

DEVELOPMENT OF POLICIES & REGULATIONS

2.10020 OP
OPERATIONAL

OVERVIEW

Metropolitan Community College (MCC) follows a structured and transparent process for the development, revision, and retirement of board policies and district regulations. This process is grounded in the principles of shared governance and is designed to ensure that all policies and regulations reflect the mission, strategic direction, and operational realities of the institution.

Policy and regulation development is a multi-step process that emphasizes thoughtful planning, cross-functional input, legal review, and timely implementation. The process ensures that proposed changes are aligned with institutional priorities, regulatory requirements, and the evolving needs of students, employees, and the broader community.

The development of board policies and district regulations will follow the guidelines.

COMMITTEE
REPRESENTATION

The CPRC shall be comprised of representatives of all governance groups and chaired by the chancellor or designee. The chair shall be a member of the Chancellor's Executive Cabinet. The chair may assign a designee to chair the council in their absence only in exigent circumstances.

Each governance group shall be afforded the following opportunity for representation on the CPRC:

Current governance group president and three (3) representatives from each governance group. The president of each governance group will notify the chair of the selected representatives prior to the first meeting of the academic year.

PROCESS

Any governance group through members of the council may introduce a proposal for policy and procedure development, revisions, or rescissions. The proposal (s) shall be submitted to the chair and to the council for consideration. Upon agreement by the council that the policy and/or procedure proposal should proceed for review, the chair will forward request (s) to the appropriate officer for consideration. The officer will determine whether the request (s) proceed for review. The determination and rationale for the decision will be communicated to the chair within thirty (30) days of receipt of the request. The chair will communicate the determination to the council by the next scheduled meeting.

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REVIEW PROCESS

The chair will hold a meeting to present policies and/or regulations to the council for review. The council is intended to function in a fashion that encourages and allows input and information to and from the council to the governance groups during the review process. Each council governance group shall designate one member to act as the group's facilitator to the chair during the review process.

The chair will facilitate review of the proposed items as follows:

Pre-presentation: The subject matter expert (SME) will submit policy/regulation draft for legal review.

Presentation item: The SME will present the item to the council. The presentation of items will provide an opportunity for the council to discuss the item with the presenter.

If the timing and/or need for the policy or regulation is imminent, the chair may forgo a meeting and present the item to the council electronically, the exception not the norm.

Shared Input Period: Upon presentation of the item, the council representative will consult their constituents of the proposed item and solicit and collect input. At the next CPRC meeting, each governance group will have an opportunity to provide input received to the council. A representative of the office of responsibility will be in attendance to solicit input and address comments.

After the CPRC input meeting, the office of responsibility will have ten (10) college business days to address the input received and provide a final draft of the item to the chair. The chair will compile comments received, responses, and the final draft of the item and share the redline with the council electronically. The chair may extend the review timeframe.

If the timing and/or need for the policy or regulation is imminent, the chair may forgo a meeting and collect input from the council electronically.

Recommendation Period: The council representatives will inform their constituents of the response (s) and circulate the final draft (s) of the item (s) to seek recommendation for adoption from their governance groups.

At the next scheduled CPRC meeting, recommendation will be discussed. Each governance group will notify the council if recommendation for adoption has been reached. If recommendation for adoption has not been reached by a governance group, the CPRC members may provide a rationale to the chair to determine whether additional review is needed.

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REVISED: (Date(s) approved)

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If the chair determines that additional review is needed in consultation with the appropriate officer and/or chancellor, the chair may represent an item to CPRC until such time as recommendation for adoption has been reached or until the appropriate officer and/or chancellor, through the chair, determines the sufficient input has been received from the council and governance associations to proceed with adoption of the item.

If the timing and/or need for the policy or regulation is imminent, the chair may forgo a meeting and seek recommendation for adoption from the council electronically.

Post Presentation: The draft policy will be submitted to legal for final review.

ADOPTION

After recommendation for adoption, the following is the approval process for policies and regulations:

- Regulations: Regulations will be approved by the chancellor for adoption.
- Policies: Board policies will be approved by the chancellor for recommendation to lodge with the Board of Trustee. Upon Board acceptance of lodging, policies shall be presented to the Board for adoption.

EXIGENT
CIRCUMSTANCES

There may be times when the institution may need to adopt policies and regulations on an expedited basis such as for compliance or other exigent circumstances. In such instances, the chair may convene a special CPRC meeting with alternative time frames.

NUMBERING

Policies and regulations will be represented by a numbering

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system which involves five (5) decimals (0.00000). The numbers placed in front of the decimal will be for major divisions:

1. Board of Trustees Bylaws;
2. Administration;
3. Human Resources;
4. Business and Finance;
5. Physical Facilities;
6. Curriculum and Instruction; and
7. Students;
8. Information Technology

FORMAT

An operational procedure (OP) must include the following key components:

- **Operational Procedure Name and Procedure Number:** A clear and concise title for the procedure.
- **Overview:** A brief statement summarizing the purpose and scope of the procedure.
- **Process:** Detailed information outlining the steps involved in the procedure.
- **Procedure Modification:** A procedure that is reviewed regularly by the responsible person and/or office at a minimum of every five years.
- **Enforcement:** Identification of the individuals or departments responsible for enforcing the regulation.
- **Values Alignment:** A selection of the college's core values that the procedure supports.
- **Notification:** The responsible officer will ensure district-wide communication of the new or updated policy, regulation and/or procedure.
- **Reference (s):** Any relevant documents, regulations, or resources that relate to the procedure.

Also, a district regulation (DR) must include the following key components:

- **District Regulation Name and Regulation Number:** A clear and concise title for the regulation.

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- **Purpose:** A statement outlining the reason for the regulation and the steps to be followed or guidelines provided.
- **Definitions:** A list of terms and their definitions that are essential for understanding the regulation.
- **Regulation Modification:** The actual content of the regulation, organized into sections with separate titles.
- **Enforcement:** Identification of the individuals or departments responsible for enforcing the regulation.
- **Values Alignment:** A selection of the college's core values that the procedure supports
- **Reference (s):** Any relevant documents, regulations, or resources that relate to the procedure.

DISTRIBUTION	The office of responsibility is responsible for distribution of adopted board policies and district procedures. All policies and regulations will be posted on the college's website every three months as well as electronically forwarded.
PROCEDURE MODIFICATION	This procedure must be reviewed regularly by the Chancellor at a minimum of every five years.
ENFORCEMENT	This regulation and its associated procedures shall be strictly enforced. Violations may result in disciplinary action up to and including termination.
VALUES ALIGNMENT	Integrity
NOTIFICATION	The responsible officer will ensure districtwide communication is made within 30 days of approval through the college-wide communication platform available.