

Definition. Policies are general authorizations and instructions determined by the Board of Trustees and typically delegated to the administration for implementation.

Authority. Policies of Carl Sandburg College are adopted by the Board of Trustees under authority granted by the legislature of the State of Illinois.

Responsibility. The Carl Sandburg College Board of Trustees is the governing entity of the Carl Sandburg College District. In this role, the Board of Trustees retains authority to enact, rescind, or modify all policies governing the district.

Initiation. The policy formulation process may be initiated either by the Board of Trustees or by the various college constituencies: i.e. administration, faculty, staff, and/or students.

Formulation and review. All proposed policies shall be subject to the following review process prior to enactment:

- a. A proposed policy shall be forwarded to the chief executive officer for his/her review and consultation with appropriate standing committees or administrative head.
- b. The resulting proposed policy shall be discussed with the chief executive officer's administrative staff as needed.
- c. The proposed policy then will be referred to legal counsel for comments.
- d. The chief executive officer or designee shall consider comments from legal counsel and modify the proposed policy, if necessary.
- e. The proposed policy, with comments or modification from legal counsel and the executive staff, shall be returned to the initiator(s) of the policy for review.
- f. The initiator(s) then may withdraw the proposed policy or return it to the chief executive officer for submission to the Board.

Interim Policies. The Board of Trustees recognizes that there may be situations that require an immediate response of a policy nature. When such circumstances arise, as determined by the chief executive officer or Board of Trustees, the chief executive officer is hereby authorized to develop an interim policy. The proposed interim policy shall be presented to the Board of Trustees at the next regular or special meeting. If approved, the interim policy shall be implemented and, concurrently, the chief executive officer shall initiate a college-wide review as provided in above.

Exceptions to the Review Process. The Board of Trustees recognizes that there may be matters brought to or initiated by the Board of Trustees that should not be subject to the review process. This would include but not be limited to the following:

- a. Items that mandate Board of Trustees' action in accordance with state and federal laws and the rules and regulations of the Illinois Community College Board;
- b. Board of Trustees' operating policies, bylaws, and/or standing rules; and
- c. Emergency situations that require immediate Board of Trustees' action.

Regulations and Procedures. When regulations and operating procedures are needed to implement Board policy, the chief executive officer is authorized to approve such regulations and operating procedures. The chief executive officer also is authorized to delegate authority to the appropriate staff to approve operating procedures.

The Board of Trustees shall be informed of all college regulations and a master file shall be maintained by the chief executive officer of all college operating procedures.

For the purposes of this policy, regulations and procedures shall be defined as follows:

Regulation - Rules and guides necessary to implement Board policy and other responsibilities of the administration. Approval is required at the highest administrative level.

Regulations may be recommended by any employee, student, or Board member of the College to the appropriate administrator. If deemed necessary and proper at that level, it shall be formalized in writing for review by the chief executive officer's staff. The chief executive officer shall approve all regulations prior to their implementation.

Procedure - Operational details necessary to affect policy and regulations and other responsibilities of the various units and functions of the college. Approval is required at the operational level only.