

COMMUNITY COLLEGE OF VERMONT

POLICY ON POLICY

November 19, 1998

Revised: February 23, 2016

See also:

Code of Ethics policy

Mission, Vision, and Values at CCV

Governance policy

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POLICY

CCV is committed to creating policies consistent with the mission of the college and its code of ethics. Policy defines legally adopted, binding statements which govern the college's decisions and actions. Procedures define the processes by which policies are implemented. As one of the Vermont State Colleges, CCV is governed by VSC policies as well as by its own policies. Where VSC policy does not fully address CCV-specific implementation, interpretation, application, or procedures, CCV may develop its own clarifying policy or procedure for the guidance of CCV students, faculty, and staff.

PROCEDURES

1. Policy should be developed and adopted according to standards which reflect the values and practices of the institution. At CCV, good policy:
 - a. is consistent with CCV's mission and values;
 - b. frames positive expectations;
 - c. is written for the well-meaning majority;
 - d. treats all constituents in a fair and just manner;
 - e. provides direction, protection, and a philosophical vision;
 - f. uses clear, simple, gender-neutral language; and
 - g. encourages best practices for a pro-active and thoughtful environment.
2. The president of CCV is empowered to make policy for the college. The president accepts, rejects, or modifies the policy in consultation with the President's Council. If the president accepts the policy, the president will sign, date, and distribute the policy college wide, normally within 7 days.
3. Any individual or governance group may recommend that the President's Council review, revise, or develop policy and/or procedures. The President's Council will include the request on its agenda and will record the decision in its minutes. Other groups may be asked for input or recommendations as part of these deliberations.
4. Before the President's Council can recommend formal adoption of policy to the president, the policy, in final draft form, must be read and approved at two President's Council meetings. The policy, in its final draft form, will be attached to President's Council minutes so that any and all interested parties may respond to the proposed policy.

5. After two readings, the President's Council may recommend formal adoption to the president of the college.
6. CCV policies will be made available to students, faculty, and staff in electronic format in appropriate locations. Policies in electronic format supersede those appearing in print publications. College employees should have a working familiarity with all CCV policies.
7. Policies will be reviewed at least once every 10 years and updated if necessary.