



BOARD

Board Approved: September 18, 2012 BM #:03: 2012-2013

NAME: POLICY ON POLICY

PURPOSE:

To ensure that governance of the College by the Board is thoughtful, fair, adequate and functional, the Board will maintain an appropriate process for developing policy in consultation with internal stakeholder. The Board will design its policies to provide guidance and executive limits for administration while at the same time enabling administration to capitalize on their expertise and professionalism in implementing policies and otherwise administering the college.

POLICY GUIDELINES

1. The nature of policies should be consistent with the purpose and the mission of the College and should foster the style of administration, teaching, and learning that is mandated in the mission statement. For example, critical thinking, healthy debate, problem solving, and the exercise of sound judgment are all valued in the exercising of administration, teaching, and learning. Thus the process for developing and reviewing policies should also respect these and should ensure that each is an integral part of that process. Conversely, if the process did not involve informed input from staff and others and if it yielded rigid rules and regulations instead of guidelines that permitted the exercise of judgment, then both the process and any resultant policy would not live up to the espoused principles of critical thinking, healthy debate, problem solving, and judiciousness.
2. Policies should be guidelines as opposed to rules and regulations. Although there will be many areas in which rules and regulations are required for staff, students, board members, visitors, and the general public, these—by themselves—are not policies and should not be confused with policies. Policy guidelines set boundaries within which staff can exercise discretion. Discretion must be provided for because neither Board nor Board Policy could ever take every combination of circumstances into account. Every situation requiring a decision tends to be unique and must be evaluated on its own merits. Good policy guidelines provide a framework for this evaluation.
3. Policies should set guidelines for future action. In areas where there is little or nothing that can be undertaken, policies are redundant. Although good policies take the past into account, they must be orientated toward the future.
4. Thus a definition: ***A POLICY is a guideline for action.***
More precisely: ***A POLICY is a philosophically-based, goal-directed, rational guideline for future discretionary action.***
5. Each Board Policy shall be written in a consistent format.

The Policy Statement shall be stated as a goal or outcome that the Board is striving toward. At least one philosophically-based rationale for the goal should be included.

The Policy Guidelines (like the rationale) must clearly state one or several key elements of the

Board's philosophy of education and service which the Board wants administrators to consider when taking discretionary action in any matter whatsoever relating to the policy. A guideline can be enabling (that is, it can set boundaries) or limiting (that is, it can spell out a particular action that the Board does not want to occur).

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6. The Board working with the Chief Executive Officer (CEO) shall establish a workable policy development process which includes both the review of existing policies as well as the development of new policies. This process should be well understood by those affected and should provide for input from all internal stakeholders, and—where appropriate—from external groups that could be affected by the policy. .

The process for development and/or review of Board Policy should be transparent enough to ensure that requirements for external approvals as well as limitations imposed are well known and understood.

1. **The Policy Development Process:**

- 1.1. The need or the potential need for a policy can be identified by the Board or by any other individual or group in the College. Drafts or background papers can be prepared by any group or individual as well as by the Board. However, only the Board at duly convened Board meetings can actually enact policies; these may or may not be based on drafts or position papers.
 - 1.2. The CEO will encourage management as well as staff and students to communicate the need for policy development through the appropriate channels. Drafts or position papers are the recommended format for bringing forth items for policy development.
 - 1.3. When the Board wishes to consider a new policy, it will request the CEO or the Policy Council if one has been established (described in 5. below) to prepare a draft to be reviewed at a future Board meeting.
 - 1.4. All draft policies or position papers will be reviewed by the executive management group prior to being brought forward to the Board.
 - 1.5. Prior to the Board meeting at which the Board intends to consider a draft policy on which it has sought input from staff and students, the CEO shall review any suggestions from staff and students, and shall prepare a draft for presentation incorporating or otherwise taking into account the input received. This draft will be included in the agenda package for the Board meeting at which this policy matter is to be considered by the Board.
 - 1.6. Once the Board has considered the draft, it may at its sole discretion approve or disapprove the policy; defer or delay action on the policy; or seek further information or clarification on the policy issue—including more input from students and stakeholders and/or the preparation of a revised draft.
 - 1.7. When the Board has completed sufficient iterations in the foregoing process to yield a decision, it will either defer the matter or adopt a Board Policy.
2. Policies, once approved, re-approved, revised, or rescinded in this manner will be posted on SharePoint in the Policy Folder.
 3. Where rules and regulations including the use of forms and templates flow from, or are tied to an approved Board Policy, these shall also be posted on SharePoint with such Board Policies and, if necessary or appropriate, be distributed to students and stakeholders.

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4. **Policy Council** In the event that the Board wishes to establish a Council its membership and terms of reference shall be as follows:
 - 4.1. The council shall comprise at least eight (8) but no more than ten (10) members.
 - 4.1.1. the CEO, who shall serve as Chair
 - 4.1.2. two Directors who will be appointed by the CEO
 - 4.1.3. at least five (5) other staff members split more or less evenly between instructional and non-instructional, with one (1) from each of campus region.
 - 4.2. Membership of staff shall be voluntary, and volunteers will be sought to serve on Council through an internal announcement. If volunteers exceed vacant positions the CEO shall appoint based on the criteria in 4.1.3.
 - 4.3. Staff members are eligible to serve up to three consecutive terms on the Council with a term being two (2) academic years or a portion thereof ending June 30. The council will try to stagger staff member appointments to maintain continuity and expertise.
 - 4.4. The members present at a Council Meeting constitute the quorum and to accommodate as many staff as possible meetings will be accessible by video conference.
 - 4.5. At the discretion of the CEO, other Directors, staff , students or external stakeholders may be invited to the committee to provide additional information and/or expertise
 - 4.6. The CEO will ensure that draft policies and other documents to be considered at any Council Meeting are circulated to all members at least two weeks in advance.
 - 4.7. Council shall set its own meeting dates, but shall meet at least twice annually.
 - 4.8. The duties and responsibilities of Council shall be:
 - 4.8.1. to set its own operating procedures
 - 4.8.2. to review policy requirements (new, revised, obsolete) as identified by staff, or as referred to Council by the Board
 - 4.8.3. to recommend that the board accept, modify, reject, or rescind policy proposals under consideration
 - 4.8.4. to review structure, mandate, functioning, and success of the Council from time to time, and where appropriate
 - 4.8.5. to make recommendations to the Board regarding these Terms of Reference for the Policy Council.
 - 4.9. Minutes and recommendations from Policy Council shall be posted on SharePoint in the Policy Folder in a separate file.