

Centralization of Administrative Rules and Related Tasks

Description of Problem:

The development, updating, monitoring, and tracking of the College's Administrative Rules and related responsibilities of shared governance are currently addressed in an *ad hoc* manner by various staff members, none of whom has been assigned primary responsibility for these functions. As a result, individuals, councils, and committees have sometimes duplicated the efforts of others in these areas, while at other times these responsibilities have been overlooked. For example:

- A recent compilation of Administrative Rules and Guidelines indicates that some proposed revisions have not been approved and implemented as the result of delays at various levels.
- Numerous rules require minor, *pro forma*, updating to reflect changes in position titles and in the College's administrative structure.
- Other current rules require major updating to reflect changes in policies or procedures. And recent developments at the national and local levels (e.g., recycling, sustainability, green building) require the creation of new Administrative Rules.
- Some Administrative Rules are interrelated, but they are maintained by various College councils without any requirement for coordination.
- Some administrative support staff have been assigned responsibility for monitoring the status of the College's Administrative Rules and insuring their submission to the President for approval and posting on the web; although this can be a time-consuming task, it has unavoidably been relegated to a lower priority than would otherwise be warranted.
- The College's various Councils and committees require occasional assistance with technical writing and general written communications during the development and revision of Administrative Rules.
- Councils and committees do not always post the minutes of their meetings in a timely manner and occasionally do not post the minutes at all. Additionally, not all minutes are posted in an easily accessible location.
- The Board of Trustees' Policy on Shared Governance (C-5) states that the College's processes should result in effective decision-making and an appropriate and timely dissemination of information; as noted, these requirements have not been met consistently in the development of Administrative Rules nor in the posting of council and committee minutes. Additionally, the Shared Governance Review Council has been charged with monitoring compliance with College policies and rules concerning shared governance (AR #3.05.005), but it has no staff to support this monitoring function.

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Proposed Solution:

Create a new position, tentatively titled **Coordinator, Administrative Rules**, to address the problems described above. This position should report to the Executive Vice President for Finance and Administration.

Responsibilities of this position include:

- Maintain the College's Administrative Rules website and coordinate with the President's Office to ensure the timely posting of Rules and Guidelines/Procedures.
- Develop and maintain a tracking system for the College's Administrative Rules to ensure that existing rules reflect current policies and procedures and that rules under development or revision are reviewed and approved in a timely manner.
- Propose to appropriate Councils any necessary revisions to current Administrative Rules and Guidelines/Procedures; provide technical writing and related support to the Councils in drafting both revisions and new rules.
- Review Council and committee drafts of Administrative Rules and Guidelines/Procedures to ensure adherence to a template so that all rules contain the same elements, follow a similar format, and conform to established rules of grammar and style.
- Coordinate efforts of the College's Councils and committees to ensure the efficient development and revision of those Administrative Rules whose topics might span the jurisdictions of more than one group.
- Follow the scheduled meetings of the College's Councils and committees, attend regularly scheduled Council meetings, and ensure that their minutes are posted at a centralized location in a timely manner.
- Participate as a non-voting member of the Shared Governance Review Council to support their function of monitoring shared governance activities of the College's councils.