

CWC COLLEGE COMMITTEE RECOMMENDATION FORM

Committee Name: 2019-20 Procedures Committee

Submitted by (Committee Facilitator): John F Wood

Approved  
JFW  
FEB 19 2020  
CWC Office of the CIO

Sent to Person to Whom Committee Reports: President Tyndall

Date: February 19, 2020

Charge(s) to Which Recommendation Relates:

Process Outlined in Procedure 1.1 Amendment of College Procedures: Once assigned by the CQI Committee or otherwise submitted to the Procedures Committee, all new procedure proposals and proposed revisions to existing procedures are worked by the Procedures Committee as the draft progresses through the adoption process as outlined in Procedure 1.1 Amendment of College Procedures.

Type of Recommendation:

Is an Open Forum Requested? Heard at ACM January 28, 2020

I. Recommendation of Committee: (Attach separate sheet if necessary)

Approve revised 1.1 Amendment of College Procedures as submitted.

II. Administrative Response (by Person to Whom Committee Reports) (within 2 weeks of I.)

Cabinet hearing February 18, 2020: Recommend to the President without revision.

III. Presidential Action (within 1 week of II.)

BP Tyndall  
Signature of President

2/19/20  
Signature Date

If signed, change is effective:

Upon signature.



<b>Administrative Procedure</b>	<b>1.1</b>
<b>Procedure Title</b>	<b>Amendment of College Procedures</b>
<b>Related Board Policy</b>	<b>Policy Governance Chapter II Section C Treatment of Staff</b>
<b>Related Admin Procedures</b>	<b>None</b>
<b>Adopted Date:</b>	<b>6/25/2003</b>
<b>Effective Date:</b>	<b>This Date</b>
<b>Last Reviewed Date:</b>	<b>11/11/2014</b>
<b>Implementation Process by:</b>	<b>President</b>

The President will implement Board policy through college procedures as follows:

- I. College policies are set by the Board of Trustees.
- II. College procedures shall be in writing, shall be incorporated into a Procedures Manual, and shall be distributed, placed in "public documents," or generally available to all staff;
- III. Changes in procedures shall normally require the following steps:
  - A. Proposed new procedures are submitted to the Continuous Quality Improvement (CQI) Team for consideration. The CQI determines if a new procedure is warranted and if so, submits the new procedure request - possibly along with other guidance - to the Procedures Committee in step C.
  - B. Proposed changes to existing procedures are submitted directly to the Procedures Committee.
  - C. The Procedures Committee will:
    1. Refer new or proposed changes of existing procedures to the appropriate procedure steward for review and comment.
    2. Review the proposed/revised procedure and comments from the steward.
      - a) If the committee accepts the proposal, perhaps with modifications, the committee will send the proposal to associations for input.
      - b) If the committee rejects the proposal, they will send this recommendation directly to the President. The President may reject the proposal or refer it back to the committee with instructions to submit the proposal to staff associations for feedback.
  - D. The committee representatives will bring input from their associations back to the committee for further discussion and revision.
  - E. Upon receiving staff association feedback, the committee can again:
    1. Accept the proposal, perhaps with modifications, and submit it for discussion to an All College Meeting; or
    2. Recommend rejection to the President who either rejects the proposal or refers it back to the committee with instructions to submit it to an All College Meeting.
  - F. The committee facilitator, or his/her designee, shall present the committee's recommendation at the All College Meeting for the purpose of seeking input and advice. The recommendation will also be distributed to all staff for written