

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Policy/Procedure Development	NUMBER: 01-00AP
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO:
UPDATED: 06/15/22	

Purpose:

To provide a process for adopting, amending, and/or repealing College policy/procedure.

Definitions:

Policy – means each College statement of general applicability that implements, interprets, or prescribes law or describes the procedure or practice requirements of the College and includes any form which imposes any requirement or solicits any information not specifically required by statute or by an existing rule. The term does not include:

- a. Internal management memoranda which do not affect either the private interests of any person or any plan or procedure important to the public and which have no application outside the College.
- b. Legal memoranda or opinions issued to an agency prior to their use in connection with an agency action.
- c. The preparation or modification of:
 - i. College budgets.
 - ii. Contractual provisions reached as a result of collective bargaining.

Procedure – processes, promulgated by the President, used by administration/management to carry out their duties and responsibilities relative to the operation of the College.

Procedure:

1. Policy/Procedure Proposal:

- a. The College contracts with Neola, Inc. to ensure all policies/procedures are updated as laws and/or industry standards change. Neola (Sponsor) will stay abreast of pertinent laws and best practices, and propose new policies/procedures, or make recommendations to revise or repeal existing policies/procedures when appropriate; and,
 - b. Any member of the College faculty, or staff (Sponsor) may propose a new policy/procedure, or make recommendations to revise or repeal an existing policy/procedure.
2. A proposal for creation of or change to College policy/procedure shall be forwarded to the Vice President for the area of the College to which the policy/procedure pertains (Responsible VP) to determine if the policy/procedure is warranted. If the policy/procedure proposal is rejected it will be returned to the Sponsor with reasons for the rejection. Suggested modification to the policy/procedure proposal may be requested and reviewed with the Sponsor.
3. If the Responsible VP feels the policy/procedure is warranted, the proposal for creation of or change to College policy/procedure will be forwarded to the Vice President for Administrative Services & Chief Business Officer for consideration and approval. If the policy/procedure proposal is rejected it will be returned to the Responsible VP with reasons for the rejection. Suggested modification to the policy/procedure proposal may be requested and reviewed with the Responsible VP.

The proposal should include:

- a. The proposed language to be adopted/changed/repealed.
 - b. What issue/concern the policy/procedure would address.
 - c. A statement indicating if the proposal is for a policy or procedure.
 - d. A statement of estimated regulatory costs.
 - e. Any other information that may be useful for review of the proposal.
4. If the policy/procedure proposal is accepted for additional review and consideration:
- a. The Vice President for Administrative Services & Chief Business Officer will inform the Executive Team and the Office of Business Process Improvement of the approved proposals and initiation of the policy/procedure development process;

- b. The Office of Business Process Improvement will facilitate posting any required legal notices throughout the development and/or adoption process, and provide a subject matter template to the Responsible VP; and,
- c. The following steps will be taken:
 - i. The Responsible VP will direct the development of the proposed policy/procedure.
 - ii. After development, the draft policy/procedure will be reviewed by a standing committee of the College, selected by the Responsible VP.
 - iii. The standing committee may return the draft policy/procedure to the Responsible VP if it has questions or recommendations for modifications.
 - iv. Once the draft policy/procedure is complete, it will be forwarded to the Office of Business Process Improvement for review, formatting and submission to the College attorney for legal review.
 - v. After the legal review is complete, the Responsible VP will present the draft policy/procedure to the Executive Team for approval. The Executive Team may return the draft policy/procedure to the Responsible VP if they have questions or recommendations for modification.
 - vi. Upon Executive Team approval, the Office of Business Process Improvement will:
 - a. Facilitate the presentation of any draft policies to the Board for approval and facilitate the publishing of the Board approved policies to the College's website. All changes to policies must be adopted in accordance with Policy 0131; or
 - b. Facilitate the publishing of the approved procedure(s) to the College's website.