representation from Legal, Risk Management, Human Resources and EEO.
2. An Originator must procure the Policy and Procedure template and a proposed Policy Chapter and Section number from the Policy Coordination Committee, and format the proposed policy and procedure to the template, prior to submitting a proposed policy to a Vice President for sponsorship.
3. DRAFT I- The Originator submits **Draft I** for consideration of sponsorship a proposed policy to the appropriate Vice President (Sponsor).
4. DRAFT II- From the date of submission of Draft I, the Vice President (Sponsor) has 5 days to send **Draft II** (either the original proposal or a re-write done in collaboration with the Originator) to the Policy Coordination Committee for Legal, Risk Management and policy alignment review.
5. DRAFT III- The Policy Coordination Committee has 15 working days to review and forward (the now numbered) **Draft III**, with any recommended changes or additions, to Executive Cabinet.

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6. DRAFT IV- Executive Cabinet, at their first available meeting, reviews Draft III, adopts changes or additions, and sends (the now numbered) **Draft IV**, within 15 working days, to the Sponsor (Vice President).
7. DRAFT IV- the Sponsor sends **Draft IV**, within 5 working days of receipt from Executive Cabinet, to President's Council to be reviewed in the next available meeting.
8. DRAFT V- President's Council reviews the incoming Draft IV, and:
  - a. If necessary returns to the Sponsor; or,
  - b. Sends **Draft V** out for 45-day institutional review, (review comments are to be sent to the Sponsor).
9. Draft VI- Sponsor and the Executive Cabinet review the comments at the next available Executive Cabinet meeting after the close of the 45-day review, for (possible) changes. The then numbered **Draft VI** is sent to the President for review, modification and/or consideration to send to the Board of Trustees for approval.

B. New Policy 'Procedures':

1. The Policy Coordination Committee will create and maintain a 'procedure development' training guide. The Policy Coordination Committee will review new policy's 'procedure' for the purpose of assessing conflict with legal, risk and other internal policy and procedure issues.
2. STEP I- The Originator must procure the Procedure template from the Policy Coordination Committee, and format the proposed procedure to the template, prior to submitting a proposed procedure to a Vice President for sponsorship.
3. STEP II- Within 20 working days of a policy approval by the Board of Trustees, an Originator (Managers, directors, committees, etc. reporting to Cabinet members who are responsible for the implementation of procedure) must submit the 'draft procedures' to the Policy Coordination Committee. (Procedures can be submitted prior to policy approval from the Board of Trustees, but not prior to the generation of the accompanying policy.)

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4. STEP III- From the date of submission of the 'draft procedures' the Policy Coordination Committee (PCC) will place the procedure on the agenda for the next available meeting. Within 5 working days of the PCC meeting, recommendations on the procedure from the PCC will be sent to the Originator and Sponsor.
5. STEP IV- The Vice President (Sponsor) and Originator have 10 working days to review the PCC recommendations, and forward the (possibly revised) procedure to the Executive Cabinet for review at the next available Executive Cabinet meeting.
6. It is the responsibility of the Executive Cabinet to give final approval to procedures accompanying a new policy.

**C. Ongoing Review of Procedures:**

1. It is the responsibility of the Executive Cabinet to engage in ongoing review of existing procedures to maintain compliance and accuracy with current operations.
2. Upon revision of any existing procedures, the Executive Cabinet will notify Human Resources for archiving and dissemination of the revised procedures.

**D. Policy and Procedure Posting and Archiving:**

1. After policy has been approved by the Board of Trustees, or a procedure has been approved by the Executive Cabinet, the appropriate sponsor will send the policy or procedure to the Director of Human Resources.
2. Human Resources will maintain an archive copy of the policy and/or procedure, and send an electronic copy to the supervisor of the "web manager" for distribution on the SLCC website.

**E. Policy and Procedure Obsolescence Review:**

1. It is the responsibility of the Executive Cabinet to engage in ongoing review of existing policy to maintain compliance and accuracy with current operations.

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2. If a policy is considered obsolete, the Executive Cabinet and/or the President will take the policy to the Board of Trustees for approval to have it officially removed.
3. Within 5 working days of the Board of Trustees vote to approve removal of the policy, the appropriate Vice President will notify the Chair of the Policy Coordination Committee and Human Resources to have the policy stricken.