



## NEW AND REVISED COLLEGE POLICIES AND PROCEDURES POLICY

**Policy Number: 2.0000**

**Subject Area: General College Policies/Administration**

**Adopted: 12/14/2015**

**Revised: 01/25/2021**

"Policies" are basic assumptions and general principles recommended by the College administration and adopted by the Board of Trustees to guide College personnel in the management of College operations. "Procedures" are defined as specific methods and courses of action to be taken by College personnel in order to implement the policies, which have been approved by the Board of Trustees.

Policies and procedures shall be developed by the College Administration, with the input of College employees who have experience and knowledge regarding the policies and processes defined, and with a goal of continually improving College operations, services, and programs. Policies and procedures will be reviewed by the President's Cabinet and shared campus wide to obtain additional input. After the development and review process as outlined above, and upon recommendation of the College President, policies shall be presented to the Board of Trustees for approval.

Board of Trustees approval requires a First Reading and a Final Reading, conducted at separate meetings. The Board has the discretion to waive the Final Reading and approve a policy after only a First Reading, if in the best interest of the College to do so. Additionally, the Board has the discretion to require more than two readings.

Procedures for implementation of College policies shall be developed according to the process outlined above, but do not require Board approval. The College President is authorized to approve all new and revised procedures. After approval, policies and procedures will be communicated electronically to College employees. Additionally, all modifications will be compiled in the Kaskaskia College Policy and Procedure Manual and will be located on the College webpage. This manual will be managed by the Human Resources and President's Offices.

All employees are responsible for knowing the content of the Kaskaskia College Policy and Procedure Manual. Neither policies nor procedures are intended to create a promise or binding agreement or contract between Kaskaskia College and any of its employees or students. Kaskaskia College reserves the sole discretion to change the content or application of policies and procedures. Such changes can be implemented whether or not they have been communicated, printed, or posted to the College Policy and Procedure Manual. Policies and procedures shall be reviewed and revised as needed to maintain accuracy and relevance.

Approval History: Replaces New and/or Revised College Policies and Procedures Policy 6.12 approved December 14, 2015; August 28, 2017