Policy Development and Review Policy

Approved by and date:
Board of Trustees   08/14/2017
Executive Leadership Team   02/02/2017

Policy:

Kilgore College's (KC) Board of Trustees has the ultimate responsibility for adopting policy as may be required in the judgement of the Trustees for the effective discharge of the Board of Trustees' duties and the effective operation of the College. It is the policy of the Board of Trustees to comply with relevant state and federal laws, rules and regulations at all times. Any policy found to be in conflict with a state or federal law, rule or regulation will be null and void to the extent of conflict. The Board of Trustees will collectively formulate policy and leave policy administration to the President and the College staff.

Procedures:

Approved by and date:
Executive Leadership Team   02/02/2017

A policy is defined as a standard, statement, or plan of action of general applicability, originating with the Board of Trustees or recommended by College staff and adopted by the Board of Trustees pursuant to delegated authority. A procedure or rule (college or departmental level) is a statement of actions or operating practices adopted by College staff to address specific subject matters that are limited in scope to functional operations. A procedure or rule may supplement, but not conflict with policy. Policies shall be subject to regular and continuous review for relevance, clarity, currency, and appropriateness.

a. The Board of Trustees may at any time create, adopt, or revise College policy pursuant to their delegated authority. Recommendations for policy adoption or revision will be referred to the Policy and Personnel Committee, and the full Board of Trustees for official action.
b. In addition, any College group, staff or faculty member may submit recommendations for new or revised Board policy/procedure. Requests for new policy or for revisions to existing policy may be submitted to the appropriate vice president who will evaluate the request and, if warranted, take it forward for evaluation and approval. The requests will be provided in writing in the College approved template for Policy/Procedure or College Rule as applicable.
c. The approval steps for college level Board policy/procedures, if arising from College personnel recommendations, include the Executive Leadership Team, the Policy and Personnel Committee, and the full Board of Trustees for official action. Revisions to just the procedures section will not warrant re-approval by the Policy and Personnel Committee or the full Board of Trustees.
d. Once fully approved, the Board policy/procedures will be posted on the Human Resources (HR) webpage and a notification email will be sent out to all employees from the HR Office.
e. Department level policy/procedures and College Rules will flow through the appropriate vice president and the Executive Leadership Team for approval.

f. Once fully approved, College Rules will be posted on the HR webpage and a notification email will be sent out to all College employees. Departmental policy/procedures will reside within the department and be dispersed to other parties as necessary.

g. Compliance with all stated policies, procedures, and rules is mandatory.