

---

## ADMINISTRATIVE POLICIES/PROCEDURES

Board Policies are set by the Board of Education. Policies perform the following functions:

- State goals, purposes, aspirations
- Explain the justification
- State how the Board and the College operate
- Assign responsibility or authority to the President
- Establish the position of the Board or the College on a topic of concern

Administrative Policies and Procedures (APPs) submitted by staff should support Board policies. APPs perform the following functions:

- Set forth the mechanics for implementing Policies
- List specific do's and don'ts
- List required step-by-step instructions
- Answer the questions how

The Administrative Policy and Procedure Review Committee (APP Committee) is responsible for reviewing APPs after the Executive Team (ET) has reviewed them. These APP committee meetings are open to all staff. Administrative Services will coordinate the APP review meetings including distribution of materials via email to APP review committee members and the general-announce listserv. The person responsible for the APP creation, revision, or deletion shall attend all readings of the APP they submit. All other staff and/or members of the APP review committee may submit suggestions/comments to [procedures@socc.edu](mailto:procedures@socc.edu) if they are unable to attend the meeting in person.

If at a first reading, an APP is deemed acceptable with no substantive change(s), no second reading will be held. Conversely, if an APP is not resolved in the second reading, it may require further readings. If substantial changes are made at the first, second or any other readings, Administrative Services may send the APP back to the Executive Team for further review.

When adding, revising, or deleting an APP, please ensure that all individuals who share responsibility for the APP have been consulted, including your supervisor. Ensure that any changes to URLs, OAR/ORS, Board Policy references, etc., are current and correct.

The following steps are provided for assistance in the development, revision, and/or deletion of APPs:

### **ADDING A NEW APP:**

1. Include the following:
  - a. APP name
  - b. Originating department
  - c. Contact person/title
  - d. The text of the APP, including step-by-step instructions.
  - e. References contained within the APP (e.g., Board policy, OAR/ORS, URLs)
  - f. Copies of any referenced forms

2. Keep the formatting as simple as possible. If any acronyms are used in the APP, define them at the first use of them in the document. If another APP is referenced, include the APP name and number.
3. Submit APP (whether College-wide or departmental) in electronic format to [procedures@socc.edu](mailto:procedures@socc.edu) and copy your supervisor. Administrative Services will forward the APP to the Executive Team for review.

**REVISING AN EXISTING APP:**

1. Contact Administrative Services to obtain the most current, editable format of the existing APP.
2. Submit an edited electronic version to [procedures@socc.edu](mailto:procedures@socc.edu)
3. Make sure to retain a copy for your files.

**DELETING AN EXISTING APP:**

Identify the APP to be deleted, and submit a brief statement explaining why the deletion is requested. Email this explanation to [procedures@socc.edu](mailto:procedures@socc.edu) and copy your supervisor.

**SEQUENCE FOR APP APPROVAL/REJECTION:**

Once the APP has passed through the aforementioned approval/rejection process, a general-announce email will be sent out and the APP will be placed on or removed from the Administrative Services portal. Administrative Services will include information in the subsequent Board report noting the APP changes.

Note: APPs will be on a three-year rotation for review or as needed. The APP review committee will set up the review schedule and assign appropriate individuals to review APPs and submit recommendations, if any, to the APP review committee. The review or revision date will be placed at the bottom of the APP for historic tracking purposes.

OAR 589-008-0100

Created/Approved: April 1, 2009

Revised: January 9, 2013 (Formerly Admin Policy 4.003)

Revised: November 2, 2016

Revised: April 3, 2019