

<b>Policy Development and Approval</b>	Policy Number	1.2.11
	Effective Date	September 19, 2012

## 1.0 POLICY & PURPOSE

The Board of Trustees develops and adopts Board Policies that set the context for its governance of the College. Development of policies will conform with the Board's Procedure 1.2.11P Policy Development and Approval Procedure and any Supplemental Guidance.

The Board is committed to ensuring collective input and shared governance in the development and approval of all policies and procedures. Each Board policy will be reviewed every three (3) years. Policy review of each chapter should include the policy subject matter experts, the President, and legal counsel.

The Policy Review Committee's proposed changes will be presented to the Board for discussion and approval, which initiates the formal policy approval process. All members of the college community are expected to comply with Board Policies and Administrative Procedures.

Therefore, the purpose of this policy is to direct the President to establish and maintain effective and efficient Administrative Procedures, so the College's actions align with the intent of this Board Policy and the Board's expectations. Policies will be readily accessible to the College community and the public, and that the President's Office personnel archive and retain historical records of policies and procedures.

## 2.0 REVISION HISTORY

Adopted on: 9/19/12

Reviewed on: 4/12/23 by the Board of Trustees Policy Review Committee

Revised on: 12/03/25

## 3.0 DEFINITIONS

- A. *Board Policies* – Statements of intent which are adopted by the Board of Trustees. They serve as guides to the President in the development and implementation of procedures and processes for the effective and efficient operation of the College.
- B. *Administrative Procedures* – Specify the processes and guidelines by which the College and its employees will act to ensure alignment with the intent of Board Policies.