
1. Purpose

To provide direction and assistance for personnel involved in the process of creating, adopting and updating Mt. Hood Community College (MHCC) Board policies and administrative regulations and to ensure that all policies and regulations are formally approved and issued in a consistent format and process.

2. Policy

All written Board policies and administrative regulations submitted for review and approval by the president's cabinet and MHCC District Board of Education (Board Policies) will be developed in accordance with prescribed procedures. The written document will serve as authoritative guidance and direction for all employees of MHCC and students as applicable.

3. Process for Generating Board Policy or Administrative Regulation

- 3.1 A Policy and Regulation Task Force will be established to review new and/or revised Board policies and administrative regulations and making recommendations regarding their creation, updates and management. The committee will be appointed by the president and will have representatives from faculty, staff and administration, including representation from risk management and human resources.
- 3.2 An originator must procure the Board policy and administrative regulation template and a proposed section and number from the task force chair and format the proposed policy and/or regulation to the template, prior to submitting to a vice president for review. For revisions, tracking changes are to be used.
- 3.3 All proposed additions, revisions and/or deletions, including those approved through the committee structure by councils and/or standing committees, will be submitted to the appropriate vice president for consideration using the approved template and tracking changes for revisions.
- 3.4 Additions, revisions and/or deletions receiving approval by the vice president will be forwarded to the task force chair.
- 3.5 The task force will review proposed additions, revisions and/or deletions to Board policies/administrative regulations and refer them for review as follows:
 - 3.5.1 Stakeholder governance groups: Instructional Administrators (IA); Councils; Associated Student Government (ASG); Student Success and Enrollment Management (SSEM) Leadership Team. Rationale for revisions to be included.
 - 3.5.2 Website for a one-week comment period.
 - 3.5.3 Task Force for review of comments and changes if necessary.
 - 3.5.4 President's Cabinet for approval with Board policies recommended to the Board of Education for first reading and final approval.
- 3.6 Post to website with notification to College community.
- 3.7 When external authorities direct the College to develop, revise or amend policy (e.g., federal law, ORS) the president and president's cabinet will be responsible for amending policies to comply with law.

4. Timeline

- 4.1 Draft I – Originator submits proposal to the appropriate vice president
- 4.2 Draft II – The vice president has five (5) days to send Draft II (original or rewrite done in collaboration with the originator) to the task force for legal, risk management and policy alignment review.
- 4.3 Draft III – The task force has 15 working days to review and forward, with any recommended changes or additions, to stakeholder governance groups (Number 3.5.1. above), president's cabinet (PC) and the website.
- 4.4 Edits/comments from the above are to be sent to the task force chair within five working days.
- 4.5 Draft IV – The task force will make changes, if any, and present to PC for final review and approval, with Board policies sent to the Board of Education for first reading and approval.
- 4.6 After approvals, the task force chair will insert the approval date on the final copy, maintain an archive copy of the Board policy and/or administrative regulation and send an electronic copy to the Web manager for inclusion on the website.
- 4.7 The task force will engage in ongoing reviews of existing Board policies and administrative regulations.
- 4.8 If a Board policy or administrative regulation is considered obsolete, the task force will submit the request to PC for approval to have it officially removed and will ensure the policy or regulation is removed.

5. Exceptions to the review process

- 5.1 Board By-Laws
- 5.2 Emergency situations requiring immediate Board action
- 5.3 Non-substantive changes to existing policies/regulations