

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Board Policy/Administrative Regulations Development and Approval*

EFFECTIVE DATE: February 14, 2017

BOARD POLICY REFERENCE: BE and BH

PURPOSE

The Board shall have the sole right to adopt Board policies. Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

The Blinn College Board of Trustees has designated the Chancellor or designee to be responsible for developing and enforcing procedures for the operation of the College District. These procedures shall constitute the administrative regulations of the College District.

Administrative regulations exist to clarify and implement Board Policy and to provide administrative direction in areas delegated by the Board. All areas not specifically covered by Board Policy or a governing statute are delegated areas. No administrative regulation shall be in conflict with Board Policy.

All College policies and administrative regulations shall normally be reviewed on a three-year cycle with the following pairings;

Year 1

Section A: Basic District Foundations

Section B: Local Governance

Year 2

Business and Support Services

Personnel

Year 3

Instruction

Students

Community and Governmental Relations

When the need arises to develop a new or revise an existing Board policy or administrative regulation, the process outlined below shall be adhered to.

PROCESS

All proposed Board policy or administrative regulation additions and revisions should be submitted to the Office of the Executive Vice Chancellor/General Counsel.

Prior to the request being submitted to the Office of the Executive Vice Chancellor/General Counsel, the Executive Council member who oversees the particular area must approve the requested change.

Upon receipt of the request, the Associate Vice President, will review the request for content, style, and compatibility with existing College policy and administrative regulations. The requestor will be notified if significant changes are needed.

Following the review by the Associate Vice President, the proposed policy/administrative regulation will be reviewed by the College's legal counsel and forwarded to the Chancellor for approval. The Chancellor may approve the proposed policy/administrative regulation or place it on the agenda of the College's Executive Council.

Upon approval from the Chancellor, Board Policies will be reviewed by the appropriate Board Committee prior to being placed on an agenda for full Board consideration.

Upon approval from the Chancellor or Executive Council, as applicable, administrative regulations shall be posted in the College's official policy/administrative regulation manual.