

Board Policy: 101 – Policy on Policies and Procedures

Subject: College – Board of Trustees
Series 101: Policy on Policies and Procedures

Policies of Kirkwood Community College are adopted by the Board of Trustees under authority granted by the legislature of the State of Iowa. The Kirkwood Community College Board of Trustees is the governing entity of Kirkwood Community College. In this role, the Board of Trustees retains authority to enact, rescind, or modify all policies governing the district.

Definitions

POLICIES: GENERAL AUTHORIZATIONS AND INSTRUCTIONS DETERMINED BY THE BOARD OF TRUSTEES AND TYPICALLY DELEGATED TO THE ADMINISTRATION FOR IMPLEMENTATION.

PROCEDURES: OPERATIONAL DETAILS NECESSARY TO IMPLEMENT POLICY AND OTHER RESPONSIBILITIES OF THE VARIOUS UNITS AND FUNCTIONS OF THE COLLEGE. APPROVAL IS REQUIRED AT THE ADMINISTRATIVE LEVEL.

INITIATION: THE POLICY FORMULATION PROCESS MAY BE INITIATED EITHER BY THE BOARD OF TRUSTEES OR BY THE VARIOUS COLLEGE CONSTITUENCIES: I.E. ADMINISTRATION, FACULTY, OR STAFF.

Policy Formulation and Review

All proposed policies shall be subject to the following review process prior to enactment:

- a. A proposed policy shall be forwarded to the President for his/her review and consultation with appropriate standing committees or administrative head.
- b. The resulting proposed policy shall be discussed with the President's administrative staff as needed.
- c. The proposed policy may be referred to legal counsel for comments.
- d. The President or designee shall consider comments from legal counsel and modify the proposed policy, if necessary.
- e. The proposed policy, with comments or modification from legal counsel and the executive staff, shall be returned to the initiator(s) of the policy for review.
- f. The initiator(s) then may withdraw the proposed policy or return it to the President for submission to the Board.

Interim Policies

The Board of Trustees recognizes that there may be situations that require an immediate response of a policy nature. When such circumstances arise, as determined by the President or Board of Trustees, the President is hereby authorized to develop an interim policy. The proposed interim policy shall be

presented to the Board of Trustees at the next regular or special meeting. If approved, the interim policy shall be implemented and, concurrently, the President shall initiate a college-wide review as provided in above. Interim policies either will be ended when the circumstance has been resolved or made into permanent policy at a later time only through board vote.

The Board of Trustees recognizes that there may be matters brought to or initiated by the Board of Trustees that should not be subject to the review process. This would include but not be limited to the following:

- a. Items that mandate Board of Trustees' action in accordance with state and federal laws and the rules and regulations of the Iowa Department of Education.
- b. Emergency situations that require immediate Board of Trustees' action.

Review Process after Enactment

The Board will review all policies on a five (5) year rotation to determine if any changes are needed. Any policy made by the Board of Trustees may be suspended or changed by a majority vote of the Board members in attendance, which vote will be taken by roll call and entered in the minutes of the meeting, except that any policy change made by a majority vote of less than six (6) members shall be subject to review at the next regular meeting of the Board. Members absent at a meeting in which a policy change is made by fewer than six (6) votes shall be notified in writing of such action.

Date of Adoption: 10-11-18