

## POLICY 1: POLICIES & PROCEDURES

Policies of Carl Sandburg College are adopted by the Board of Trustees under authority granted by the legislature of the state of Illinois\*. The Board is the governing entity of the Carl Sandburg College District. In this role, the Board retains authority to enact, rescind or modify all policies governing the district.

### Definitions

- **Policies:** General authorizations and instructions determined by the Board of Trustees and typically delegated to the administration for implementation.
- **Procedures:** Operational details necessary to implement policies, and other responsibilities of the various units and functions of the college; approval is required at the administrative level.

### Initiation

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

### Policy formulation & review

All proposed policies must follow this process prior to enactment:

- a) Complete a [policy change request form](#), and attach proposed redlined changes to the policy/procedure.
- b) Share the proposed changes during the president's Cabinet meeting for discussion and internal approval.
- c) The proposed policy/procedure may be referred to legal counsel for comments, which will be discussed among the Cabinet to determine necessary modifications.
- d) Once internally approved, the proposed procedure may be implemented, or the policy may be submitted to the Board via the president's recommendation.

### Interim policies

The Board of Trustees recognizes there may be policy situations that require an immediate response. When such circumstances arise, as determined by the president or Board of Trustees, the president is hereby authorized to develop an interim policy and present it to the Board of Trustees at the next regular or special meeting. If approved, the interim policy will be implemented and, concurrently, the president can share for discussion with Cabinet as appropriate.

## Exceptions to the review process

The Board of Trustees recognizes there may be matters brought to or initiated by the Board of Trustees that should not be subject to the review process. This includes, but is not limited to:

- 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.
- c) Emergency situations that require immediate Board of Trustees' action.

## Review process after enactment

The Board regularly reviews all policies to determine if any changes are needed. Any policy made by the Board of Trustees may be suspended or changed by a majority vote of the Board members in attendance, which will be taken by roll call and entered in the minutes of the meeting, except that any policy change made by a majority vote of less than four members is subject to review at the next regular meeting of the Board. Members absent at a meeting in which a policy change is made by fewer than four votes will be notified in writing of such action.

## Procedures

When procedures are needed to implement Board policy, the president will approve such procedures and/or delegate authority to the appropriate staff to approve the procedures.

*\*See 110 ILCS 805/3-21 and 805/3-25 Illinois Public Community College Act.*

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Reviewed: 1/24  
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