

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE
OPERATING POLICY DEVELOPMENT OR MODIFICATION

Date approved by cabinet: February 6, 2023

Effective date: March 13, 2023

Expiration date (5 years from effective date if not renewed): March 13, 2028

Section 1. Purpose

- 1.1. The Office of the President is responsible for publishing and updating approved institutional operating policies and Board of Governors' policies for BridgeValley Community and Technical College (College). It is the responsibility of the leadership to conduct routine and periodic review of procedures that pertain to administrative areas.

Section 2. Procedures

- 2.1. The following procedures shall apply when a new policy or modification to a current policy is requested.

2.1.1. Initiating a Proposal/Recommendation

- 2.1.1.a. Policy proposals may be initiated by any executive-level administrator, Faculty Senate, Staff Council, Student Government Association or other representative council or committee of the institution, whether ad hoc or permanent. Individuals wishing to make policy recommendations may channel such recommendations through the appropriate executive-level administrator or constituent group.
- 2.1.1.b. Proposals must be accompanied by an indication of the initiator's reasons for recommending the proposal, a copy of the proposed policy with proposed changes identified, and documentation of any reviews by other groups or administrators conducted prior to submission.

2.1.2. Reviews

- 2.1.2.a. When a proposal for a new or modified operating policy is submitted to the President's Office, it will be reviewed to determine its compliance with the policies of the Board of Governors and Council and to determine whether other existing policies are affected by the proposal. If no conflict exists, the President will present the proposed policy to members of the President's Cabinet for review and consideration.
- 2.1.2.b. Proposals will be reviewed and/or edited by Cabinet prior to being sent

out for a 30-day comment period. Any new or revised operating policy approved by Cabinet shall be sent out for a 30-day comment period to the campus community.

2.1.2.c. If no substantive comments are received at the end of the 30-day comment period, the operating policy will become effective and posted to the College website.

2.1.2.d. If substantive comments are received, and additional edits are required, Cabinet will edit as appropriate and send out for a final 30-day comment. If no additional substantive comments are received, the policy will become effective and posted to the College website at the end of the comment period.

2.1.3. Approval

2.1.3.a. The final decision on all proposed new or modifications in operating policies rests with the President. In cases where the President cannot accept a recommendation, a meeting will be held with the affected group to explain the final decision and encourage further dialogue.