

CCS Administrative Procedure

1.40.01-B Administrative Procedures

Implementing Board Policy [1.40.01](#)

Contact: District Business Office, 434-5275

1.0 Purpose

Administrative procedures are established to implement board policies. This procedure outlines the drafting, review, approval, distribution and retention processes for administrative procedures.

2.0 Limitations and Requirements

- 2.1 Administrative procedures are to be consistent with provisions of the Revised Code of Washington (RCW), Washington Administrative Code (WAC), and the Northwest Commission on Colleges and Universities. Procedures in conflict with these laws and rules shall not be effective or enforced.
- 2.2 The standard format for an administrative procedure includes the following elements: reference to the approved board policy or Title 132Q WAC, contact information, purpose or objective, limitations and requirements, definitions, procedures, origination date, revision date (if applicable), and Cabinet approval date.
- 2.3 Administrative procedures are published on the CCS Internet site and accessible to students, staff, and the public.
- 2.4 The CCS records officer manages all administrative procedures and is responsible for assigning administrative procedure numbers; tracking procedures through the review and approval process; publishing approved procedures to the CCS Internet website; and maintaining the record copy of the all procedures in a centralized directory for their full retention period.

3.0 Analysis and Drafting New Procedures

- 3.1 The department that implements and administers the procedure analyzes the issues and is responsible for drafting the document.
- 3.2 The responsible department contacts the CCS records officer for a procedure number.
- 3.3 The responsible department works with the constituencies immediately involved with the proposed procedure to draft the document.
- 3.4 After considering input from the constituencies, the proposed procedure is routed to the department's administrator. The administrator may:
 - 3.4.1 Route the draft procedure back to the department for further analysis, for consideration of other options, or redrafting.
 - 3.4.2 When appropriate, route the draft procedure to the Attorney General's Office to review for consistency with state and federal laws, rules and regulations. Contact with the Attorney General's Office must be authorized by one of the unit's executives.
 - 3.4.3 Route the draft procedure to the Cabinet for review.

4.0 Review and Approval

- 4.1 Completed draft procedures are routed to Cabinet for review and consideration. Cabinet may:
 - 4.1.1 Route the draft procedure back to the department for further analysis, for consideration of other options, or redrafting.
 - 4.1.2 Preliminarily approve the draft procedure.
- 4.2 After preliminary approval, the draft procedure is reviewed at the following constituency meetings:
 - 4.2.1 All Administrators, Professional and Confidential Exempts
 - 4.2.2 Joint AHE/Executive Committee
 - 4.2.3 Union Management Classified Committee
- 4.3 After review by the above-referenced constituencies:
 - 4.3.1 The procedure is considered approved as of the date of the preliminary approval by Cabinet and is forwarded to the CCS records officer.
 - 4.3.2 Should significant questions or comments arise during the constituencies' review the administrator leading the procedure process will take the input to Cabinet for consideration and determination of next steps.
- 4.4 The records officer:
 - 4.4.1 Prepares the final procedure for posting on the CCS Internet website.
 - 4.4.2 Announces the addition of the procedure to the campus community via e-mail.
 - 4.4.3 Forwards the final procedure to the secretary for the board of trustees for the board's information.
 - 4.4.4 Maintains the record copy of the final procedure for its full retention period.

5.0 Revisions to Existing Procedures

- 5.1 In order to revise an existing procedure, the responsible department must request the official record copy of the procedure from the CCS records officer.
 - 5.1.1 The responsible department follows the procedures indicated in sections 3.0 and 4.0, above, when revising existing procedures.
 - 5.1.2 If the changes are strictly clerical in nature, the updated procedure need only be presented to Cabinet.
 - 5.1.2.1 The updated procedure is posted on the CCS Internet website.
 - 5.1.2.2 An email is sent to the campus community announcing the update and summarizing the edits.
- 5.2 The records officer ensures that retention requirements are met for the superseded procedure once the revised procedure is approved.

6.0 Review of Existing Procedures

The issuing department is responsible for ensuring that the procedure reflects current practice. The department is to periodically review the document and update it as necessary in conformance with the procedures provided above.

7.0 Related Information

- 7.1 CCS Internet website, [Administrative Procedures](#)
- 7.2 Administrative Procedure Review & Approval Tracking, [CCS 2156](#)
- 7.3 State Government General Records Retention Schedule, [GS 10002 – Policies & Procedures](#)

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