

Policy Title: Board and College Governance in Relation to Creation, Revision, or Elimination of College Policy and Procedure

Impact: Employees, Staff, Faculty, Students, General Public

Responsibility: College President

Effective Date: 05/28/2008

Last Update: 06/26/2019

Relates to Procedure(s): 2.01.04

Legal Citation(s): Title 33, Chapter 2, Idaho Code

I. Policy Narrative

The North Idaho College Board of Trustees is committed to timely and meaningful participation of the college constituent groups, including faculty, staff, and students in the decision-making process. The Board recognizes that such participation enhances the quality of college decision making and will improve the communication between the Board of Trustees, the administration, the students, staff and faculty. The College Senate, as principal vehicle for participatory governance, shall provide timely input on policy and procedural initiation, changes, or deletions. This input will generally take place from August through May.

II. Definitions of Policy and Procedure

- A. Policy: A policy is a statement of principles and/or values that mandate or constrain the performance of activities used in achieving institutional goals.
- B. Procedure: A procedure is developed to describe the methods of implementing policy.

III. Policies/Procedures

Policies are adopted by the Board of Trustees and are intended to address the internal governance of the college. The principal vehicle for participation from college faculty, staff and students is through the College Senate.

The adoption, deletion, or revision of policies and procedures affecting the internal administration of the Board of Trustees and/or its relationship with the Office of the President is not subject to comment by either the Office of the President or the College Senate. The

adoption, deletion, and revision of these policies and procedures is reserved exclusively to the Board of Trustees.

Subject to the authority of the president and the general supervision and ultimate authority of the Board of Trustees:

- A. Each constituent group, the Associated Students of North Idaho College (ASNIC), Faculty Assembly, and Staff Assembly, is charged to act for and to represent its members in matters of college policy and procedure to those members via the College Senate.
- B. The constitution and bylaws of each constituent group define the process of determining that group's representatives to the College Senate.
- C. The College Senate guided by its constitution and by-laws is charged to act for and to represent its constituent groups in matters of college policy and procedures.

Proposals to create, revise, or eliminate policy and/or procedure may be initiated by the Board of Trustees, the President, the College Senate or a recognized constituent group defined as ASNIC, Faculty Assembly, and Staff Assembly.

IV. Review of Policy and Procedure

North Idaho College recognizes the importance of creating, maintaining, and following policies and procedures that set the institution on the best course to honor its core values and missions. As such, a standing committee will facilitate review of all institutional policies and procedures with their authors on a staggered and regular basis. Upon completion of any revisions, the committee will ensure the policy author submits their recommendations to the President and College Senate chair to begin the participatory governance approval process.