



Board Policy

Policy Type: Board Governance Process
Policy Title: Board Policy Creation and Review
Policy Number: 1.4
Office Responsible: Board and CEO
Related Policies: N/A
Related Procedures: Included in Policy
Related Laws: Michigan Open Meetings Act
HLC Criterion: 2A, 2C

Policy Statement

College policies are guiding or governing principles that have been formally approved by the Board in furtherance of the College's mission and values. Policies do not include procedures used to implement them.

Policies shall be:

1. Presented in a common format
2. Formally approved by the Board
3. Maintained centrally, electronically-accessible, and available in hard copy
4. Linked electronically to any relevant procedures (if applicable) for implementing the policy
5. Regularly reviewed within a five-year timeframe

Division of Responsibility

The Board is responsible for adopting policies for the oversight of the operation of the College. The responsibility for formulating policy shall be divided as follows:

1. Broad strategic, value-based policies are the responsibility of the Board.
2. The Board will set policy in these areas: Ends, Executive Limitations, Board-Staff Relationship, and Governance Process.
3. Administrative rules, guidelines, and procedures for employees to follow in implementing College policies are the responsibility of the CEO and shall be provided to the Board for informational purposes. They shall also be available on the web.
4. Establishing specific tactical decisions and procedures for implementing administrative rules and/or guidelines shall be the responsibility of operating units or positions designated by the CEO.

Standard Format for Policies

Policies shall follow an established, consistent format per Exhibit A.

Initiating Policy

Policies shall be initiated in accordance with the Procedure for initiating a policy. All policies shall be initiated in accordance with the Board's designated Procedure for Policy initiation (see below).

Board Policy Action

In order to ensure public transparency and accountability, **newly** proposed policies and **substantive changes** to existing policies shall be presented at a properly-noticed public Board meeting for at least two readings before they may be acted upon. The purpose of the first reading is to present the proposed policy or substantive change to the public and allow for comment. After the first reading, and prior to second reading, the public and additional college stakeholders may provide additional input to

the CEO, which may result in revisions to the proposed policy or substantive change. The purpose of the second reading is to provide final public comment followed by Board action.

In an emergency, the Board may act—by a supermajority vote—upon a new policy proposal or a substantive change at the first reading. In this situation, policy adoption will be considered provisional and shall not become final until the conclusion of the second reading and final action. Revisions to a provisionally approved policy may be proposed between provisional and final adoption.

As part of the Board’s ongoing policy review responsibility, revised policies that do not substantially change the intent or direction of the policy may be adopted after first reading at the discretion of the Board. In addition, the Board empowers the CEO to make non-substantive changes to policy without Board action when clarity is needed to reflect changes in college operations.

After the first reading, any proposed policy may be removed from consideration or rejected by a majority vote at the next properly-noticed Board meeting.

Unless otherwise noted, policies may only be acted upon by a majority vote of the members-elect of the Board at a properly noticed public Board meeting at which a quorum is present.

In rare instances where the Board, at its discretion, may need additional information about a particular policy or substantive change, it may choose to have additional readings beyond a second reading.

Harmony with Law and Collective Bargaining Agreements

All policies shall comply with all applicable laws. If any policy (or portion thereof) is found to be in conflict with an applicable law, the policy or conflicting provision will be temporarily suspended. The elements of the policy that are not in conflict with the law shall continue to be in effect as long as the policy’s intended purpose can still be achieved. Subsequently, the policy will be revised to comply with the law.

If any policy (or portion thereof) is found to be in conflict with collective bargaining agreements through the grievance and/or arbitration process, the collective bargaining agreement shall supersede the policy. In this situation, the policy may be revised to be consistent with the collective bargaining provision.

Supersedes Prior Policies

Policies adopted by the Board shall supersede all previous versions and related procedures.

Communication

New and amended policies shall be communicated and be accessible through the College’s website.

Policy Rights

Policies are not contractual in nature and are not intended to create any contractual, liberty, and/or property rights. Policies may be changed and/or repealed at the sole discretion of the Board.

Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
1/17/17	Revised	
4/17/18	Revised; referenced in former Policies 1.7.2, 1.7.3, and 1.7.4	Board

EXHIBIT A



**OAKLAND
COMMUNITY
COLLEGE®**
Community is our middle name.

Board Policy

Policy Type:
Policy Title:
Policy Number:
Office Responsible:
Related Policies:
Related Procedures:
Related Laws:
HLC Criterion: