

POLICY TITLE: POLICY AND PROCEDURE DEVELOPMENT

I. Purpose

The purpose of this policy statement is to describe what constitutes a statement of policy and what constitutes a statement of procedure, sometimes referred to as a standard operating procedure, and the units of the college having responsibility for the approval, review, revision, repeal, or implementation of such statements.

II. Scope

This policy applies to all employees, students, contractors, and visitors to the College unless stated otherwise by the policy.

III. Policy Statement

College policies are statements established/approved by the Board of Trustees (Board), which provide direction to the College community regarding the conduct of College affairs. The Board reviews and approves proposed policies and changes to existing college policies before their implementation. The policy approval process requires a first reading of a proposed policy or change/amendment to a policy for informational purposes and a second reading for the Board to take action on the policy proposal or change/amendment. The only exceptions would be for policy changes related to grammar and punctuation, and/or College position title changes with no significant changes in roles and responsibilities.

The Board of Trustees delegates authority to and requires the President through his/her/their designees to develop and manage standard operating procedures or practices that implement College policies. Standard Operating Procedures or practices, when developed by the administration to implement policies, will be presented to the Board for information.

In rare cases, an external regulatory agency or authority may require the College to have a policy on a matter that does not rise to the level of Board Policy (BP). The President through his/ her/their designees may develop and manage a policy in order to comply with such requirements under this limited circumstance. An example would be requirements for specific operational financial aid policies mandated by Title IV of the Higher Education Act.

A. Definitions

1. **Policy:** A statement by the Board requiring and/or authorizing action used to guide and determine present and future decisions.
 - a) Establishes the “what”
 - b) Represents the voice of the Board
 - c) Responsibility of the Board
 - d) Requires official adoption by the Board

2. **Procedure:** A statement that provides specific actions that must be taken to implement a policy. An individual employee or group of employees may be assigned or designated to develop and recommend a procedure or procedures. Any recommended procedure becomes effective only upon approval by the Executive Leadership Team (ELT).
 - a) Establishes the “how”
 - b) Includes the prescriptive details
 - c) Responsibility of the CEO
3. **Practice:** College practices are the operational steps conducted within specific functional areas of the college to assure the College operates in a manner that adheres to policy and procedure. A practice may be defined/described in operational manuals, forms, methods, process documents. Practices are not subject to approval by the Board.
4. **Authority:** Board Bylaw 1.6.5

B. Board Policy (BP)

The *Lansing Community College Policy Manual* is the official repository of College policies that govern the operations of Lansing Community College. All policies shall be maintained in the *Lansing Community College Policy Manual* and on the College’s website. The Executive Assistant to the Board is responsible for the maintenance of the policy manual and the *college’s policy website*.

1. Each policy shall include the following elements:
 - a. Policy Number
 - b. Policy Title
 - c. Purpose
 - d. Scope
 - e. Policy Statement
 - f. Responsibility
 - g. Date of Board approval, review, or revision
2. Existing Policy Numbering System
 - a) Board Bylaw – 1.000
 - b) Governance Policies – 2.000
 - c) Student and Instruction – 3.000
 - d) Human Resources – 4.000
 - e) Finance – 5.000
 - f) Administration and Facilities – 6.000
 - g) Miscellaneous – 7.000

C. Standard Operating Procedures (SOP)

All standard operating procedures shall be maintained within each department and on the College’s website.

1. Each standard operating procedure shall include the following elements:
 - a) Procedure Number,

- b) Procedure Title,
- c) Reference to the Related Board Approved Policy, where applicable,
- d) Purpose
- e) Scope
- f) Prerequisites
- g) Responsibilities
- h) Procedures
- i) Reference
- j) Definitions

2. Existing Procedure Numbering System

- 1) AA - Academic Affairs
- 2) SA - Student Affairs
- 3) FA - Financial Aid
- 4) RO - Registrar's Office
- 5) CC – Curriculum Committee

IV. Responsibility

The responsibility for the interpretation and administration of this policy resides with the Board of Trustees and the Executive Assistant & Liaison to the Board.

Adopted: 11/16/2020