

CELEBRATING 50 YEARS

# PAST IS PROLOGUE

BUILDING A BRIDGE TO THE FUTURE

## Board Policy & Administrative Procedure Leadership for All Community Colleges

A Comprehensive Collection of Board Policies &  
Administrative Procedures to Facilitate Compliance  
with Federal Statutes and Regulations

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ACCT  
LEADERSHIP  
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# Team of Presenters

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# PRESENTATION TOPICS

- **Leading** through Policy Development Practices and Processes
- **Strengthening** Governing Role with Current, Compliant Policies
- **Distinguishing** between Board Policies & Administrative Procedures
- **Succeeding** with Updated Policies and Procedures
- **Addressing** Federal Compliance Requirements for all CCs
- **Implementing** a Federally-Compliant Policy & Procedure Program



# Leading Through Policy Development

Policies and procedures provide an institutional perspective on many important issues for leadership and governance.

They also provide context for action and thoughtful decision-making.



# Strengthening Governing Role with Current Policies

## Benefits of Up-to-Date Board Policies & Admin. Procedures:

- **Affirm** the Governing Body's policy-making role
- **Emanate** from the mission, vision, and core values
- **Aid** in identifying areas of concern and/or possible risk
- **Address** current organizational needs and issues
- **Reassure** the local community, employees, and students of legal compliance and effective governance



# Distinguishing Between Policies & Procedures

## **Board Policies (BPs)** – *General goals/Acceptable practices*

- Establish the “what”
- Represent the voice of the Governing Body
- Responsibility of the Governing Body
- Require official Governing Body adoption

## **Admin. Procedures (APs)** – *Define plan of action*

- Establish the “how”
- Include the prescriptive details
- Responsibility of CEO



The Federally-Complaint Policy & Procedure Program has an established foundation based on the highly successful Policy & Procedure Service used by 114 community colleges in California + 7 community colleges in Oregon!

■ Sample language provided for:

150 Board Policies

210 Admin. Procedures

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360 Total sample documents

# Succeeding with Updated Policies & Procedures

## Seven chapters:

- **Chapter 1** – Entity Title/Mission
- **Chapter 2** – Governing Body
- **Chapter 3** – General Institution
- **Chapter 4** – Academic Affairs
- **Chapter 5** – Student Services
- **Chapter 6** – Business and Fiscal Affairs
- **Chapter 7** – Human Resources





# Addressing Federal Compliance Requirements

## The Federally-Compliant Policy & Procedure Program:

Based on Federal Statutes, Federal Regulations, advisories from the U.S. Department of Education, Office for Civil Rights letters, and Court Cases

### Failure to maintain up-to-date, federally compliant policies:

- Jeopardizes Title IV Federal Financial Aid funding for students
- Risks legal liability affecting students, employees, and/or visitors





# Implementing the Federally-Compliant Policy Program

- **Clarify** the BP/AP Revision Process at the outset
- **Educate** those involved about the principles of the Federally-Compliant Policy & Procedure Program
- **Ensure** consistent language is reflected in the college catalog, class schedule, handbooks, web pages, etc.
- If template language is revised considerably, **consult** with local legal counsel
- **Make certain** old/contradictory board policies or administrative procedures are repealed/rescinded



# Ready for Federally-Compliant Policies & Procedures at Your College?

- Enroll your college with a Memorandum of Agreement.
- Annual fee provides access to 360 sample documents.
- Annual legal updates ensure BPs/APs reflect recent revisions in law.
- Legally-vetted board policies and administrative procedures save institutions thousands of dollars in litigation and liability as well as costly negative exposure!





# May we answer any questions?

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**Thank you for your time and attention!**

