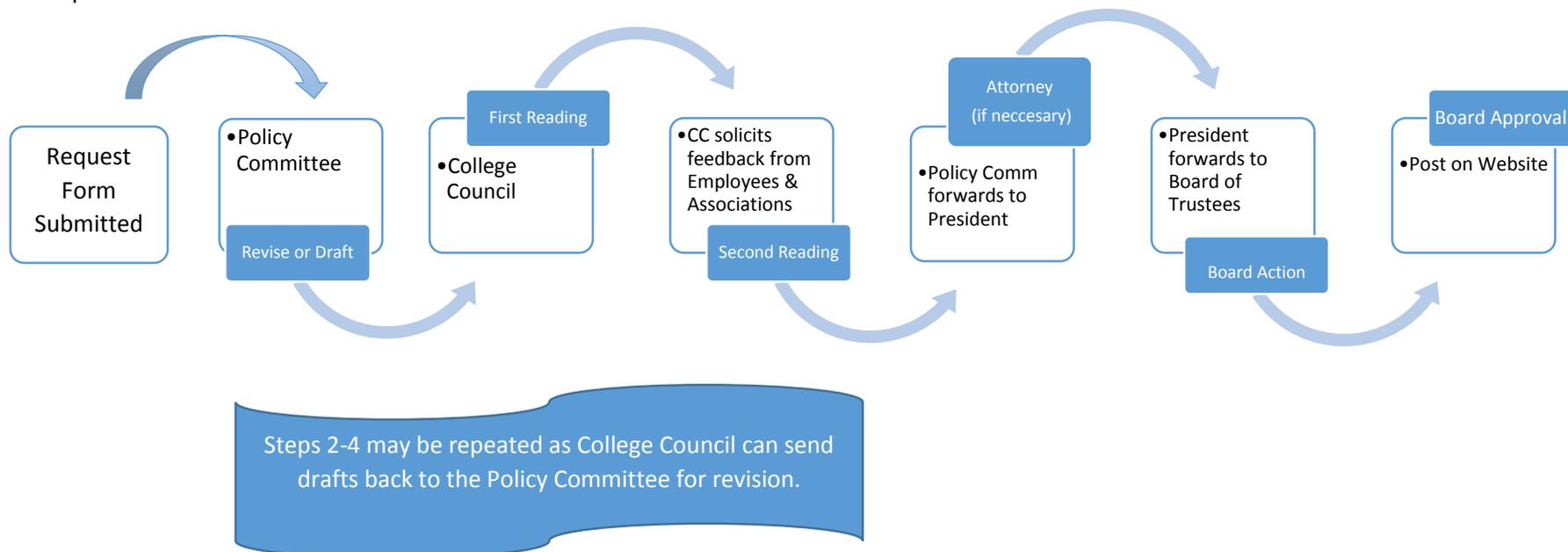


UCC Board Policy Review and Approval Process

Below is the process used at Umpqua Community College for Board Policy proposals, modifications, decommissions and reviews. The UCC Board of Trustees may circumvent this process if circumstances call for immediate action.



Policy Process

1. Additions and modifications to board policy may be requested by submitting a request form to the Policy Committee (PC) chairperson.
2. PC will review the request and policy draft to determine if it deems further consideration*. Committee members will revise, edit, or draft wording based on feedback from internal and external sources, stakeholders, and the people who will be responsible for implementing and enforcing policy.
3. PC will submit a draft policy to College Council for feedback and review. Between the first and second reading, College Council will send out the draft to employee groups and association chairpersons with a deadline for feedback. College Council will consolidate the feedback and report at second reading.
4. College Council may ask the PC to revise the draft based on feedback received, they may pass the draft policy on the second reading, or the draft policy may die for lack of support. Steps 2-4 may be repeated as needed.
5. Upon recommendation from College Council, PC forwards the draft policy to the president. The president may request that the draft policy be submitted to the college's attorney prior to submitting it to the Board of Trustees.
6. The president submits the College Council approved policy to the Board of Trustees for their consideration and approval. Upon the second reading, the Board of Trustees may approve the draft policy, they may send it back to PC for revision, or it may die for a lack of approval.
7. The draft policy becomes an official college policy upon Board of Trustees approval. PC or designee posts the approved policy on the college's website.

*Appeals may be made to the President regarding requests that are not approved for further consideration.