

Policy Development and Approval Procedure	Procedure Number	1.2.11P
	Effective Date	September 19, 2012

1.0 PURPOSE

This procedure provides the guidelines and required steps for proposing a new policy or procedure and/or modifications to an existing policy or procedure at Laramie County Community College. It also explains the numbering system used in the policy and procedure manual.

2.0 REVISION HISTORY

Adopted on: 9/19/12
 Revised on: 2/5/14

3.0 PERSONS AFFECTED

This procedure affects Laramie County Community College Board of Trustees, Laramie County Community College President, and Laramie County Community College Administrators, Faculty, Staff and Students.

4.0 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.

5.0 PROCEDURES

Board Policies and Administrative Procedures are adopted, implemented and amended through the following sequence of steps. Additional steps may be recommended at any stage of this process.

A. Authorship of Draft Policy

The individual, department, and/or committee ultimately responsible for implementing the procedure(s) to ensure compliance with policy will typically be the originator and author of the proposed new or revised policy/procedure. Where appropriate, draft policies/procedures should be co-developed and reviewed by any committee aligned with the originating individual or group (e.g., Academic Standards).

B. Initial Cabinet Review

Upon completion of step A, proposed new policies/procedures or amendments to existing policies/procedures are submitted to the President’s Cabinet for initial review under First Reading. The Cabinet, or a designee thereof, will engage in the necessary consultations and research to ensure the proposed policy’s/procedure’s legality; consistency with other relevant policies, both internal and

external (e.g., Wyoming Community College Commission); feasibility and sustainability; and appropriateness. Based on this review, either the policy/procedure is returned to the originator with feedback for modifications, changes or discontinuance, or it is advanced to the next step.

C. Consultative Feedback

Once given preliminary approval by the Cabinet, the Executive Assistant to the President will disseminate the proposed new/amended policy and or procedure to the entire campus community for review and feedback. In addition to dissemination through a policy link on the College's web site, proposed policy and/or procedure adoptions/modifications will be submitted via email to the Student Government Association and the College's LCCC distribution list. Upon dissemination, comments on the proposed policy/procedure or changes will be encouraged and information on how to provide comments will be publicized.

D. Revision

The originating entity will consider campus feedback and will make any modifications to the policy/procedure or amendments it deems appropriate prior to advancement to the next step in the process. In the event the campus review and subsequent feedback results in substantial changes to the draft policy and/or procedure or amendment, the originating entity shall restart this process with step B above. Determination of "substantial" will be at the discretion of the originating entity.

E. College Council Ratification

Draft policies/procedures and changes to current policies and /or procedures are submitted to the College Council under Second Reading for ratification by the institution and recommendation to the President. Ratification requires a majority vote as outlined in the process for taking action in Procedure 1.1.5P. If the new policy and/or procedure or amendments are not approved, the President will provide direction and recommendations to the originator for next steps.

F. Presidential Action

Once College Council has advanced a recommendation for the adoption or amendment of a policy and/or procedure to the President, the President will take action to finalize the process. For policy additions or amendments, the President will formulate a recommendation for the Board of Trustees for their final approval. For procedures, the President will make the determination to ratify or seek alternative direction on the procedures to finalize their adoption.

G. Numbering, Collection and Archiving

All institutional policies, procedures and amendments to policies and/or procedures, upon final approval, will be collected and archived by the Executive Assistant to the President. A copy of all Board Policies and Administrative Procedures will be published online.


The College will use a standard numbering system for all Board Policies and Administrative Procedures. In general, the numbering will follow a hierarchical order with the first number recognizing the chapter in the policy manual where the policy/procedure resides, with any subsections separated by decimals. For example, Policy 2.3.4 would indicate chapter two, subsection

three, and sub-subsection four. Procedures accompanying any particular Board Policy will be numbered with identical numbers, but denoted with a "P" at the end of the number to identify it as a procedure.

H. Temporary Executive Order

At times, the President may determine there is a need for an immediate adoption of a new, amending an existing, revoking an existing or part of an existing Board Policy and/or Administration procedure, or the same to an older policy and procedure yet to be updated to fit the format and structure defined in this procedure. This need may be based on changes in state statute or rule, federal law, judicial order, College investigation of an emerging problem, or other need in the best interest of the institution as a whole.

If the President finds such a need as identified immediately above, he/she may dispense with all or parts of the process outlined in this procedure and adopt changes on an emergency basis. Such an adoption is only temporary, and the President has no more than 120 days to formalize these changes through the entire process outlined within this procedure. If formal adoption is not completed within that timeframe, the policy or procedure defaults back to its original.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12

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