

2000.3 Policy and Procedure Development

The Board shall adopt policies that are required by law or regulation or are necessary and appropriate to establish expectations of the President and guide Board and Gillette Community College District (GCCCD) operations.

Board Policy is a statement officially adopted by the Board of Trustees at a public meeting that defines general goals and acceptable practices for the operation of GCCCD. Board Policy creates a framework for:

- Creating Administrative Procedure and Operational Process.
- Setting expectations for educational and organizational goals.
- Guiding the actions of the President to whom the Board delegates authority and responsibility; and
- Ensuring compliance with laws and regulations.

Administration may adopt procedures to support the implementation of Board Policy without Board review or approval. Administrative Procedure provides specific guidance to GCCCD employees in implementing and enacting Board Policy.

Administrative Procedure is approved by the President. The Board reserves the right to direct revisions of Administrative Procedure if in the Board's judgement they are inconsistent with Board Policy.

Operational processes and practices are developed by departments and committees to carry out Administrative Procedures. Operational processes and practices must be consistent with Board Policy and Administrative Procedure and are subject to review and revision by the President or Vice President for the functional area.

The Board expects Administration to regularly review Board Policy and Administrative Procedure. Each Board Policy Series and the accompanying Administration Procedure should be reviewed at least every 4 years.

No Board Policy, nor any Administrative Procedure of GCCCD shall be operative if it is found to be in conflict with the laws of the State of Wyoming.

Adopted: March 18, 2021

Reviewed:

Revised: