

CCS Administrative Procedure

1.10.01-A Board of Trustees Policies

Implementing Board Policy [1.10.01](#)
Contact: Chancellor's Office, 434-5006

1.0 Purpose

The Board of Trustees has adopted policies regarding matters affecting the operations of Community Colleges of Spokane. This procedure provides the process to propose a new board policy or submit an amendment to an existing board policy for the board's consideration.

2.0 Limitations and Requirements

- 2.1 The board, at its sole discretion, reserves the right to adopt, amend, or repeal board policies.
- 2.2 Proposals to add or amend board policies must be submitted by the chancellor and trustee chair as an agenda item at a regularly scheduled meeting. See Administrative Procedure 1.30.05-A – Board of Trustees Agenda.
- 2.3 Such proposals may be submitted for consideration only by the following CCS officials:
 - 2.3.1 President or vice president
 - 2.3.2 Chief officer, provost or public information officer
 - 2.3.3 Senior assistant attorney general
- 2.4 Board policies may be adopted, amended or repealed by majority vote, provided such changes are proposed at least one (1) meeting prior to the meeting at which the vote is taken. Exception to this provision may be made by a majority vote of the board.
- 2.5 The secretary to the board manages all board policies and is responsible to assign policy numbers, track policies through the review and approval process, publish approved policies to the CCS Board of Trustees web page, and maintain the record copy of the all policies in a centralized directory for their full retention period in accordance with Washington State law.

3.0 New or Amended Board Policies

- 3.1 Proposals to add or amend board policies must be submitted in writing to the chancellor. The chancellor may take one of the following actions:
 - 3.1.1 Route the proposal back to the responsible party noting that the proposal is not to be considered further.
 - 3.1.2 Route the proposal back to the responsible party for further analysis, for consideration of other options, or redrafting.
 - 3.1.3 When appropriate, route the proposal to the Attorney General's Office to review for consistency with state and federal laws, rules and regulations.
 - 3.1.4 Review the proposal with the trustee chair and trustee vice chair for inclusion on a future board meeting agenda.
- 3.2 If the proposal is approved to move forward for board consideration, the official is notified and must submit a board brief to the executive assistant to the board.

- 3.3 If the new or amended policy is approved by the board, the secretary to the board:
 - 3.3.1 Prepares the final version for the Board of Trustees Policy Manual and posting on the CCS Board of Trustees web page.
 - 3.3.2 Maintains the record copy of the policy for its full retention period.

4.0 Related Items

- 4.1 Chapter [132Q-01 WAC](#) – Board of Trustees
- 4.2 CCS Board of Trustees [Web Page](#)
- 4.3 CCS Board of Trustees [Policy Manual](#)
- 4.4 State Government General Records Retention Schedule, [GS 10002 – Policies & Procedures](#)

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